

# ECAMPUS TRAINING BASIC

## ECAMPUS ONLINE ASSESSMENTS REGISTRATION

2014/2015

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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 Training and Assessments (face to face, online/hybrid 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.

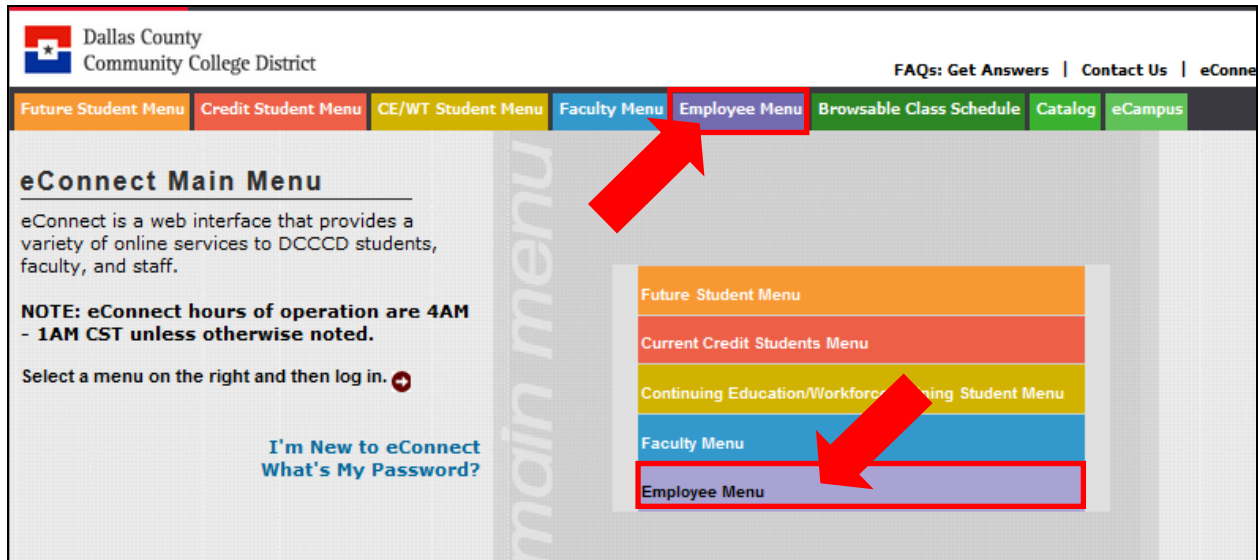
Registration is online through eConnect; registration instructions are provided below.

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.

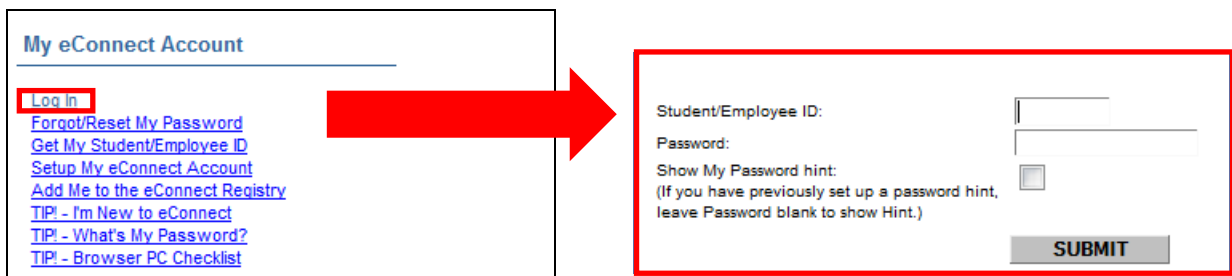
## Registration Instructions

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:  (format MM/DD/YY)

Classes Meeting After:  Classes Ending Before:

