

Pipeline Instructions for Adjunct Faculty

<http://pipeline.chemeketa.edu>

Using Campus Pipeline is essential in your role as a Chemeketa adjunct faculty member. Pipeline is where you will receive e-mail from the college and students. It is also where class lists will be reviewed and grades will be submitted. Below are instructions for accessing the primary functions of Pipeline that will be needed in your instructional role.

How to Get Your User Name and Password

If you have not received your user name and password from Chemeketa already, you can check yourself from the Pipeline homepage.

- From a computer with a standard web browser like Microsoft Internet Explorer, go to <http://pipeline.chemeketa.edu>
- Click on the link to get a user name and password
- From the Pipeline Account Information page, click on the blue text under "How do I get...."
- Fill in your first name, last name, social security number and birthdate
- Click **Get Login Information**

How do I get a user name and password?
[Click Here.](#)

Please contact the Help Desk at 503-399-7899 if you have any problems.

Adjunct E-mail (user name@cp.chemeketa.edu)

All adjunct faculty teaching for Chemeketa have an e-mail account in Pipeline. Your e-mail address will be your Pipeline user name followed by @cp.chemeketa.edu. The e-mail icon is always available at the top bar of the Pipeline pages.

This e-mail account is where you will receive communication from the college and from current or future students. Chemeketa students using Pipeline to look up course information will see a symbol to e-mail the assigned instructor directly via the Pipeline system. **It is critical for you to check this email account in order to respond to student inquiries.**

You can also set up this address to automatically forward to another e-mail account.

- From the Pipeline e-mail window, click on the **Options** tab
- Click on **Auto Forward**
- Type in the e-mail address you want to forward to and click **OK**

My Courses

The My Courses tab will take you to a Pipeline Course Homepage that is automatically generated for all courses offered. The assigned instructor can edit what is displayed on this page. If you will not be using any of the online communication tools, please click on the course title and then click on the red **Add/Edit** button next to Course Links. Under the description for Link 1, type in a statement such as: **This course will not be using the online Message Board and Course Chat.** Click **Save Changes**. This statement will help set clear student expectations for communicating with you.

Class Lists

To access a list of all students currently enrolled in your classes:

1. Click on the **School Services** tab
2. Click on the text **Administrative Services**
3. Click on **Faculty**
4. Click on **Detail Class List** or **Summary Class List**
5. **Select a Term** and click **Submit** (this should default to the current term)
6. Select a **CRN** and click **Submit**

Only those designated in Banner as the “assigned instructor” for a course will be able to view and print the class list for a specific CRN. **Please contact your director’s office if you are not seeing the CRN for a class assigned to you.**

Printing Class Lists: The class lists can be printed directly from your Web browser but many faculty find it helpful to highlight just the class list information, copy it, and the paste it into a word processing program or spreadsheet program. You can then customize it for your use by changing fonts, adding or removing columns, etc.

Entering Grades

Please check the Chemeketa Intranet under the Pipeline Resources for Grade Entry Instructions. This link contains important end-of-term information from Enrollment Services including the current term grade input deadline. **If your grades are not submitted prior to this deadline, your students will receive a missing or M grade. Financial Aid awards and transcript information necessary to request admissions to other colleges are just two of the negative impacts caused by late grade submission. Your grades must be submitted prior to the term deadline.**

1. Click on the **School Services** tab
2. Click on the text **Administrative Services**
3. Click on **Faculty**
4. Click on **Final Grades**
5. **Select a Term** and click **Submit** (this should default to the current term)
6. Select a **CRN** and click **Submit**
7. A list of students in the course will be displayed. Across from each student’s name a list of grades will be available
8. When you have assigned all the grades for every student on the page, click **Submit Grades**. If you have more than 25 students in your class, click next page to see the next 25, enter their grades and click **Submit Grades**.
9. Repeat steps 6-8 for every course you are teaching.

Computer and Internet Access on Campus/Outreach

Three staff office buildings on campus have designated areas for adjunct faculty with desktop software and Internet access. They are located upstairs in Building 1 and in Buildings 37 and 38. Outreach campuses also have general use computers available. The office staffs in these areas are a great resource for questions on using Pipeline.