

Getting Started with Campus Pipeline

What is Campus Pipeline? A set of course management and communication tools that include email, calendar, bulletin board, file storage and linking tools. It differs from Banner which is a set of tools for accessing and printing your course rosters, etc.

Pipeline support contact info

For faculty help, call 805-965-0581 x 2215 before 5pm, Monday thru Friday or email the IT helpdesk at helpdesk@sbcc.edu

For student help, call 805-965-0581 x2949, Monday thru Friday or email online@sbcc.edu. Students can also drop by the Campus Cyber Centers in the student cafeteria and the College library for in-person help.

PART 1: Connecting to Pipeline

Step 1. Go to the portal login page at <http://pipeline.sbcc.edu>. Note that there is no WWW before the word "pipeline" in the web address.

Step 2. Choose the *Find my username* link under the START HERE header.



Step 3. A new browser window will open, type your personal information. Then choose the Look Up button to find or retrieve your username and password.

A screenshot of the "Find UserName" form. It has fields for "First Name" (John), "Last Name" (Doe), "Birth Date" (01/01/67), and "Last 4 Digits of SSN" (xxxx). There are "Clear Form" and "Look Up" buttons. A blue callout box points to the "Birth Date" field with the text: "TIP: Be sure to type zeros and not the letter 'o' if your birthdate has zeros."

Step 4. A new window will open to display your username and password.

Write this information down but change your password to something more memorable after you log in.

A screenshot showing the results of the "Find UserName" search. It displays "My Pipeline Username" and "My Pipeline Password". The username is "jadoe" and the password is "010167".

Step 5: Log into Pipeline

A screenshot of the "Welcome to Pipeline!" login page. It has a "please sign in" prompt, a "username:" field with "jadoe" entered, a "password:" field with "*****" entered, and a "submit" button. A blue callout box points to the username field with the text: "TIP: Note that your username makes use of your middle initial."

Note your username/password are NOT the same as your username/password for Groupwise.

The pipeline username is a combination of first initial, middle initial and last name. Passwords are exactly 6 characters; can be only letters and numbers.

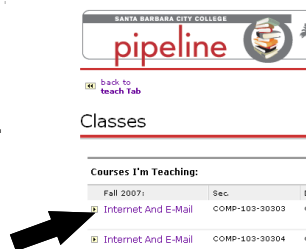
Part 2: Getting to Your Courses

This is an example of the SBCC Portal home page.

Step 1: Choose the Teach tab to navigate to the Classes channel.

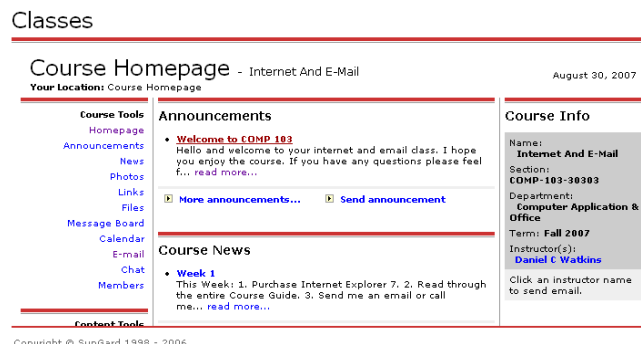
Step 2: Maximize the Classes channel by clicking the maximize icon.

Step 3: Click on the name of the Course you want to access.



The selected **Course Home Page** will open.

From here you access tools to customize your course home page.



Students have Pipeline access to the Course Homepage of each class they are registered for.

Part 3: Sending email to Class Members

To Email Class Members

Step 1:

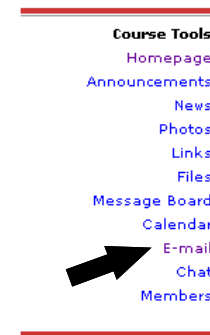
Click on **Email** in the Course Tools Column

Step 2:

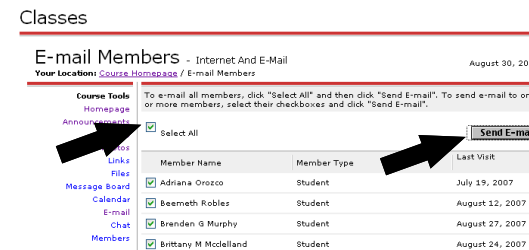
Check the **"Select All"** box to send a message to the entire class or check the box(es) next to the student(s) you want to email.

