

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, where class lists are available to review and where final grades are 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 (PIN)

A user name and password is required to access Pipeline. Your secure access login information can be acquired one of the following ways:

1. From the Pipeline login page (<http://pipeline.chemeketa.edu>) click on "CLICK HERE" in the box "How do I get a user name and password?" and follow the instructions. (This technique will not work if you have requested that your records be marked confidential.)

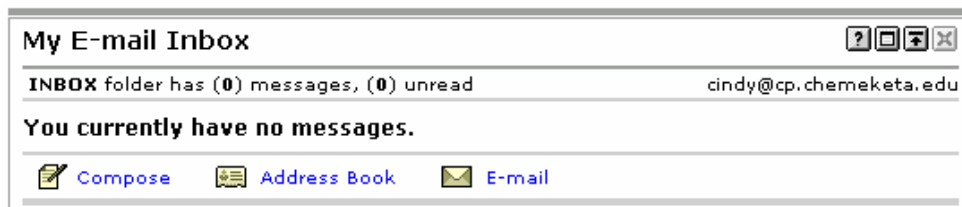


2. Contact your director's office
3. Contact the Help Desk at 503-399-7899 from 7:30 A.M. to 4:30 P.M., Monday through Friday

Note: Please change your Password (PIN) from the default as soon as possible. To change your password, click on the School Services tab, select the Personal Information Menu, and click on Change PIN.

Adjunct E-mail (username@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 inbox is available from the default My Pipeline page.



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.

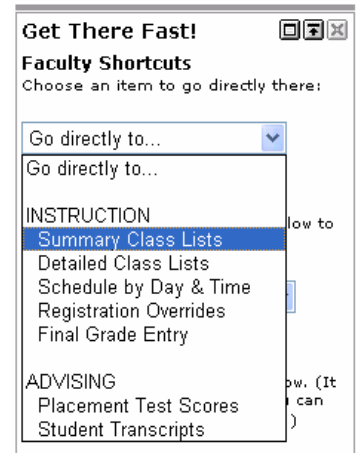
1. Click on the e-mail icon to open your Pipeline e-mail account
2. From the Pipeline e-mail window, click on the **Options** tab
3. Click on **Auto Forward**, enter the e-mail address you want to forward to and click **OK**.

Class Lists

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 or coordinator if you are not seeing all of the classes assigned to you.**

1. Click on the down arrow under **Faculty Shortcuts** and select **Summary or Detailed Class List**
2. Select the current **term** and click **Submit**
3. Select a **CRN** and click **Submit**

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.



My Courses—Web Presence for Classes

The My Courses tab will take you to a list of the classes assigned to you. Under the heading **Courses I'm Teaching** you will see a list of your courses and to the left of each name a red **edit** button. Clicking on **edit** will allow you to control where the Course Homepage link goes when student's click on it. Many instructors who are using the faculty server will direct their course link directly to <http://newterra.chemeketa.edu>. If a course is using WebCT, it will automatically be set to go to the WebCT server.

By default the course link goes to the Pipeline Course Homepage. As the assigned instructor you have the ability to edit and/or deactivate the course tools that appear on this page. To control the course tools available, click on the course name to display the Course Homepage. From the Course Homepage, click on the Applications link under the heading Configuration Tools in the left column. Clicking on the box to the left of each application tool will deactivate it and remove it from the Course Tools list.

Entering Grades

If you teach courses that require the assignment of grades, you are responsible to have your grades entered **no later than the 10 A.M. on the Monday following finals week**. Not submitting grades prior to this deadline has undeserved negative consequences for students. **Your grades must be submitted prior to the term deadline.**

1. Select **Final Grade Entry** from the **Faculty Shortcuts** pop-up list.
2. **Select a Term** and click **Submit** (this should default to the current term)
3. Select a **CRN** and click **Submit**
4. A list of students in the course will be displayed. Across from each student's name a list of grades will be available
5. 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**.
6. Repeat steps 3-5 for every course you are teaching.