



Faculty Access Guide

Welcome to ECC Connect

ECC Connect provides you a convenient way to keep track of the students enrolled in your classes. Within ECC Connect you can communicate with your students about their performance, acknowledging student success and raising flags when you observe a pattern of behavior that concerns you. ECC Connect also allows you to communicate with counselors and other service providers to mobilize support for students requiring additional assistance.

To log in to your ECC Connect Home page, click the [ECC Connect Log In](#) link at <http://www.elcamino.edu/facstaff/ecc-connect/>

NOTE: Enter your El Camino User ID and password.



Sign in with your ECC email account

Sign in

- [Forgot My Password](#)
- [Change My Password](#)
- [What's My Username?](#)
- [Troubleshooting MyECC](#)
- [Login and password help](#)
- [Chat with us Live](#)

Your ECC Connect Home page includes access to a customizable profile and personalized channels that make it easy to communicate with students, counselors, and other service providers.

Here are three (3) great ways to get started:

1. [Set up your profile](#)

Create an ECC Connect profile which includes contact information and a brief biography to make it easier for your students to get to know you and to stay in contact.

2. [Create tracking items regarding student performance](#)

Send **kudos** (“You have been making outstanding progress,” “Congratulations on your improvement in the class”) and/or **flags** (“Your attendance in class is a concern,” “Your performance in class needs improvement”) directly to students within the ECC Connect system. You may also make a **referral** to Counseling, Tutoring, or Financial Aid.

3. [Submit Progress Reports and Surveys](#)

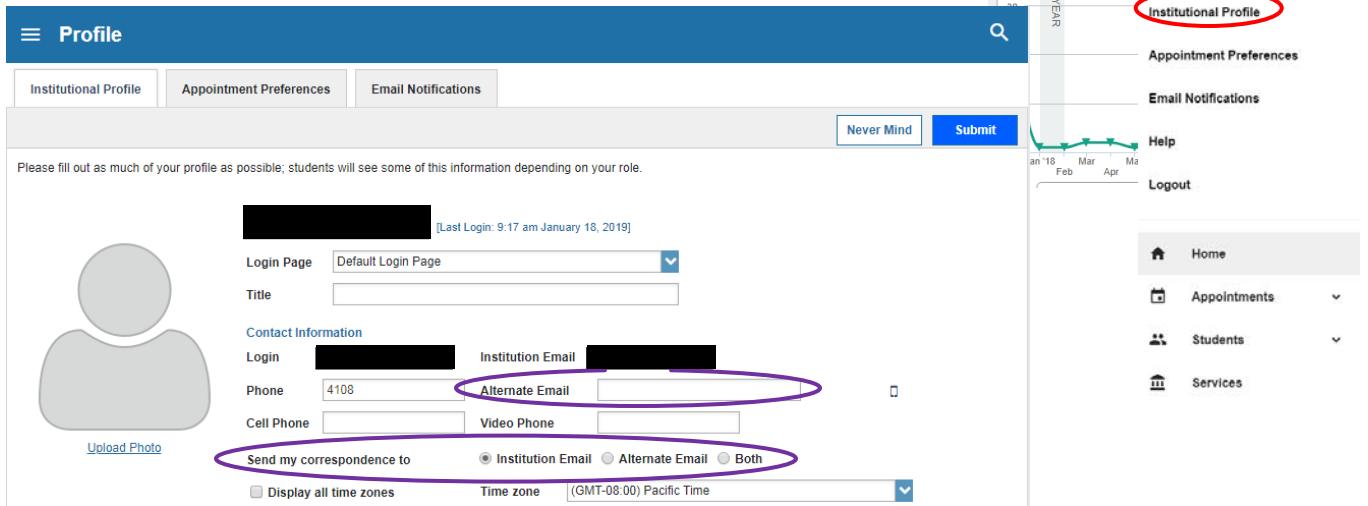
At pre-determined points in the semester, complete a system-generated class roster by checking off for each student any applicable tracking items, including items representing the student’s current grade. The completed progress report or survey triggers an e-mail notification to each student accordingly.

Set up your Profile

Begin by setting up your faculty profile. Your profile lets other ECC Connect users know who you are and how to contact you. It also gives you control over how you wish to receive emails.

1. Click the hamburger icon in the upper left corner of your **Home** page, then click the arrow beside your name to maximize the menu options. Click on **Institutional Profile**.

From the window that opens (see below), you can customize your profile. From this page, you can even add an alternate email address and identify it as the address for receiving ECC Connect emails.