Step 3:

Click **Send E-Mail** button

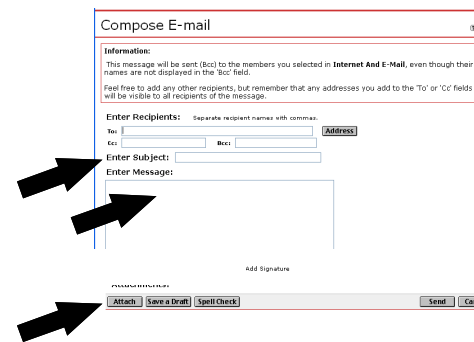


*Note: The message will be sent (BCC) to the members you selected in your course, even though their names are not displayed in the BCC field. Feel free to add any other recipients, but remember that any addresses you add to the "To" or "Cc" fields will be visible to all recipients of the message.



Step 4:

You can now **Enter a Subject**, **Enter a Message** and **Add Attachments** if desired.



Step 5:

Click **Send** to deliver the message or **Save a Draft** to save the message for later editing and/or delivery.

Click on the check box beside **Save a copy** to the 'Sent' folder to keep a copy of the email you are sending. You can make this choice the default under the Options tab.

Part 4: Compose, Read, delete, forward, changing email options

To open the E-mail Center, click the e-mail icon.



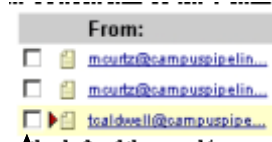
To open the **COMPOSE** E-mail window, click the Compose icon located at the top of the E-mail Center. This window provides the ability to address, write, spell check, add attachments to, save, and send your message.



To **OPEN a particular message**, highlight it by clicking on the Subject. A red arrow indicates that the message has been selected. The body of the message appears in the bottom half of the e-mail window.

Note: The checkbox to the left of the **read/unread** icon is used to select a message to delete or move a message to another folder.

To **DELETE** a message, select the message you want to **delete**. You see a red arrow indicating that the message has been selected. The message itself appears in the preview pane located below the display list.



Note: The checkbox next to the message allows you to select the message without previewing it or to select multiple messages to delete or move.

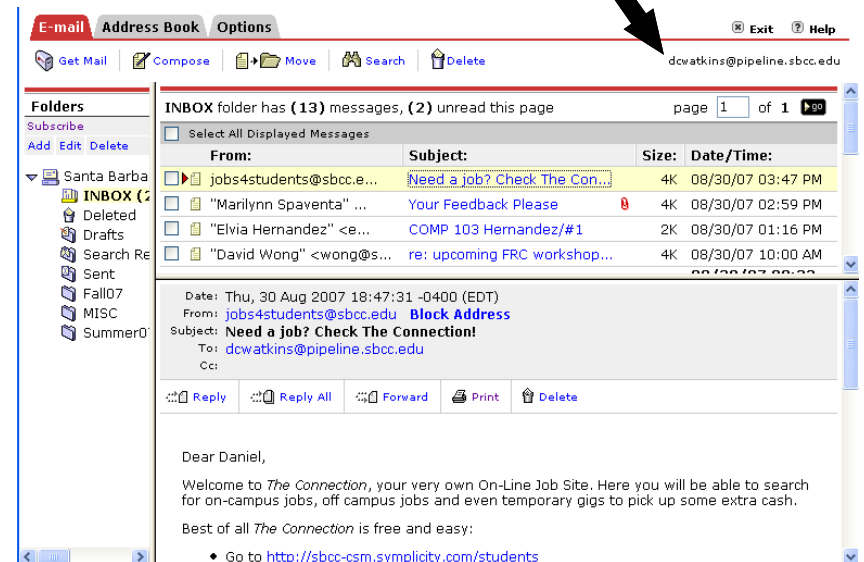
From the toolbar click the Delete icon.



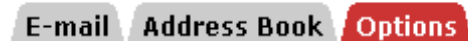
Often, you will need to provide an answer or an acknowledgment of receipt to an individual who has sent you an e-mail message or to all of the individuals who have received a message. In order to do this quickly and accurately, you can use the **Reply** and **Reply All** features.

You may have to send a message that you received from one person to another person who also needs the message. This is called **Forwarding** a message.

Your email address



EMAIL OPTIONS



Address Book Preferences

Choose how many contacts you want displayed per page.

Auto Forward

Forward your e-mail to another e-mail account for offline message management.

Auto Reply

Send a custom message automatically when you are away.

Block Addresses

Block addresses from which you do not wish to receive e-mail.

Display Settings

Set your display settings such as location for deleted messages and number of messages per page.

Filters

Sort your incoming e-mail automatically into folders and also filter out unwanted e-mail.