Mon  Tue  Wed  Thu  Fri  Sat  Sun

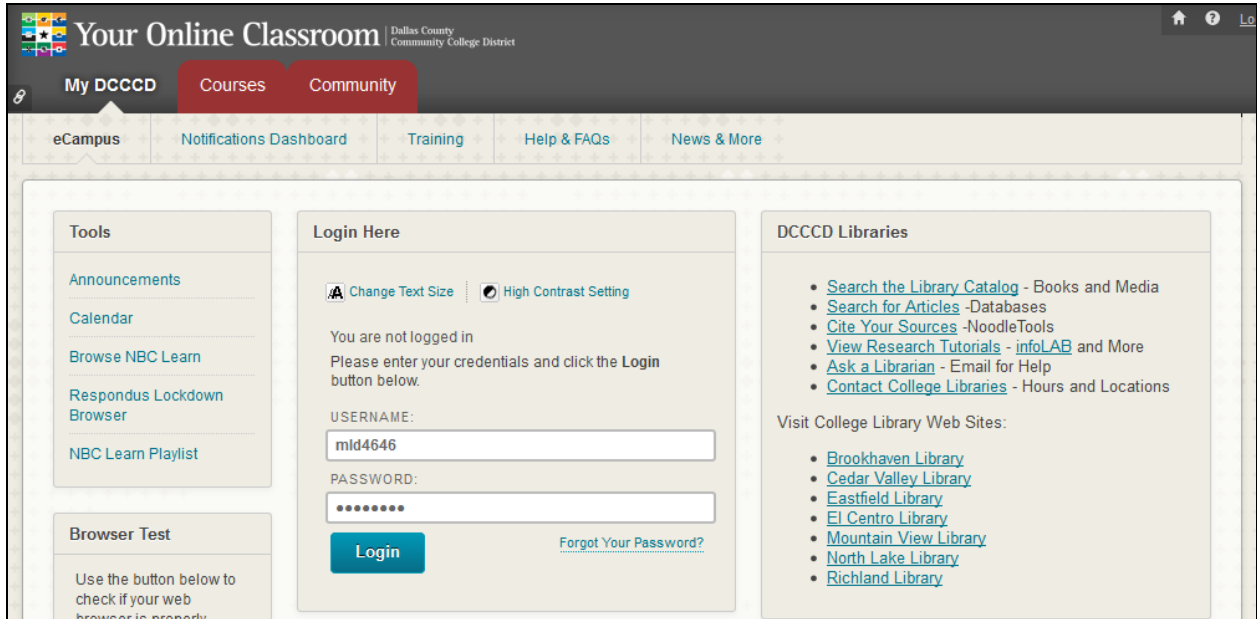
**3**

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

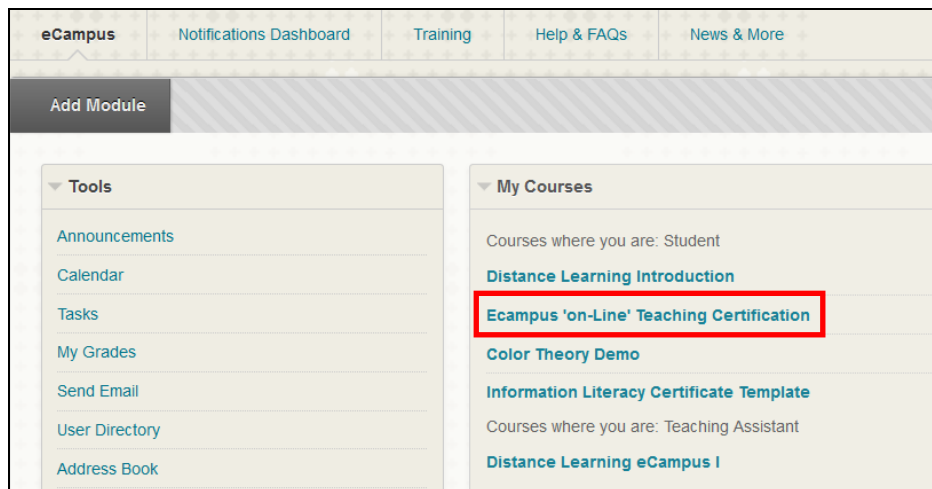
**NOTE:** You must leave all other fields blank.

