

# ECAMPUS TRAINING BASIC

## ECAMPUS ONLINE ASSESSMENTS REGISTRATION

2016/2017

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## eCampus Teaching Certification on Demand Training

Instructors new to the colleges of DCCCD are required to take the eCampus and Training in order to use our Blackboard (eCampus) Learning Management System.

XDLP-2001–94501 –eCampus Online Training/Assessments (online/hybrid classes\*)

XDLP-2003–94501 –eCampus Face-To-Face Cert (face to face classes)

\*An online class only interacts with students online, a hybrid class interacts with students in a classroom and online.

Note: Classes must be completed in one semester, including assessments.

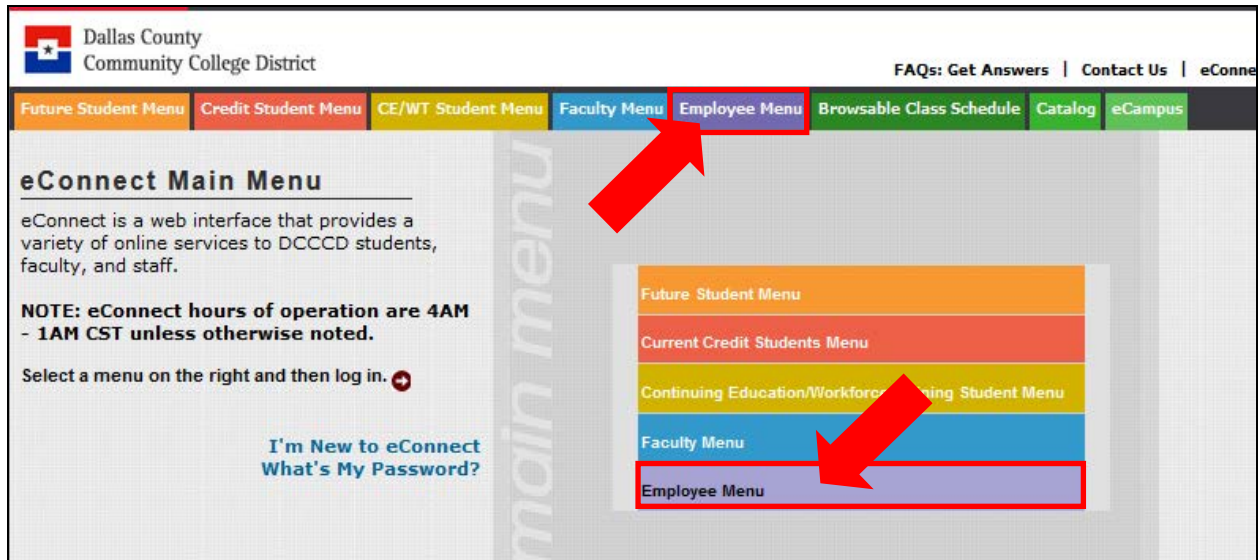
Registration is online through eConnect; registration instructions are provided below.

Staff enrichment credit will be given upon successful completion. Grades will be entered in eConnect after you have completed the class/assessment. Please allow up to one week after completing the class to look for credit on your Staff Enrichment Report.

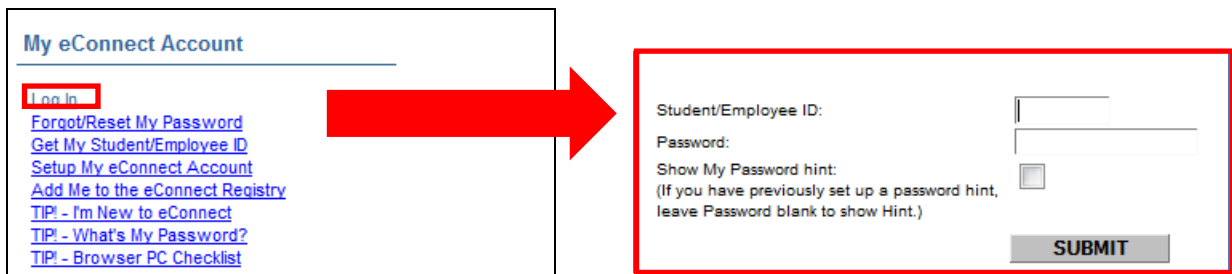
## Registration Instructions

To enroll into an eCampus online assessment:

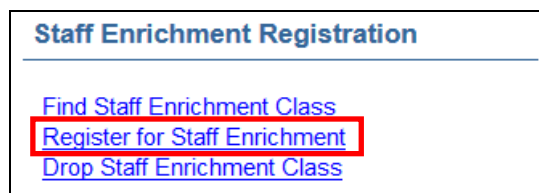
1. In the **eConnect Main Menu** (<https://econnect.dcccd.edu>) click the **Employee Menu** either from the main menu or tab.



2. In the **My eConnect Account**, select **Log In**.
3. Enter your **Login ID** and **Password**, and select **SUBMIT**.



4. Choose **Register for Staff Enrichment** in the Staff Enrichment Menu.



## Fill out the form (3 steps)

### Register for Staff Enrichment Classes


**Online Registration for Staff Enrichment Classes**

For additional information on registering and dropping classes contact one of the following offices: [Organizational Development Office](#) for staff development training or [District Software Training Department](#) for software training sessions.

To get started:

- Enter a term, location, course and press submit.
- Please be patient, this process may take a few minutes.
- To narrow your search enter keywords, course names or abbreviations in the "Search Within Class Title" field.

Term:  **1** Enter the Current Term

Location:  

Course:  Course #  Section #  **2**

Search Within Class Title:

**Optional Search Criteria**

Starting On/After Date:  Ending by Date:  (MM/DD/YY)

Classes Meeting After:  Classes Ending Before:

Mon  Tue  Wed  Thu  Fri  Sat  Sun

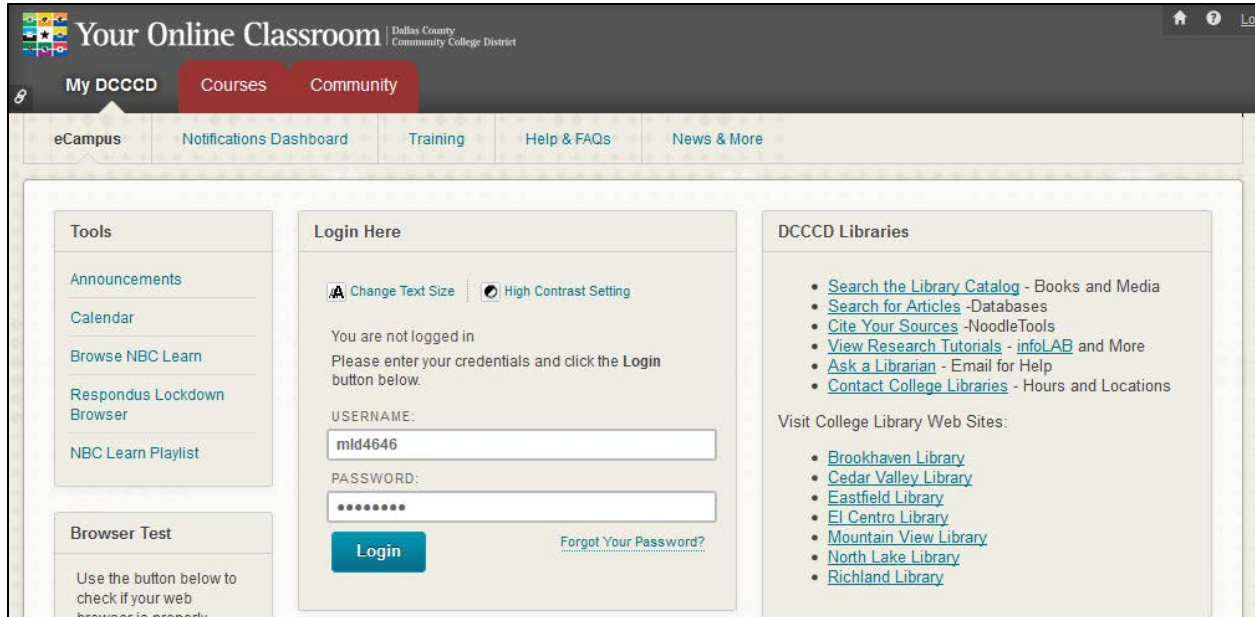
**3**

1. **Term:** Enter the current term
2. **Course information:**
  - **Course:** Select XDLP from the list
  - **Course #:** 2001 or 2003
  - **Section #:** 94501
3. Click **Submit**.