Message Preferences

Set your outgoing message preferences such as saving a copy of sent messages and requesting return receipts.

Retrieve Other E-mail

Retrieve e-mail from all your other accounts (IMAP & optionally POP, depending on your school's configuration) into one place.

Signature

Create a personal signature to attach to your outgoing messages.

The 3 most commonly used email options are:

1. **Auto Forward** your pipeline messages to your preferred email account.
2. **Auto Reply** will send a custom message in reply to messages, you stipulate start and end dates.
3. Within **Message Preferences** you can choose the option to **save a copy** of all sent messages in the Sent folder.

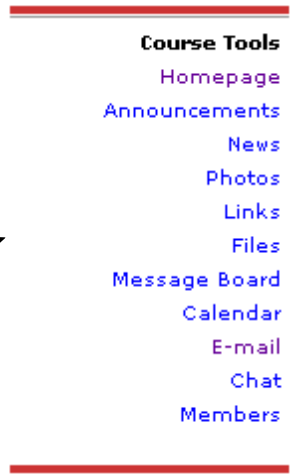
Part 4: Course Home Page Tools:
Announcements, News, Images, Links, Files, Message Board,
Calendar and Chat

To access the **Course Tools**

Click on the **Teach** Tab.

Select a course from
Courses I'm Teaching.

Go to **Course Tools** on the left. 



Send an Announcement

Step 1: Click on **Announcements.**

Step 2: Click on **Send Announcement.** 

Step 3: Type in a **Title** for your announcement in the Title box.

Step 4: Type the text of your announcement in the **Announcement** window.

Step 5: Click the **Send** button at the bottom of the window.

Step 6: After your announcement has been sent click **OK.**

You will return to the Announcements page where the new announcement link be displayed.

Adding a Link to the Links Page

Step 1: Click on **Links.** 

Step 2: Click on **Post a Link.**

Step 3: Choose the **status** of your link. Posted By: **Karen L Shannon**
Status:

Step 4: Type a **Title** Title:

Step 5: Paste a **URL** URL:

Step 5: Paste a **URL** Link Description:

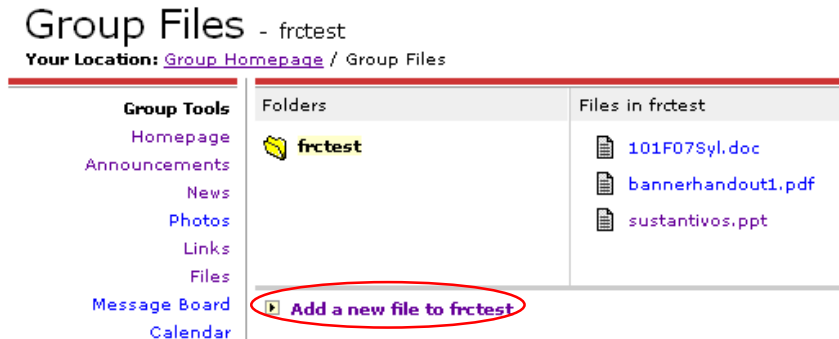
Step 6: Type a **Description** of the Link here

Step 7: When you have finished typing click on the **Post** button, then click **OK.**

Your students can go to the Course **Links** page and click on the link to go to that website you choose to post.

Adding a File

Step 1: Click on **Files**. The course Files page will appear.



Step 2: Click on **Add a new file to....**

The screenshot shows the 'Add new file' form. At the top, it says 'Add files of any type. Files may not be larger than 1 MB.' Below this, there is a section for 'Added By: Karen L Shannon'. Underneath, there is a 'Folder name: frctest' field. The 'File Name:' field is empty, and there is a 'Browse...' button next to it, which is circled in red. At the bottom right, there are 'Add' and 'Cancel' buttons, with the 'Add' button also circled in red.

Step 3: Click on the **Browse** button to search for the file that you wish to add.

Step 4: After you have located and selected the file click the **Add** button.

The Course Files page now displays the link to the new file.

Students can now access the files you have uploaded.

You may want to post an announcement to let students know files are available for download.

You may upload files of any type. Files may not be larger than 1MB.

Post a News Article

Step 1: Click on **News**

Step 2: Choose **Post an Article**

Step 3: Choose **Status**—Submitted/Active/Inactive

Step 4: Type **Title/Subject**

Step 5: Choose whether your article contains HTML or text only.

Step 6: Copy/Paste/Type the **text** for your article.

Step 7: Click **Post**.

Course News Page displays Titles & Opening Lines of article.

Click on the Title as a Link to the entire article.

Add an Image

Step 1: Click on **Photos**.

