

Welcome to ECC Connect

ECC Connect provides you a convenient way to stay connected with students and support their academic success. Within ECC Connect you can communicate with students, faculty, and other service providers to mobilize support for students requiring additional assistance about their performance. Depending on your role and permissions in ECC Connect, you may be able to initiate tracking items to acknowledge student success and/or raise flags when you observe a pattern of behavior that concerns you.

To log in to your ECC Connect Home page, click the ECC Connect Log In link at http://www.elcamino.edu/facstaff/ecc-connect/

EL CAMINO COLLEGE		
Username		
edmartinez	> Forgot your password?	NOTE : Enter your El Camino
Password	> Need Help?	User ID and password.

Login		

Your ECC Connect Home page includes access to a customizable profile and personalized channels that make it easy to communicate with students, faculty, 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 other ECC Connect users to get to know you and stay in contact.

2. View tracking items regarding student performance/progress*

Create and/or view **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") sent directly to students by ECC Connect users.

3. Send messages, maintain notes, and manage flags*

Within the ECC Connect system, send a message to a student or other ECC Connect user, create a note to document a meeting or telephone contact, and/or manage a flag raised by an ECC Connect user.

* Some users may not have permissions to initiate or manage tracking items, as system privileges vary by role

Additional training resources

5-minutes to learn about ECC Connect training video https://www.youtube.com/watch?v=KfpC3-_5GPk 2-minute tips playlist for ECC Connect

https://www.youtube.com/playlist?list=PLrISg2rzQL5bIWqr07FVdPbOZ_Gir_HCx

Set up your Profile

Begin by setting up your ECC Connect 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 your name in the top right corner of your Home page to open your profile.



From here, you can customize your profile by uploading a photo and adding a secondary email address for receiving ECC Connect emails.

Institutional Profile En	nail Notifications	Never Mind Submit
Please fill out as much of your p	rollie as possible; students will see this information. Yasmin Gold [Last Logn: 1:10 PM Apri 29, 2014]	
	Login Page Default Login Page Login: yasminG Institution Email: yasmin@starfishsollege.edu Phone 703-555-1212 Alternate schmidt_path@hotmail.com mobile Users	0
Upload Photo	mobile Send my correspondence to: Video Institution Email Alternate Email Both Time zone (GMT-05:00) Eastern Time	
0	Display all time zones	Never Mind Submit

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

View tracking items regarding student performance/progress

ECC Connect users with applicable permissions can initiate tracking items such as raising a **flag**, making a **referral**, assigning a **"to-do**" task, and issuing a **kudos**. When tracking items are initiated, the appropriate individuals will be automatically notified. The following steps detail how to create a tracking item.

- Click on the Students navigation item to see your list of students.
- Find the desired student by typing the name or Student ID into the Search box.

Flag To-Do Kudos Success Plan Send Message Note Search Connection Term Cohort A	■ More
Search Connection Term Cohort A	
	Iditional Filters
randi 💿 Major Advisor 💙 Ongoing 💙 💙	Add Filters
Name Success Score Email Phone	mobile

Counselor/Service Provider Guide to Getting Started in ECC Connect

- 3. Click on the student's name to bring up the Student Folder.
- 4. Select the button that represents the action item you would like to initiate.

NOTE: For illustrative purposes, items #5-6 demonstrate how to create a referral.

- 5. A list of action items that you have permission to raise on this student is displayed. Select the desired referral from the list.
- 6. Click the Save button.

KEY TIPS:

The Student View: 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 information intended only for yourself or another staff member.

If you would like to document a note to yourself (or ano member) regarding a student, use the Notes item from navigation bar. Notes are not visible to students by de can be marked as Private.

Overview

Student

Student

Nicehen, Emilio 9931519SF

Q 9931543SF

Albright, Randi
 9931539SF

Additional information about **Notes** is provided in the n section.

NOTE: Information about tracking items associated with any student is also viewable from the **Tracking** tab.

Go Custom

👍 Resolve 👩 Comment 💄 Assign 🦷 Flag 🤸 Kudos 🔽 Send Message 🙆 Download

View

My Students Tracking

The details that are accessible to you are based on your relationship to the student(s) and the privileges granted to your role.