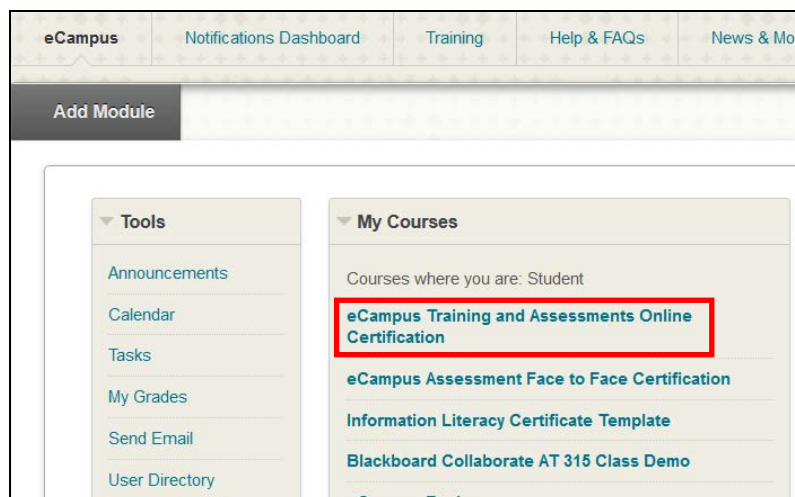
**NOTE:** You must leave all other fields blank.

## Class Instructions

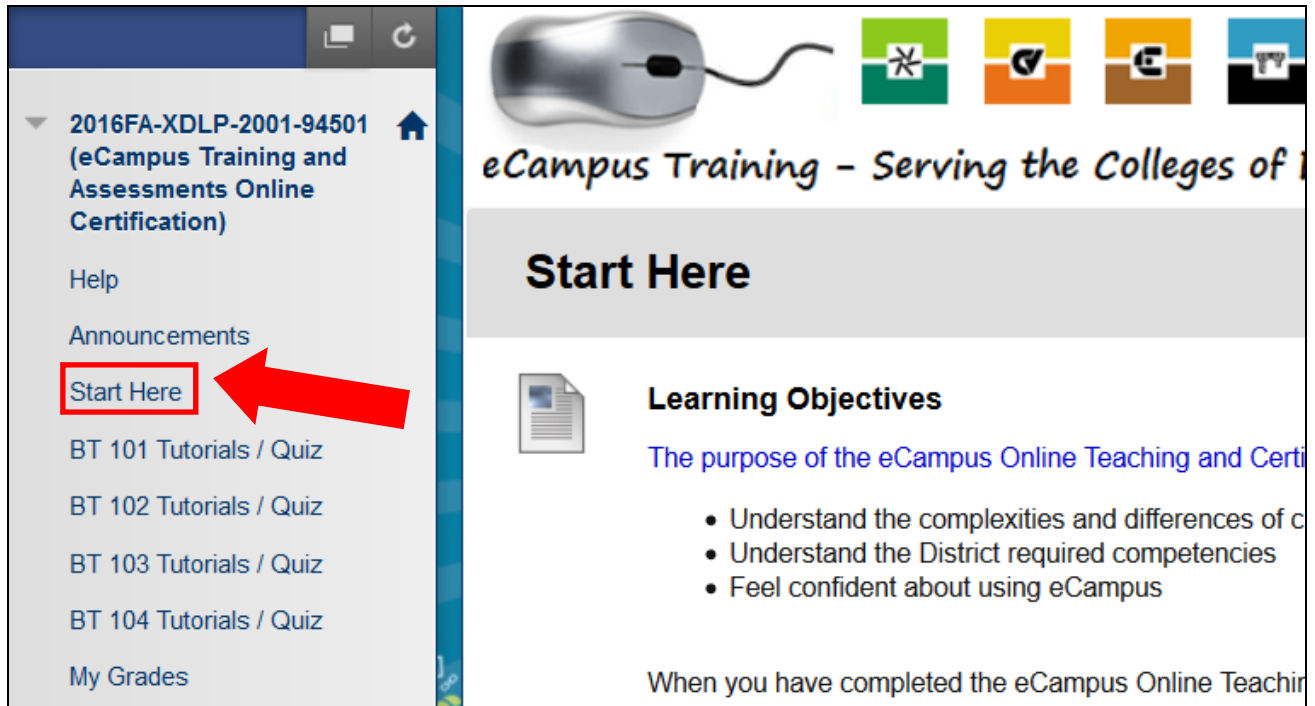
- The class takes place in eCampus (<http://ecampus.dcccd.edu>).
- If you do not already have an eCampus login, it will be created for you (please allow 24 hours). Your eCampus login ID is your department designated ID. If your username is mld4646, your eCampus login is mld4646.



