

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.

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Sign in with your ECC email account

Password

Sign in

Forgot My Password

username@elcamino.edu

- Change My Password
- What's My Username?
- Troubleshooting MyECCLogin and password help
- Login and passwork
 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

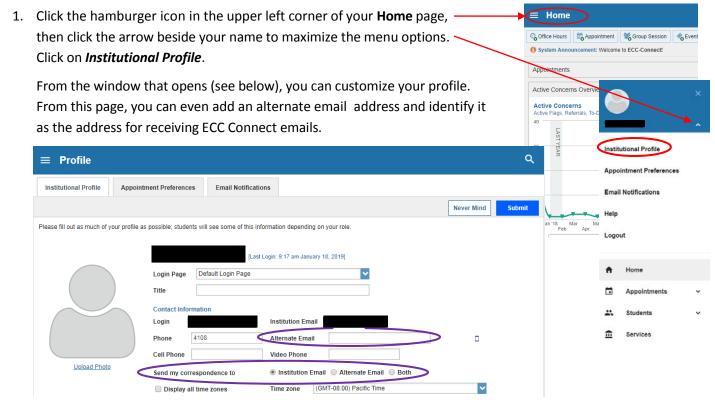
Send **kudos** ("You have been making outstanding progress," "Congratulations on your improvement in the class") and/or **flags** ("Your attendance in class is a concern," "Your performance in class needs improvement") directly to students within the ECC Connect system. You may also make a **referral**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



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

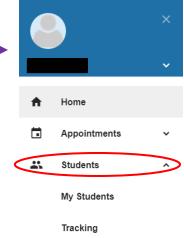
Create tracking items regarding student performance

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.

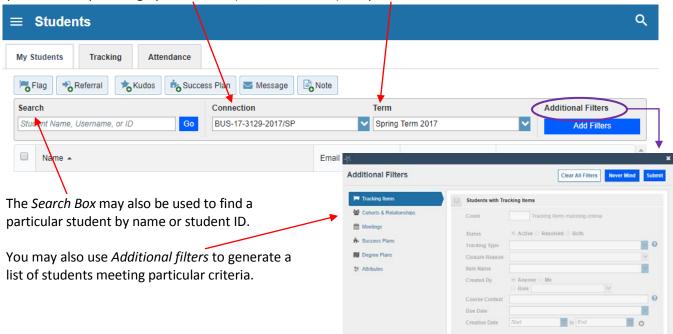
- 1. Click the hamburger \equiv icon in the top left corner of any page to return to the **Main Menu**.
- 2. From the Main Menu, click the arrow beside *Students* to maximize the menu options.

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

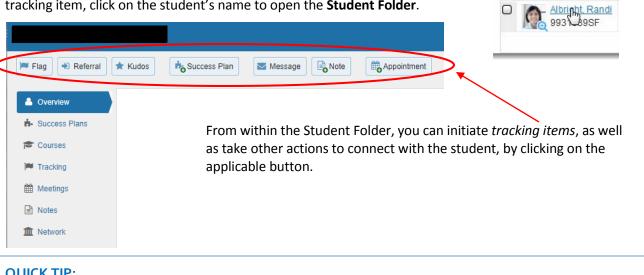
Clicking *Tracking* will open a roster of only those students for whom tracking items currently exist.



3. 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.



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



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.

Search Connection Student Name, Username, or ID Go BUS-17-3129-2017/SP	earch Connection Student Name, Username, or ID Go BUS-17-3129-2017/SP	Ity Students Tracking Attendance	
Student Name, Username, or ID Go BUS-17-3129-2017/SP	Student Name, Username, or ID Go BUS-17-3129-2017/SP	Flag Referral Kudos to Succ	ess Plan 🔤 Message 📑 Note
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Email		Name 🔺	Email

Name

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

- A list of flags that you have permission to raise on this student is displayed.
 Select the desired Flag from the list.
- 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."

t Flag	Select a Flag	
I Flag	Select a Flag	
Course Context		v 0
Comment	Add comments indicating why the	he Flag item is being created.
		Attendance Concern Raise this when a student isn't attending class regularly.
		🍽 General Concern
		Use this flag to express any concerns you have about a stud Passing (Grade C)
		Use this flag to let the student know they currently have a C
		class.
A Student View: Th	ne student can view this item and t	he notes entered above.
		able to see this tracking item if they have a
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Student Ser	rvices Leadership	

≡ Students		
My Students Tracking At	ttendance	
Flag Referral Kudos	Success	Plan Message Note
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Student Name, Username, or ID	*	
	Create Note	Never Mind Subm
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	* Date	02-21-2017
	Subject	
e	* Note	 Send copy of note to yourself Send copy of note to student
		Shared Private This note is not disclosable under FERPA sions: This note is private
	* Required fields	Never Mind Submit



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.

≡ Students						Q		
My Students Tracking Attendance								
Flag 🔥 Referral 🍾 Kudos 🏟 Success Plan 🔤 Message								
Search	Connection	Term			Additional Filters			
Student Name, Username, or ID Go	BUS-17-3129-2017/SP	✓ Spring	Term 2017	~	Add Filters			
Name •		Email	Phone	Cell Phone	9	*		

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.

 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 (¹⁶) to open a text box for your comments.

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Click the information icon (1) associated with an item to verify whether or not the student can view the flag and related comments.

In danger of failing 🍳	Poor Academic Performance	Visit Advising Cente			
	when a student is in danger of failing after 4 weeks in to term * This flag is visible to the student				

≡ Students

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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 <u>Student Folder</u> or can be accessed from the <u>Students tab</u>.

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* dropdown 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.