2. When you have made your desired changes to your profile, click the **Submit** button to save your updates.

Video resource: [Update your ECC Connect Profile](#)

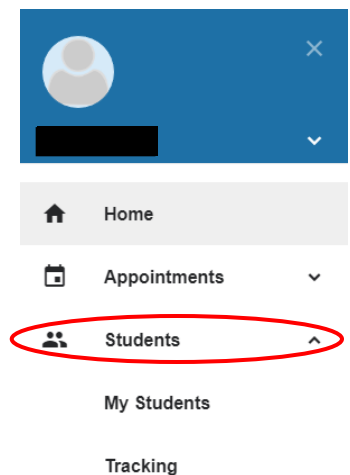
Create tracking items regarding student performance

For any given student enrolled in one of your classes, you can raise a *flag*, make a *referral*, create a *success plan*, issue a *kudos*, send a *message*, or make a *note* in a student file.

1. Click the hamburger icon in the top left corner of any page to return to the **Main Menu**.
2. From the Main Menu, click the arrow beside **Students** to maximize the menu options.

Clicking *My Students* will open a roster of the students currently enrolled in your class.

Clicking *Tracking* will open a roster of only those students for whom tracking items currently exist.



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- From the window that opens, you may generate a list of students currently enrolled in any of your classes by filtering by *Connection* (i.e., class section) or by *Term*.

The *Search Box* may also be used to find a particular student by name or student ID.

You may also use *Additional filters* to generate a list of students meeting particular criteria.

- When you have found the student for whom you would like to create a tracking item, click on the student's name to open the **Student Folder**.

From within the Student Folder, you can initiate *tracking items*, as well as take other actions to connect with the student, by clicking on the applicable button.

QUICK TIP:

Want to send the same tracking item to multiple students on a roster?

From the *My Students* tab, just click on the box to the left of each student's name on the roster, then click on the button that represents the tracking item you would like to initiate in batch.

NOTE: For illustrative purposes, items #5-7 demonstrate how to raise a Flag.

5. A list of flags that you have permission to raise on this student is displayed. Select the desired **Flag** from the list.
6. If relevant, select a course from the **Course Context** drop down list and enter information in the **Comment** box (see below for additional information about Comments).
7. Click the **Save** button.

KEY POINTS:

The **Student View** area indicates whether the student can view the flag and the information you provide in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected flag and the information you provide in the **Comment** box.



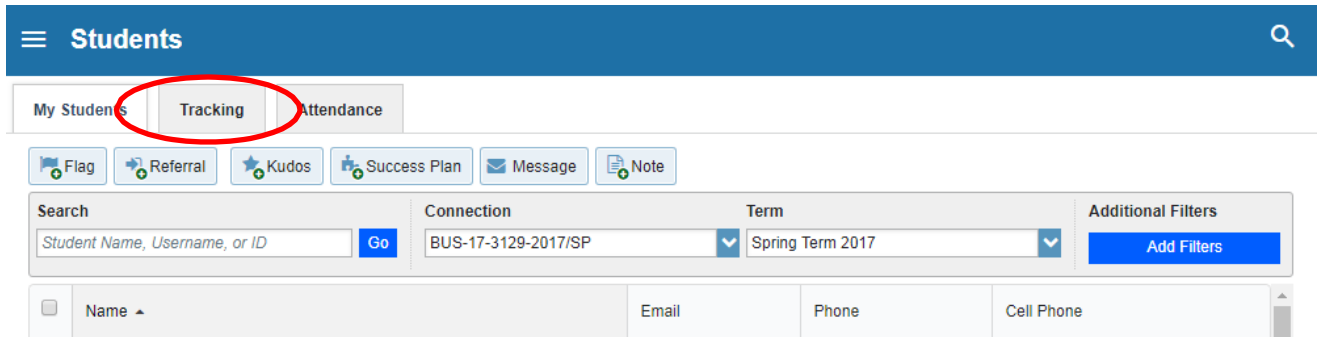
The **Comment** box is intended for direct communication with a student. As a general practice, do **not** use the **Comment** box to enter notes intended only for yourself or another staff member. If you would like to document a private note to yourself (or another staff member) regarding a student, use the **Notes** item from the navigation bar.

Notes are not visible to students by default and can be marked as “Private.”



IMPORTANT: If you would like for a counselor or other student service provider to intervene regarding a Flag that you initiate, you **must** select a flag with “Referral” in the title (e.g., “Attendance Concern REFERRAL,” “General Concern REFERRAL”). Given the volume of tracking items generated, counselors and other service providers may not take action in response to flags not identified accordingly. In such cases, the expectation is that the instructor will address the matter with the student directly.

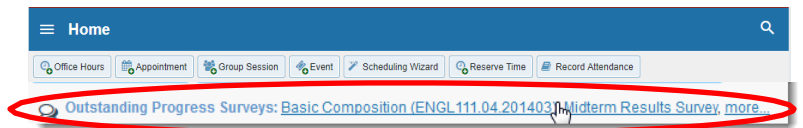
Information about tracking items associated with any given student is also viewable from the **Tracking** tab. The details that are accessible to you are based on your relationship to the student(s) and the privileges granted to your role.