1. The first time you log in your password will be the same as your user name and you will be required to change it. Please call 972-669-6460 if you are having trouble logging into eCampus.
2. Select the class listed in the course module **My Courses**.



3. After selecting the class, click **Start Here** in the class menu for instructions.




The screenshot displays the eCampus Training interface. On the left is a sidebar menu for the course '2016FA-XDLP-2001-94501 (eCampus Training and Assessments Online Certification)'. The menu items are: Help, Announcements, **Start Here** (highlighted with a red box and a red arrow), BT 101 Tutorials / Quiz, BT 102 Tutorials / Quiz, BT 103 Tutorials / Quiz, BT 104 Tutorials / Quiz, and My Grades. The main content area features a header with a mouse icon and the text 'eCampus Training - Serving the Colleges of I'. Below this is a grey bar with the text 'Start Here'. The main content area also includes a document icon, the heading 'Learning Objectives', and a list of three bullet points: 'Understand the complexities and differences of c', 'Understand the District required competencies', and 'Feel confident about using eCampus'. At the bottom of the main content area, it says 'When you have completed the eCampus Online Teachin'.

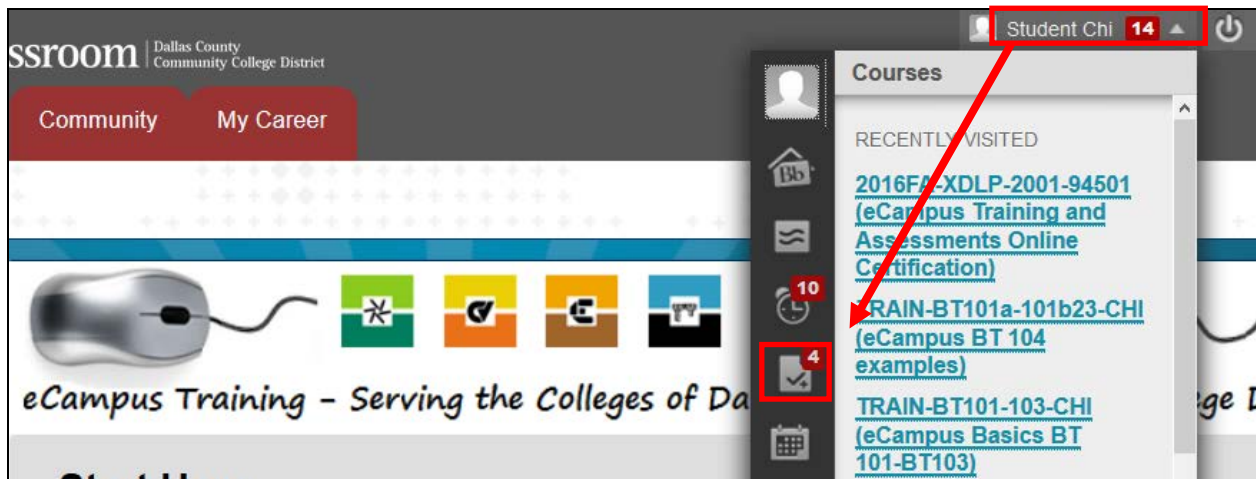
## Viewing Grade Results

If you are inside eCampus, there are three ways to view grades for online eCampus Assessments. You can only view final grade results in eConnect.