## Class Instructions

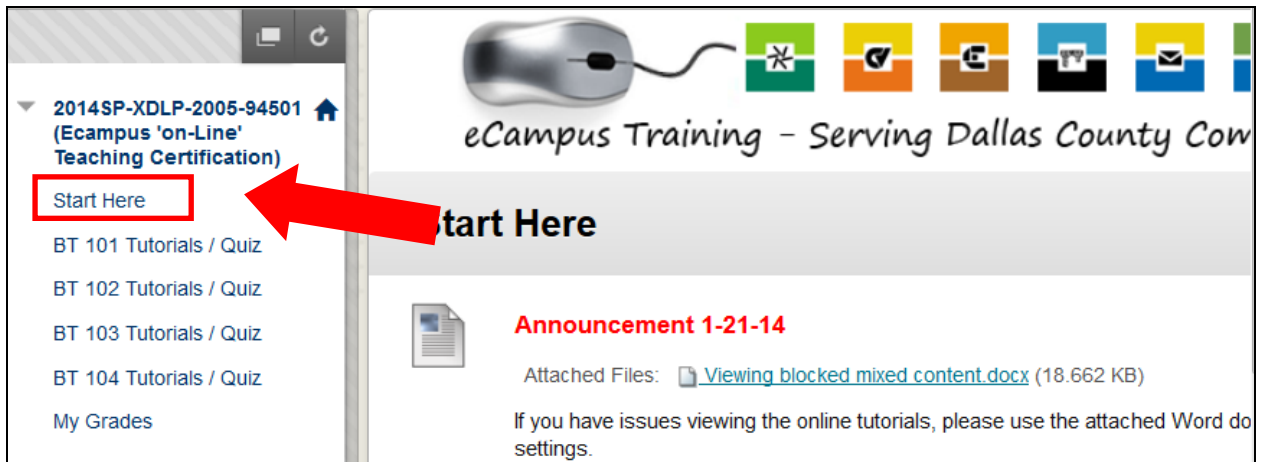
- The class takes place in eCampus (<http://ecampus.dcccd.edu>).
- If you do not already have an eCampus login, it will be created for you (please allow 24 hours). Your eCampus login ID is your Three by Four which consists of your first three initials and your four digit department code. If your username 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.