The **Course Photos** page will appear.

Step 2: Click on **Post a Photo**.

Step 3: At top choose the **status** of your photo.

Step 4: Type a **Title** or **Subject** for your article and text for the article in the appropriate boxes.

Step 5: When you have finished typing click on the **Post**

Using Message Board

The contents of a message board are divided into **topics**, **messages**, and **replies**. Topics initiate discussions. The faculty member would add the first message to begin the top "thread". When class participants reply to a message their answers are grouped or threaded together so that they can be read together.

Chat

Allows course members to **chat in real time**. Use **whisper** when you want only one person to see what you're typing.

Calendar

Pipeline Course Calendar has many uses to help communicate with students to keep them abreast of upcoming events such as lecture dates, exams/quizzes, assignments and project due dates.

Topics: Selecting a Course Calendar, Calendar Views, Entering an Event, Deleting and Event

Step 1: Click on **Calendar**.

Step 2: Choose your Calendar **View** Overview—Day—Week—Month—Year—Comparison

Step 3: Setting **event** and **task** reminders

Setting this option causes an e-mail reminder to be sent to you automatically for events and tasks on your calendar. To set event and task reminders, use the following procedure:

1. Click the **Options** tab.
2. Click **Settings**.
3. Select the **E-mail me** a reminder checkbox.
4. In the text input box, enter the number of minutes/hours/days before an event that you want the e-mail reminder mailed out. For example, the default is 15 minutes, but you may prefer to have the reminders sent one hour before the event or task.
5. Click the pull-down menu to reveal the list of time periods: minutes, hours, days.
6. Click your choice of minutes, hours, or days.
7. Enter your e-mail address or other addresses that you want the reminder sent to.
8. Click Save Changes when you are finished with all Settings options.

The screenshot shows the Pipeline Course Calendar interface. The top navigation bar includes tabs for 'View', 'Calendars', 'Calendar Sets', and 'Options'. The 'View' tab is selected and circled in red. Below the navigation bar are icons for 'New Event', 'New Task', 'Jump To', 'Printable', and 'Search'. The 'Current Calendar' dropdown is set to 'frctest'. The main content area displays the date '31 | Friday | August 2007' and the view 'overview | day | week | month year | comparison', with the view selection area circled in red. Below this, it states 'No events or tasks'. A section titled 'The Week Ahead' shows a grid for Saturday 01 through Thursday 06, with a plus icon in the bottom left corner of each cell.

The screenshot shows the Pipeline Course Calendar interface with the 'Compose' tab selected. The 'Calendar: (is it you?)' dropdown is set to 'frctest'. The 'Event Title' field is empty. The 'Date' is set to '08 / 31 / 2007'. The 'Time' is set to '11 : 00 am' for '01 hour 00 minutes'. There are radio buttons for 'All Day (For example, vacation or birthday)' and a checkbox for 'Repeat [Change repeat pattern]'. The 'Location' and 'Description' fields are empty.

How to Manage Your Homepage

Select the course you want to manage.

Under **Content Tools** click on **Manage Homepage**

The **Featured Photo**, **Featured Link** and **Top 5 Links** appear. To edit any of these **Click** on the **Edit** button for Featured Photo, Featured Links, or the Top 5 Links.

To **Set** the **Featured Photo**, select a photo with the radio button and click **Set Photo**. Only one photo can be selected. The new Featured Photo is displayed.

To set a **featured link** of **Top 5 Links** follow the same procedure that was used to set a Featured Photo.

Click on **Edit** under **Featured** link and click **Set Link**. Only one link can be selected.

To View a link, click on the link Title.



We strive to make your online experience as enjoyable as possible. To get general help information about the system or its basic functionality, click any of the topics on the left. For expanded help topics on applications like E-mail, Chat, Calendar and the like, click the appropriate option from Help Topics Index, or the help icon contained within the application when you are using it.

Help Center

[Help Topics Index](#) [Exit](#)

General Help Menu

- General Information
- How Do I....

Help Topics Index

- Calendar
- Chat
- E-mail
- General
- Group And Course Studio
- Message Boards
- My Headlines
- Portal
- Security
- Support

General Help

We strive to make your online experience as enjoyable as possible. To get general help information about the system or its basic functionality, click any of the topics on the left. For expanded help topics on applications like E-mail, Chat, Calendar and the like, click the appropriate option from Help Topics Index, or the help icon contained within the application when you are using it.

Registration Help - Admissions Outreach

Location - Admissions Outreach Services is located in the Counseling department, in the Student Services building on the main campus.