### Quiz Results

In eCampus, the Tool's link **My Grades** can show scores for enrolled courses. If you are inside eCampus, but not in a course, you can access the My Grades from two locations:

1. Select **My Grades** in the Tools Module located in the eCampus Welcome Portal, in the MY DCCCD tab, eCampus sub tab.
2. **My Grades** can also be accessed through the **Global Navigational Menu**. When you open the **Global Navigational Menu**, select the My Grades icon .





3. Select a course from the list posted in **My Grades**, to view grade results on the right.

The screenshot shows the 'My Grades' interface. On the left, a list of courses is displayed with a red box highlighting the first entry: '2016FA-XDLP-2001-94501 (eCampus Training and Assessments Online Certification)'. On the right, a detailed view of this course is shown, including a table of quiz results.

ITEM	LAST AC...	GRADE
BT 104 Quiz Test	Oct 6, 2016 2:09 PM GRADED	90.00 /100
BT 103 Quiz Test	Oct 6, 2016 1:58 PM GRADED	87.50 /100
BT 102 Quiz Test	Oct 6, 2016 1:53 PM GRADED	87.50 /100
BT 101 Quiz Test	Oct 6, 2016 1:50 PM GRADED	98.6666 /100
Class Survey		-

4. If you are inside an eCampus Online Assessment, individual quiz results can be viewed by clicking **My Grades** inside the Course Menu.

The screenshot shows a course menu on the left side of a page. The menu items are: 'Start Here', 'BT 101 Tutorials / Quiz', 'BT 102 Tutorials / Quiz', 'BT 103 Tutorials / Quiz', 'BT 104 Tutorials / Quiz', 'My Grades', and 'Certificate of Completion (Optional)'. A red box highlights the 'My Grades' item, and a red arrow points to it from the right. To the right of the menu is a section titled 'Learning Objectives' with a list of bullet points.

5. Select a graded test.

My Grades				
All	Graded	Upcoming	Submitted	Order by: Last Activity
ITEM	LAST ACTIVITY	GRADE		
<a href="#">BT 104 Quiz</a> Test	Oct 6, 2016 2:09 PM GRADED	<b>90.00</b> /100		
<a href="#">BT 103 Quiz</a> Test	Oct 6, 2016 1:58 PM GRADED	<b>87.50</b> /100		
<a href="#">BT 102 Quiz</a> Test	Oct 6, 2016 1:53 PM GRADED	<b>87.50</b> /100		

Note: **My Grades** will display the most recent grade attempt.

