



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](http://www.elcamino.edu/facstaff/ecc-connect/) link at <http://www.elcamino.edu/facstaff/ecc-connect/>

EL CAMINO COLLEGE

Username
edmartinez

Password
.....

Login

> Forgot your password?
> Need Help?

NOTE: Enter your El Camino
User ID and password.

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 stay in contact.
- 2. Create tracking items regarding student performance/progress**
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.
- 3. Respond to Progress Surveys**
At pre-determined points in the semester, complete a class roster in ECC Connect by checking off for each student any applicable statements representing kudos and flags. The completed progress survey triggers the delivery of e-mails to students accordingly.

You may also explore additional functionality:

- Make **Referrals** within to connect students to particular support services on campus
- Create **To-Do** items for students to complete specific tasks
- Initiate individualized **Success Plans** which may include tracking items, referrals, and/or To-Do items

Additional training resources

5-minute Early Alert training video

https://www.youtube.com/watch?v=KfpC3-_5Gpk

2-minute tip playlist for Early Alert

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

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 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.

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

Creating tracking items regarding student performance/progress

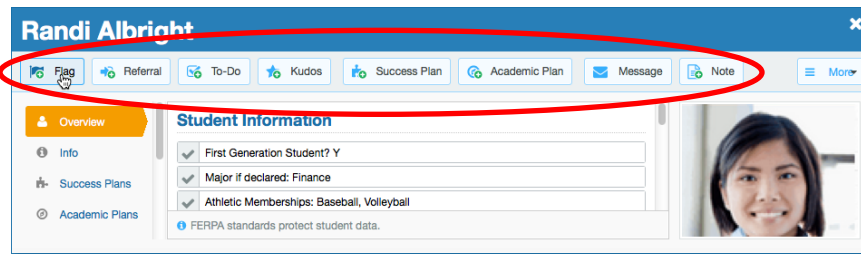
For any given student enrolled in one of your classes, you can raise a flag, make a referral, create a success plan, issue a kudos, send a message, or make a note in a student file.

1. Click on the Students navigation item to see your list of students.
2. Find the desired student by typing the name into the Search Box.

Name	Success Score	Email	Phone	mobile
Albright, Randi 9931089SF	46	ralbright@exellent.edu	888-555-1212	

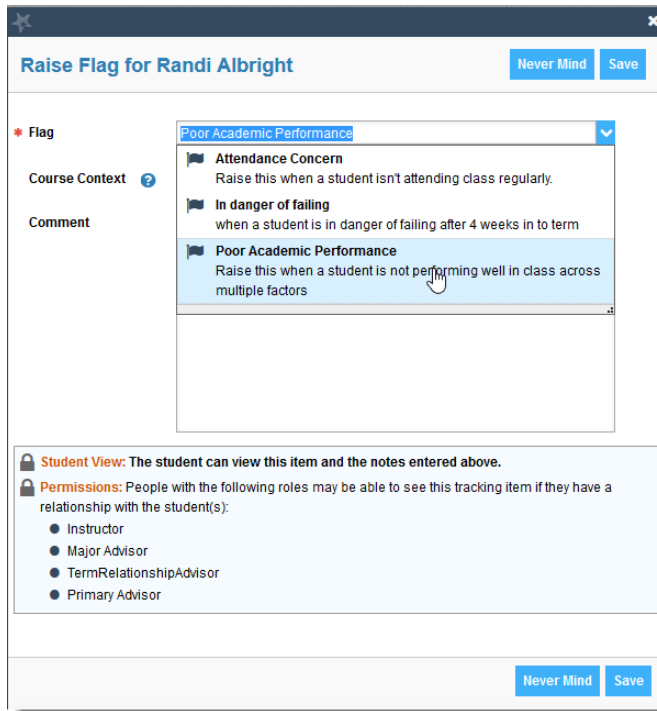
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3. Click on the student's name to bring up the Student Folder.
4. Select the button that represents the tracking item you would like to initiate.



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.
7. Click the **Save** button.