Hours - 8:00-4:30pm, Monday through Friday
805-730-4450
805-965-0581 x 7222

Student Technology Support Helpdesk

<http://support.sbcc.edu>
805-965-0581 x 2949
877-232-3919 (toll-free)

Faculty/Staff Helpdesk

helpdesk@sbcc.edu
805-965-0581 x 2200

Consolidate Courses

Using the **Course Consolidator tool**, faculty may group all sections of a course into a single course space. Once selected courses have been consolidated, faculty have the option of opening the grouped course and using the tools to reach all members of all sections of a course at once. Any files, links, announcements, news articles of message board entries will be populated through all the linked courses simultaneously.

Under Personal Tools, Click on My Consolidated Courses.

To create a consolidated course, select one or more available course and click Create.

To view a consolidated course, click on the consolidated course name.

To remove a consolidated course from your Consolidated Courses List, click the check box and then click Remove.

Classes

To create a consolidated course, select one or more available course and click Create. To view a consolidated course, click on the consolidated course name. To remove a consolidated course from your Consolidated Courses List, click the check box and then click Remove.

| Consolidated Course List | |
|--|---------------------------|
| Consolidated Course Name | Consolidated Course Title |
| <input type="checkbox"/> Online Psy100 | Online Psy100 |

[Remove](#)

...

| Courses Available for Consolidation | |
|--|----------------|
| Summer 2007 | Section |
| <input type="checkbox"/> Internet And E-Mail | COMP-103-18710 |
| Fall 2007 | |
| <input type="checkbox"/> Internet And E-Mail | COMP-103-30383 |
| <input type="checkbox"/> Internet And E-Mail | COMP-103-30394 |

[Create](#)

COURSE CONSOLIDATION

OVERVIEW:

Pipeline enables instructors to save materials they would like to make available to multiple course homepages by creating a consolidated course that transfers content on its homepage to other courses within the consolidated course. This is useful because instructors are often assigned to teach more than one section of a course, or are assigned to repeat a course over several terms. Typically, they use some of the same materials for each of these and would like a way to save course materials, rather than having to load the same material on to the course homepage for each section or term.

HOW THE COURSE CONSOLIDATOR WORKS:

The consolidated course (CC) homepage can be used to save course content and is a quick way to send e-mail or announcements to multiple classes. You can manage multiple courses from a single master page, making your course page set-up easier. As the current semester ends, and a new one begins, you simply add the new semester course to the consolidated course and content is already there. The CC page remains in the system as long as you want (unlike other course homepages). Old courses can be removed from the "active" course list for consolidated courses. If older semesters are still available and are active in the consolidated course, you have a method to communicate via e-mail to your former students.

When you create a consolidated course, the system creates a consolidated course homepage (the parent) that includes any courses you add to it. The consolidated course homepage sends content to each course that is added as a member of it. Use the course content tools on the CC homepage (which look and function identically as the individual course tools) to manage content for the consolidated course and its members. You can toggle between the CC homepage and member courses listed on the right side column. You can create as many consolidated courses as you need.

CREATING AND MANAGING CONSOLIDATED COURSES:

Once you click on the "Teach" channel in Pipeline, you are sent to a page with your course schedule. There is a link near the top right called "My Consolidated Courses." Click this link to set up and manage your consolidated courses.

To create a consolidated course:

- Select the desired courses from the "Courses Available for Consolidation" list and click the "Create" button at the bottom. (Caution: Be careful to avoid selecting old semesters by mistake.)
- Name the consolidated course. The name of the consolidated course DOES appear to students, so name it something meaningful. The title is for your own reference. The consolidated course will now appear in the consolidated course list at the top.

To add or delete courses to or from a consolidated course:

- Go to "My Consolidated Courses"
- Click on the consolidated course name to which you want to add or from which you want to delete the course.

- On the left navigation under "Configuration Tools," click on the "Courses" link.
- Add or remove the desired courses.

To view a consolidated course:

- Go to "My Consolidated Courses"
- Click on the consolidated course name to view it.
- Use the content tools to set up the page.

To delete consolidated courses:

NOTE: Once a consolidated course is removed, ALL data associated with it (links, images, articles, etc.) will no longer be available.

- Consolidated courses can be deleted by the instructor if needed, but all courses must be removed from the consolidated course active course list first, then the consolidated course can be deleted. (See add or delete courses).
- Once all courses are deleted from consolidated course, go to "My Consolidated Courses."
- Select the Consolidated Course Name to be deleted from the Consolidated Course List.
- Click the "Remove" button.

To modify the name and title of the consolidated course:

- Go to "Configuration Tools," "General Settings" link and rename.