Respond to progress reports and surveys


You will receive an email reminder when there is a new progress report or survey for you to complete. Each individual link presents a course section roster of students for whom you can initiate tracking items.

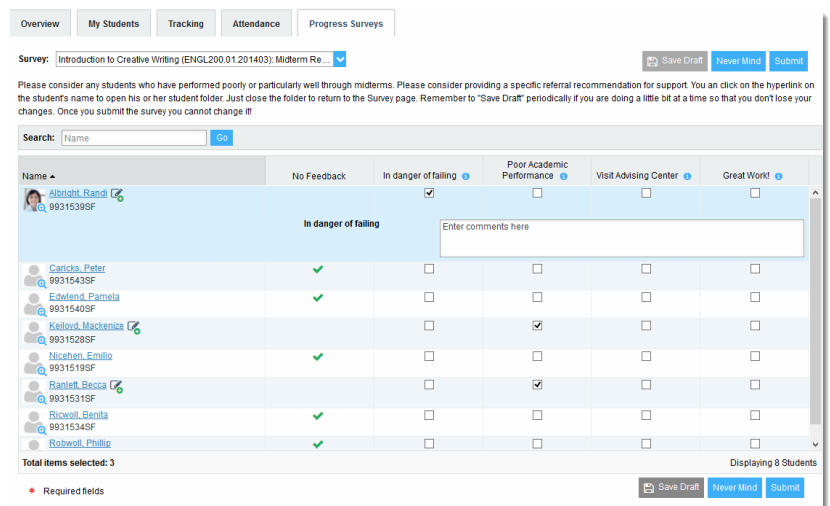
1. Select the appropriate link on your ECC Connect **Home** page to go the **Progress Surveys** tab (*only visible when you have active surveys*).



The selected report or survey opens, listing your students on the left and items you may raise across the top.

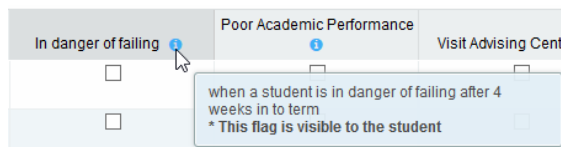
2. Check the box for each desired item/ student combination.

Click the Comment icon () to open a text box for your comments.



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Click the information icon (i) associated with an item to verify whether or not the student can view the flag and related comments.



3. Click the **Submit** button *only* when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.



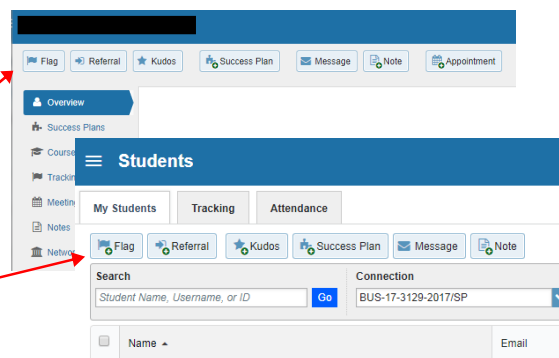
IMPORTANT: When you have submitted the report or survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you are not ready to submit your report or survey.

Video resource: [Completing a progress survey](#)

Referrals and Success Plans

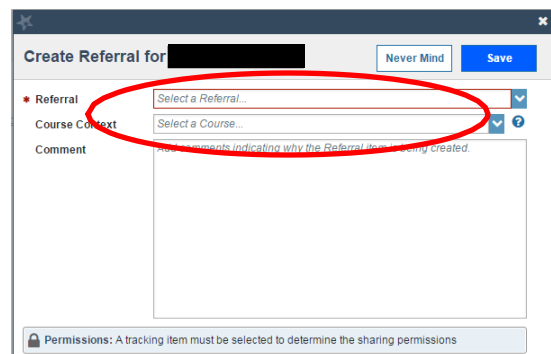
For any given student enrolled in one of your classes, you can also make a **Referral** to campus-based services and develop **Success Plans** for students to complete.

As described in the previous section, these actions can be initiated within the Student Folder or can be accessed from the Students tab.



The **Referral** feature is currently configured such that instructors may refer students to: 1) *Financial Aid*, 2) *Tutoring services*, and/or 3) *Counseling*.

If the referral item is related to a specific course in which the student is enrolled, the originator of the referral may select the course from the *Course Context* drop-down menu.



An instructor may utilize the **Success Plan** feature to create an individualized plan requiring a student in his/her class to complete a specified set of tasks. General plan templates have been enabled in ECC Connect and can be selected from the *Plan Type* drop-down menu. Instructors may customize the plan by adding any enabled *Tracking Items* to the plan, indicating a *Due Date*, and/or identifying *Specific Recommendation* for completing the plan.