6. Select the grade to view feedback and results of answers chosen.

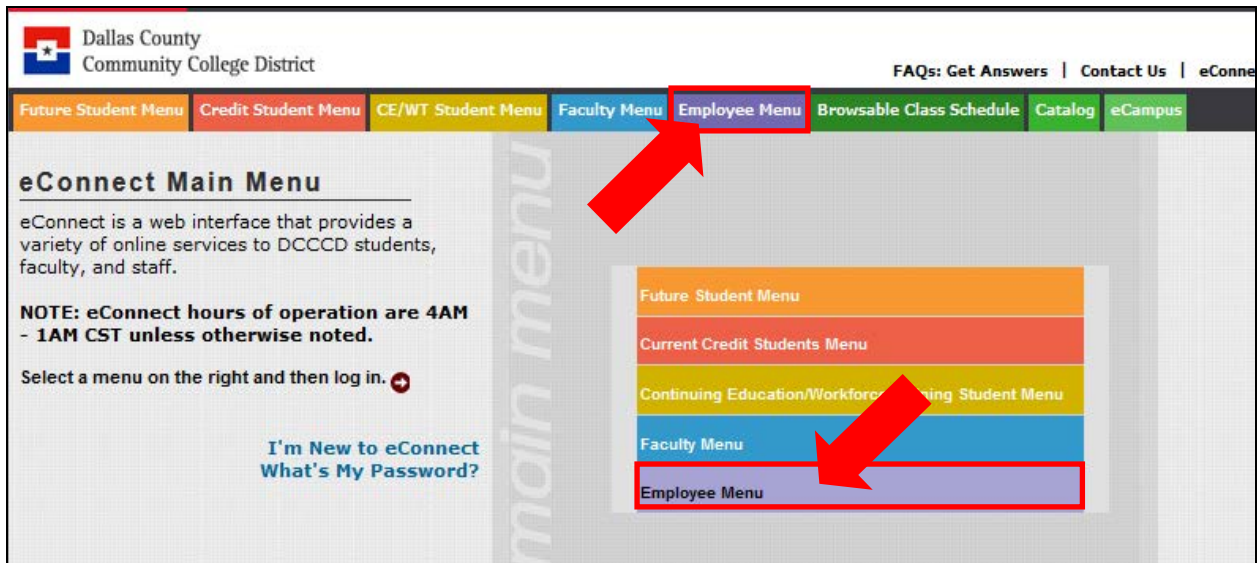
View Attempts		
<b>Assessment Details</b>		
Item Name	BT 103 Quiz	
Aggregation	Last attempt	
Points Possible	100	
<b>Attempts</b>		
Date Created	Date Last Submitted or Edited	Calculated Grade
Oct 6, 2016 1:53 PM	Oct 6, 2016 1:58 PM	<b>87.5</b>
<a href="#">Icon Legend</a>		

## Staff Enrichment Credit

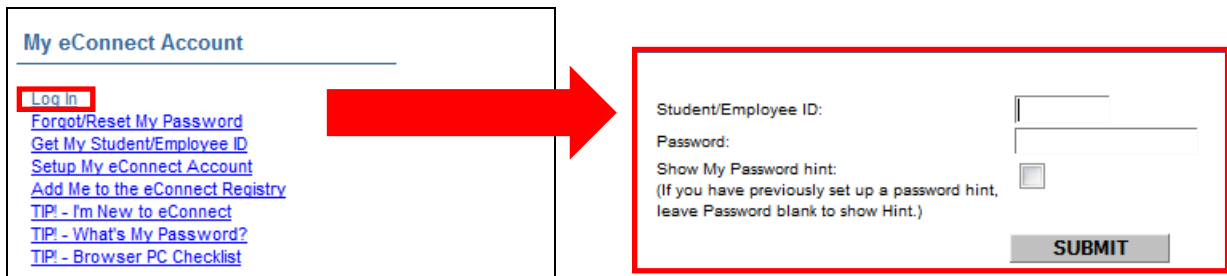
Once you have successfully completed the assessment(s) and been awarded Staff Enrichment credit, it can be used at any DCCCD location for eCampus accreditation.

To view Staff enrichment credit:

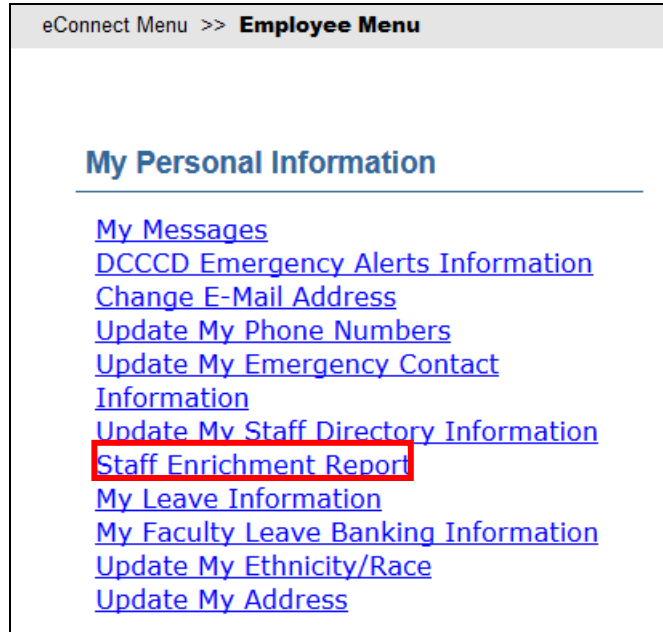
1. In the **eConnect Main Menu** (<https://econnect.dcccd.edu>) click the **Employee Menu** either from the main menu or tab.