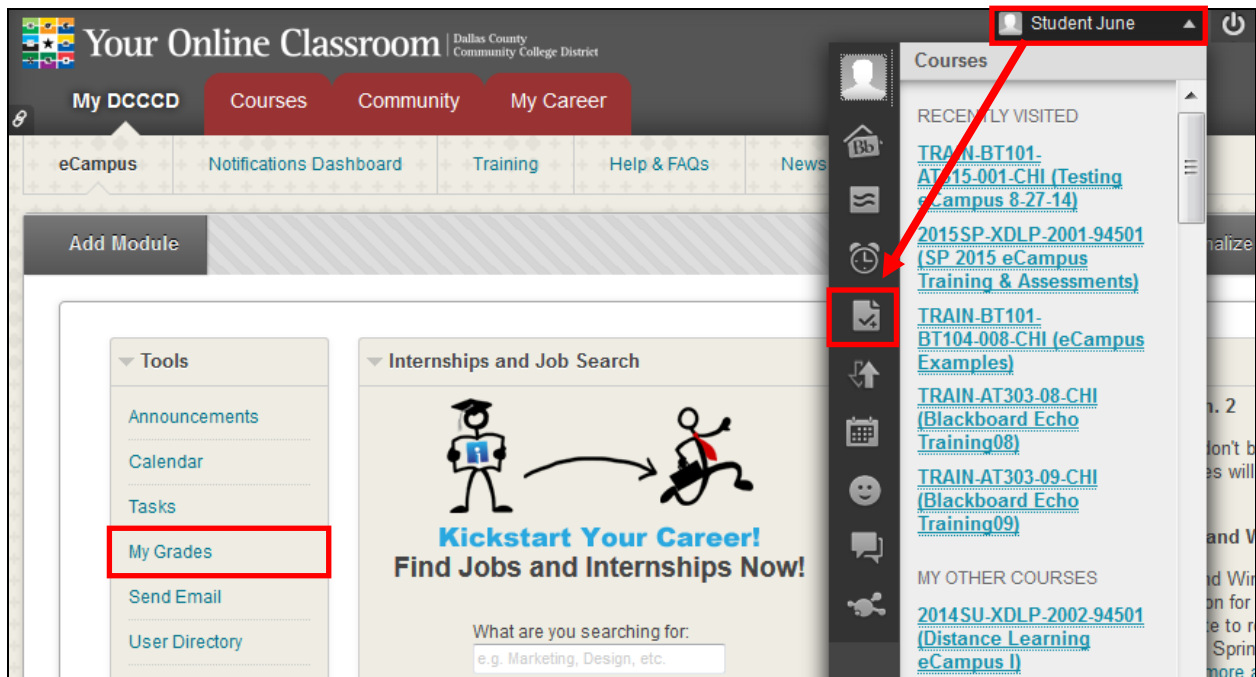
## Viewing Grade Results

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.



2015SP-XDLP-2001-94501 (SP 2015 eCampus Training & Assessments)  
January 5, 2015 8:56 AM

### 2015SP-XDLP-2001-94501 (SP 2015 eCampus Training & Assessments)

All Graded Upcoming Submitted Order by: Last Activity

ITEM	LAST ACTIVITY	GRADE
BT 101 Quiz Test	Jan 5, 2015 8:56 AM GRADED	25.00 /100
emailed	UPCOMING	-
Class Survey Survey	UPCOMING	-
BT 102 Quiz Test	UPCOMING	- /100
BT 103 Quiz Test	UPCOMING	- /100
BT 104 Quiz Test	UPCOMING	- /100
SP2015eCampusTrainingAssessments SCORM/AICC	UPCOMING	- /100

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

2014SP-XDLP-2005-94501 (Ecampus 'on-Line' Teaching Certification)

- Start Here
- BT 101 Tutorials / Quiz
- BT 102 Tutorials / Quiz
- BT 103 Tutorials / Quiz
- BT 104 Tutorials / Quiz
- My Grades**

eCampus Training - Serving Dallas County Cow

## Start Here

**Announcement 1-21-14**

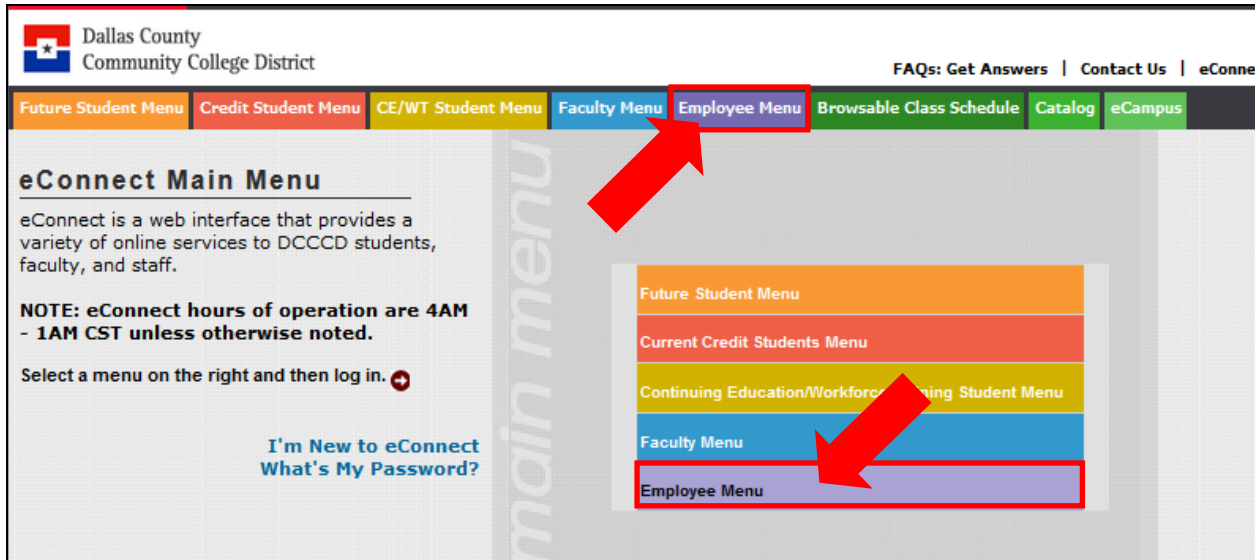
Attached Files: [Viewing blocked mixed content.docx](#) (18.662 KB)

If you have issues viewing the online tutorials, please use the attached Word do settings.