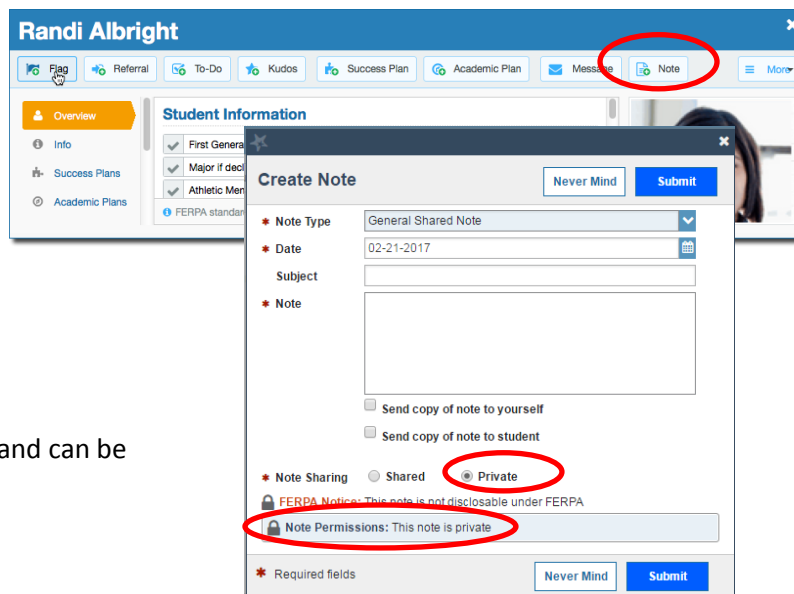
KEY TIPS:

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.

Student	Success Score	Item Name	Status	Created	Assigned	Due
Nicehen, Emilio 9931519SF		Low Participation in Class	Active	09-29-2014 by Maitz, Don via Survey		
Caricks, Peter 9931543SF	46	Poor Academic Performance	Active	09-29-2014 by Maitz, Don via Survey		
Albright, Randi 9931539SF	46	Poor Academic Performance	Active	09-29-2014 by Maitz, Don via Survey		

Respond to progress surveys

You will receive an email reminder when there is a new progress survey for you to complete. Each individual survey presents a course section roster of students for to you can issue flags or kudos.

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

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

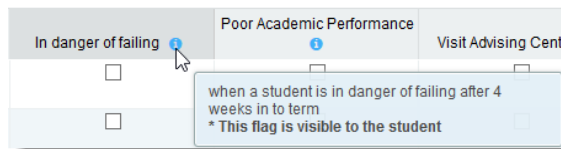
2. Check the box for each desired item/ student combination.

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

Name	No Feedback	In danger of failing	Poor Academic Performance	Visit Advising Center	Great Work
Albright, Randi 9931539SF		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Caricks, Peter 9931543SF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edwend, Pamela 9931540SF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kellord, Mackenzie 9931528SF	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicehen, Emilio 9931519SF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roswell, Senita 9931531SF	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roswell, Senita 9931534SF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robwolf, Phillip	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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.



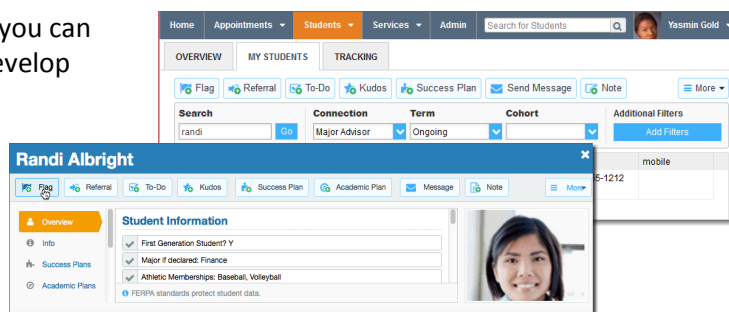
IMPORTANT: When you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.

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

Referrals and Success Plans

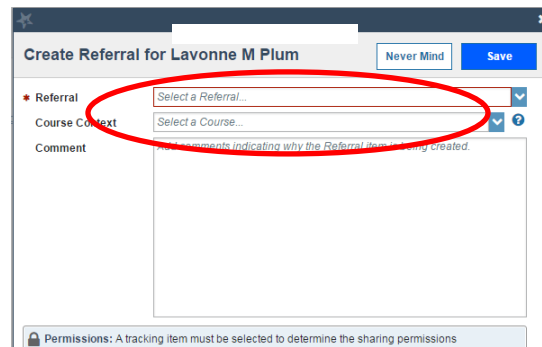
For any given student enrolled in one of your classes, you can also make a **Referral** to campus-based services and develop **Success Plans** for students to complete.

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



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.