2. In the **My eConnect Account**, select **Log In**.
3. Enter your **Login ID** and **Password**, and select **SUBMIT**.



4. Choose **Staff Enrichment Report** in the Staff Enrichment Menu.



The screenshot shows the 'Staff Enrichment Report' form. The breadcrumb trail at the top reads 'eConnect Menu >> Employee Menu >> Staff Enrichment Report'. The main heading is 'Staff Enrichment Report'. Below the heading, it says 'Please select a Term and press Submit to continue.' There is a red asterisk and the text '\* = Required' above the 'Term\*' label. The dropdown menu for 'Term' is open, showing '2013FA - Fall 2013' selected. A red rectangular box highlights the dropdown menu. At the bottom right, there is a 'SUBMIT' button, also highlighted with a red rectangular box.

5. Select the **Term** you want to review.
6. Select **Submit**.

7. The **SE Transcript** displays all the registered courses for the selected term, the grade, the number of credits and the term the course was taken.

## SE Transcript

ID: 0428025 Name: Jeff Cliff

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DCCCD Staff Enrichment Certificate Awarded:  
None

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Course/Section and Title	Grade	SEUs	Term
XTMP-1000 94501 Myportal Intro	CP	1.00	2013FA
XPDL-1000 94504 Kindness & Respect in Wkplace	CP	1.00	2013FA
XPDL-1000 94506 Customer Service Basics	NC	0.00	2013FA

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**Your Next Step - Choose One:**

Employee MenuPrint My ResultsView Another TermLog Out

Completed assessment(s) and awarded Staff Enrichment credit are transferable to any college in the DCCCD.

**Important:** A final grade of Course Complete (CP) will be entered in eConnect and will receive full credit points. Online assessments that have not been successfully completed will have a Not Completed (NC) and will not receive any credit.

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## Printing a Certificate

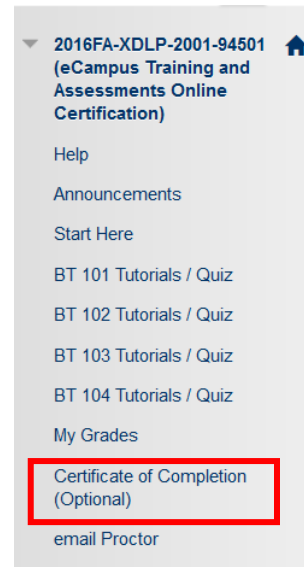
For the duration of the course, you will have the opportunity to print out a certificate if you would like one.

**Note:** To obtain a certificate for XDLP 2001, **eCampus 'online' Teaching Certification**, all four quizzes must have a score of 80% or above.

When you have passed all assessments with an 80 or above, take the following steps:


1. Click on the link the Certificate of Completion will only appear after all assessments have a score of 80 or above.

**Important:** This link will not appear for scores lower than 80%.



2. Select the **eCampus Certification Certificate**


### Certificate of Completion (Optional)

 **About the Certificate**

A link for a Certificate of completion will appear below when you have successfully completed all 4 assessments with a grade of at least 80 for each. Staff Enrichment credit for 12 hours will also appear in the eConnect.