> Counselor/Service Provider Guide – Getting Started in ECC Connect - rev 02 01 18 Page 3 of 4

Item Name

Context: Introdue

n Class

Poor Academic Performance

Connection

Status

Active

Active

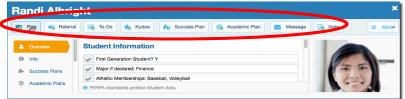
Active

n to Creative Writing (ENGL200.01.201403

Major Advisor

Context: Introduction to Creative Writing (ENGL200.01.201403 Poor Academic Performance

Context: Introduction to Creative Writing (ENGL200.01.201403



Create Referral for Randy Albright

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🐼 To-Do 🏠 Kudo	s Success Plan	Academic Plan	Message 🕞 Note	
Student Informati	¥			×
 First Generation Stude Major if declared: Fina 	Create Note		Never Mind	Submit
Athletic Memberships:	* Note Type	General Shared Note		~
FERPA standards protect	* Date	02-21-2017		
	Subject			
	* Note			
otherstaff				
the		Send copy of note	to yourself	
faultand		Send copy of note	to student	
	Note Sharing	Shared	rivate	
		This note is not disclos		
ext 🤇	A Note Permiss	ions: This note is privat		
	* Required fields		Never Mind	Submit

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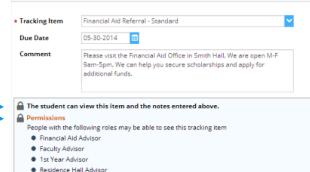
09-29-2014 by Maitz, Don via Survey

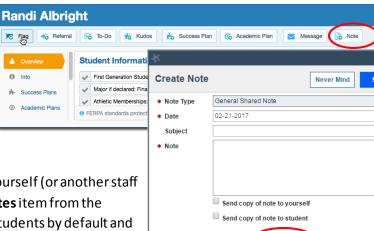
09-29-2014 by Maitz, Don via Survey

09-29-2014 by Maitz. Don via Survey

Created -

Additional Filters





Counselor/Service Provider Guide to Getting Started in ECC Connect



IMPORTANT: Users who would like for counselors or other service providers to intervene regarding any particular tracking item **must** initiate a flag with "Referral" in the title (e.g., "Attendance Concern REFERRAL," "General Concern REFERRAL"). Such items will be "assigned" to a counselor or other service provider. Given the volume of tracking items generated by users system-wide, counselors and other service providers are not expected to take action in response to flags not identified as "referral." In such cases, the expectation is that the instructor will address the matter with the student directly.

Send messages, maintain notes, and manage flags

OVERVIEW

Search

Name

Albrinht, Randi 993 89SF

randi

ECC Connect users with applicable permissions can send **messages** to a student or other ECC Connect user, create a **note** to document a meeting or telephone contact, and/or **manage a flag** raised by a ECC Connect user.

🏹 Flag 🛛 🙀 Referral 🛛 😽 To-Do 🏠 Kudos 📩 Success Plan

Success Score -

Connection

Major Advisor

TRACKING

Term

Ongoing

ralbright@exellent.e

Email

MY STUDENTS

- 1. From the **Students** tab, click on a student's name to bring up the **Student Folder**.
- 2. Select the button that represents the action item (e.g., message, note) you would like to initiate.
- 3. To facilitate compliance with FERPA guidelines/regulations, the **Note** feature includes the option of marking a note as *Private* or *Shared*. Shared notes may be visible to other individuals who share the relationship the user has with the student; however, private notes can only be accessed by the individual who created the note.

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* Note Sharing	Share	ed 💿 Priv	rate			I
Canera Notice	: This note	is not disclose.	under FEF	RPA		
A Note Permise	sions: This	note is private				
* Required fields				Never Mind	Submi	t

👩 Note

Additional Filters

■ More ▼

Send Message

Cohort

- 4. From the **Tracking** tab, ECC Connect users have various options to manage flags.
 - Clear the flag to "close the loop."
 - Assign the flag to another user.
 - Add a *comment* to the flagged item.
 - Otherwise *edit* the flagged item.

Video resource: Clearing flags