

## Tracking the MT Engage Attribute for Your Course in Pipeline

After completing an initial training session, faculty request the MT Engage designation for a course by submitting a signed certification form and current syllabus by email ([mtengage@mtsu.edu](mailto:mtengage@mtsu.edu)) or campus mail (box 0012).

You will receive a letter confirming the course certified and the semester in which the course will begin to carry the MT Engage designation. The MT Engage office will contact Scheduling to have the MT Engage attribute added to the specified sections. MT Engage requests that you send a current syllabus each subsequent semester for the program's records.

MT Engage staff can add the MT Engage attribute to new courses up to the first drop date (**SP18: January 29, 2018**). We can also remove or add the attribute to accommodate changes in teaching assignments up to the first drop date.

The MT Engage attribute cannot be added retroactively to a past semester.

MT Engage staff monitor which courses have the MT Engage attribute on Pipeline, but it is also important to check that your class has the proper designation at the start of the semester and let the MT Engage office know if you see any problems.

How to check which of your classes are designated as MT Engage

1. Log-in to PipelineMT.
2. Under Course Search Tools, select Look up Classes.
3. In the Search by Term drop-down menu, select the term and click Submit.

Course Search Tools

- Look up Classes
- Display Corequisites
- Course Catalog
- Class Schedule Search (Basic)

Select Term

Search by Term:

Fall 2017 (View only) ▼

Submit Reset

- Below the Subject selection window, click Advanced Search.

Look Up Classes

Course Search: This search is useful when wanting to  
Advanced Search: This search is useful when wanting

Subject:

Course Search

- In the Subject box, select all subjects by clicking inside the box, then pressing CTRL+A
- In the Instructor box, select your name.
- Click Section Search

Subject:

Course Number:

Title:

Schedule Type:

Instructional Method:

Credit Range:  hours to  hours

Campus:

Course Level:

Part of Term:

Instructor:

Attribute Type:

Start Time: Hour  Minute  am

End Time: Hour  Minute  am

Days:  Mon  Tue  Wed  Thur  Fri

The page that appears will show you all of the classes registered under your name. The last column, titled Attribute, will show the various attributes assigned to your course. Courses designated as MT Engage will have "MT Engage" listed in this section.

Sections Found

HIST-History (MTSU & TN eC)																						
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	80457	HIST	2030	H01	24M	3.000	(HONORS) Tennessee History	TR	08:00 am-09:25 am	20	20	0	99	0	99	0	0	0	Mary Sara Hoffschwelle (P)	08/28-12/14	PH 219	University Honors and MT Engage and GE Current: History and Gen Ed - History Block and Credit from 4-Year College and Honors Education and Technology Enhanced Learning
<input type="checkbox"/>	87881	HIST	4950	002	24M	3.000	Public History Internship	TBA	TBA	1	1	0	0	0	0	0	0	0	Mary Sara Hoffschwelle (P)	08/28-12/14	TBA TBA	MT Engage and Credit from 4-Year College and Upper-Division Work and Technology Enhanced Learning and Work Based Learning 4

OR

Follow steps 1-6

- In the Attribute box, select MT Engage

8. Click Section Search

From Date: 08/28/2014 To Date: 08/28/2014

**Instructor:** A1 - Accelerated 1 Part of Term  
 Hoffman, Knonoa micneie  
 Hoffschwelle, Mary Sara  
 Holland, Kyle P

**Attribute Type:** International Students  
 Jewish and Holocaust Studies  
 MT Engage

Start Time: Hour 00 Minute 00  
 End Time: Hour 00 Minute 00  
 Days:  Mon  Tue  Wed  Thur

This set of results will only show MT Engage classes registered under your name.

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	80457	HIST	2030	H01	24M	3.000	(HONORS) Tennessee History	TR	08:00 am-09:25 am	20	20	0	99	0	99	0	0	0	Mary Sara Hoffschwelle (P)	08/28-12/14	PH 219	MT Engage
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Last updated November 2018