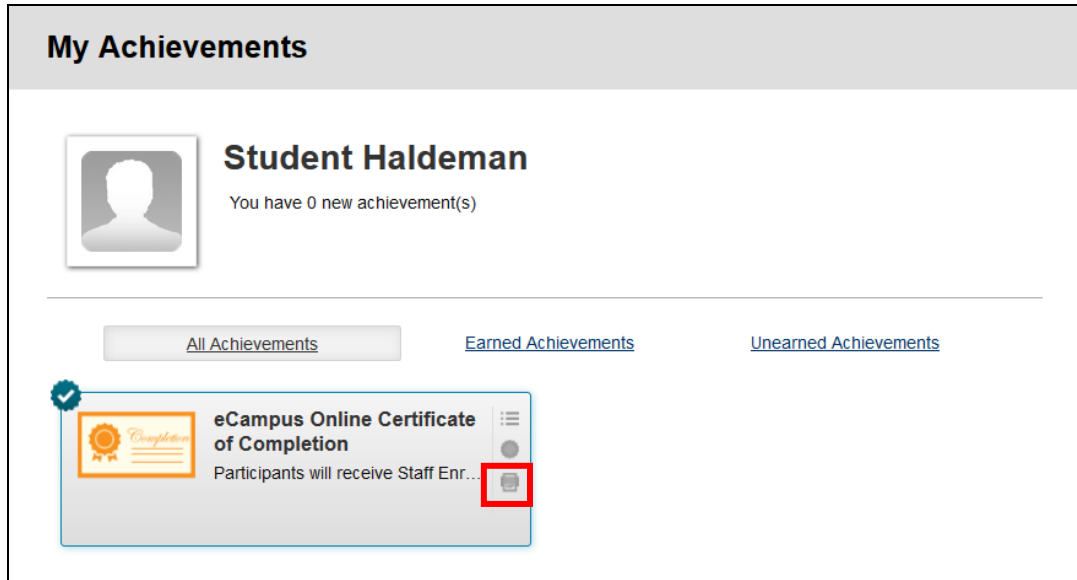
Please note that printing a certificate is **optional**, as the certificate is tied to your eCampus account, the proctor **cannot** print a certificate for a participant.

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 **eCampus Certification Certificate**

When you have successfully completed all 4 assessments with a grade of at least 80 for each, you will be able to print a certificate. You will also receive 12 hours Staff Enrichment credit on your Staff Enrichment Report in eConnect. Please allow 5 business days for the SE credit to be awarded.

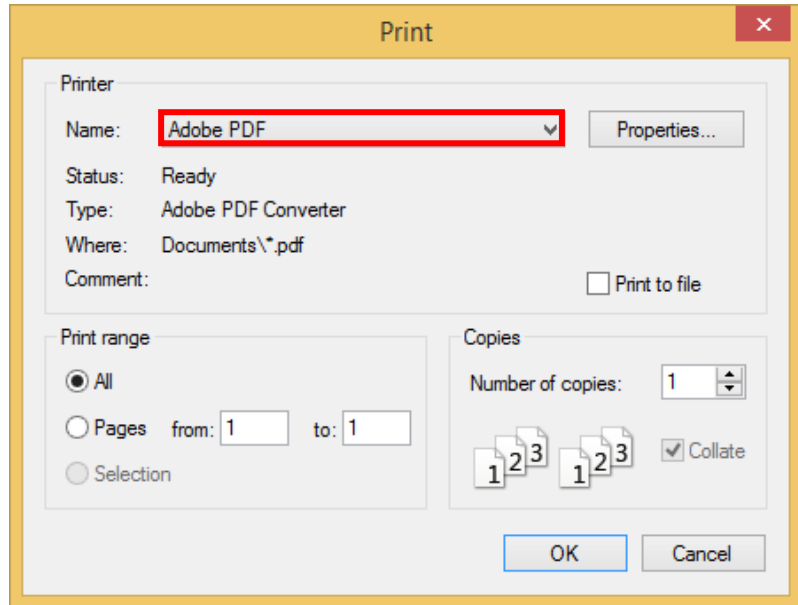
- When the certificate appears, select the print icon to view. The certificate will appear in a new window.



- Select Print Certificate button.



5. To save a file, select **Adobe PDF** and then select **OK**.
6. To print the certificate, select a printer and select **OK**.



**Note:** Due to the eCampus **Achievement** settings, participants have to print out the certificate and the certificate. The proctor cannot print certificates for participants.

***I Need Help!***

- For technical help with eCampus or eConnect please call the Faculty Helpdesk at 972-669-6460.
- For questions about eCampus teaching certification check with your location's Distance Learning Representative.





# LeCroy Center

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DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

District Software Training & Support  
9596 Walnut St. Dallas, TX 75243