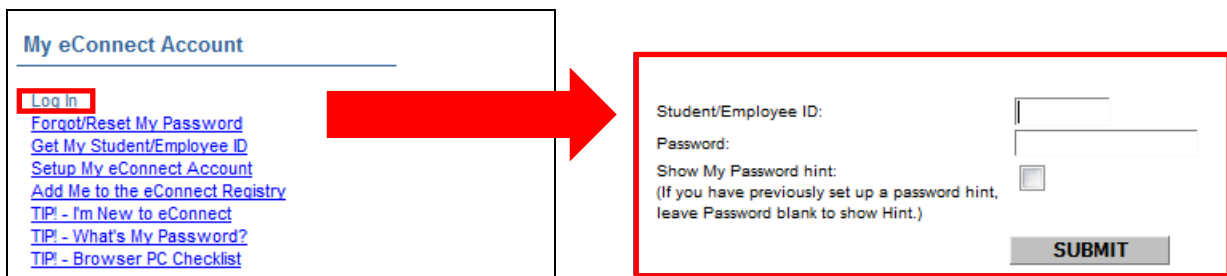
Once you have successfully completed the assessment(s) and been awarded Staff Enrichment credit, it can be used at any DCCCD location for eCampus accreditation.

To view Staff enrichment credit:

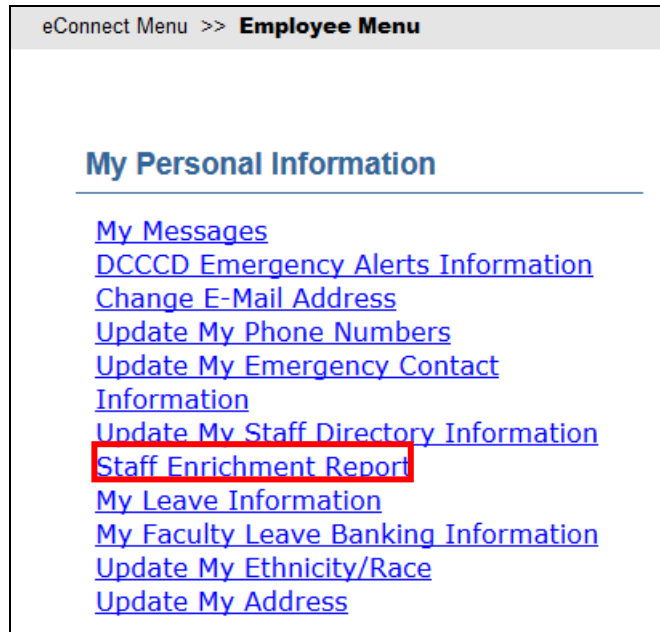
1. In the **eConnect Main Menu** (<https://econnect.dcccd.edu>) click the **Employee Menu** either from the main menu or tab.



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.



eConnect Menu >> **Employee Menu**

**My Personal Information**

- [My Messages](#)
- [DCCCD Emergency Alerts Information](#)
- [Change E-Mail Address](#)
- [Update My Phone Numbers](#)
- [Update My Emergency Contact Information](#)
- [Update My Staff Directory Information](#)
- Staff Enrichment Report**
- [My Leave Information](#)
- [My Faculty Leave Banking Information](#)
- [Update My Ethnicity/Race](#)
- [Update My Address](#)



eConnect Menu >> Employee Menu >> **Staff Enrichment Report**

## Staff Enrichment Report

Please select a Term and press Submit to continue.

