1. Navigate to the CCSU home page at www.ccsu.edu. Point to CentralPipeline, then click on CentralPipeline for Faculty/Staff (or click on Faculty & Staff).

2. From the CentralPipeline home page, click on the WebCentral-Banner Web link and log in with your BlueNet account username and password.

3. Click on the Faculty tab, then Final Grades.

4. Click on the down arrow next to Select a Term, select the term for which you would like to enter final grades, then click on the Submit button.

5. Click on the down arrow next to Select a CRN and select the course for which you would like to enter final grades, then click on the Submit button.
6. The Final Grade Worksheet for the course you selected is displayed. In the Grade column, click on the down arrow next to None, then **click on the appropriate grade**. Continue this process for each student in the course.

7. When submitting a grade of “F”, you **must also include the Last Attend Date in the MM/DD/YYYY format (remembering to type the “/” between the numbers)**, based on the approximate last date of attendance (if available) or the approximate date of the last graded assignment. **Failing to enter a Last Attend Date with a grade of “F” will result in an error message, which must be resolved else the entire grading sheet will not be saved.**

   Note: the grade of “FN” (Failure-Never Attended) should be used for students who are still on your grading sheet but did not attend any classes.

8. When you have finished entering all the grades, click on the **Submit** button located at the bottom of the screen. Note: There is a 30-minute time limit to enter your grades. The Submit button acts as a Save command, so you may press this button at any time during the grading process and the 30-minute time limit will start again. After clicking on the Submit button, you will see a message at the top of the worksheet that reads “The changes you made have been saved successfully” – this is your confirmation that your grades have been submitted.

**Additional Information:**

a. **Last Attend Date** - If you have a student that has stopped attending your class and did not officially Withdraw, or if you are submitting a grade of “F”, you must include the Last Attend Date column. Enter the appropriate grade for the student, then type the date they last attended your class in the Last Attend Date column – you must enter the date in MM/DD/YYYY format.

b. **Attend Hours** - Do not enter any information in the Attend Hours field – we do not use this field at CCSU.

c. **Rolled Column** - Once Registrar’s staff rolls grades to academic history, the Rolled Grades indicator will be changed to Y. If you need to change a grade after they have been rolled, you must submit an official Change of Grade Form to the Office of the Registrar.

d. **Accessing the Worksheet for Other Courses** - To access the Final Grades worksheet for other courses you are teaching, click on the **CRN Selection** link at the bottom of the current worksheet. From this screen, **select another course** and click on **Submit**. You will be brought to the Faculty tab – click on **Final Grades** to access the Final Grades worksheet for the course you just selected.

Remember! Once you have finished using WebCentral-Banner Web, you should exit completely by clicking on the Exit button located in the upper-right corner. If you need assistance, please contact the IT Help Desk at 860-832-1720.