\* = Required

Term\*

**SUBMIT**

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

- 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 Menu](#) [Print My Results](#) [View Another Term](#) [Log 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

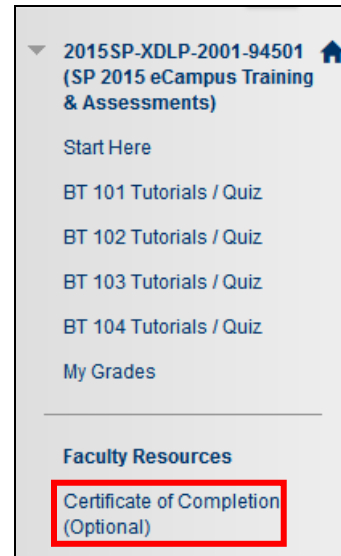
You will have the opportunity to print out a certificate if you would like one.

**Note:** To obtain a certificate for XDLP 2005, **eCampus 'online' Teaching Certification**, all four quizzes must have a score of 80% or above.

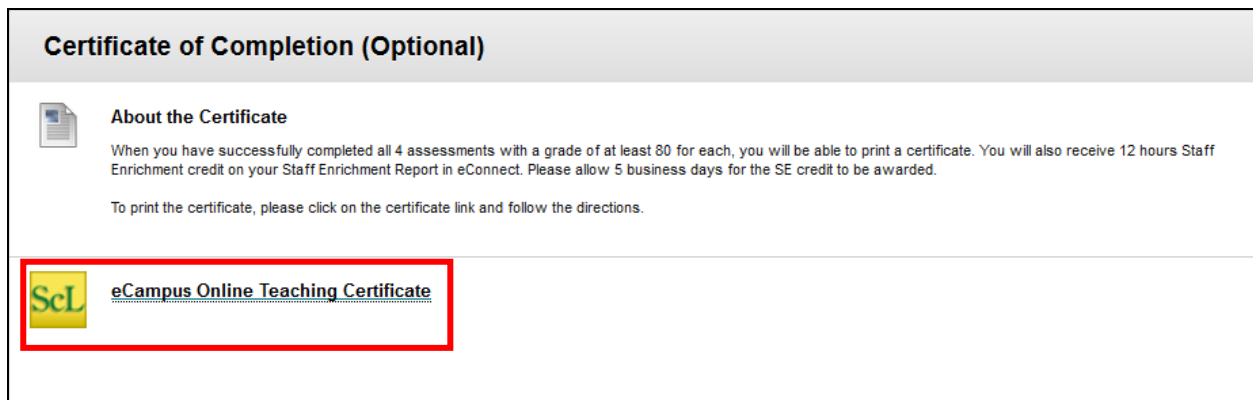
When you have passed all assessments with an 80 or above, take the following steps:

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

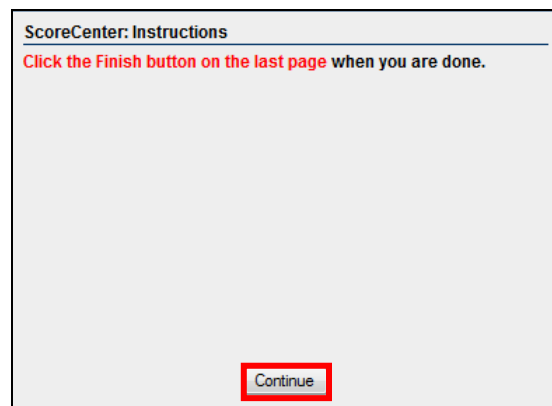
**Important:** This link will not appear for scores lower than 80%.



2. Select the **eCampus Online Teaching Certificate**



3. When **ScoreCenter: Instructions** appears, click **Continue**.



4. Follow the steps for **How to Print the Certificate.**

The screenshot shows a 'Self Check' section with a mouse cursor icon and a 'Value: 100' indicator. The main question area contains a text prompt and two radio button options. A 'Check Answer' button is located below the options. Below this section, a horizontal line is followed by the text 'After finishing this lesson, complete the form below:'. This leads to a form with a text input field containing 'Star Instructor' and a 'Print Certificate' button. A second horizontal line is followed by a 'Finish' button.

**Self Check**

Value: 100

I understand that I will receive Staff Enrichment credit on my eConnect Staff Enrichment report to prove that I have passed this assessment. This certificate is to demonstrate completion prior to the award of the SE credit.

True  
 False

Check Answer

After finishing this lesson, complete the form below:

Type your name or identifier:

Star Instructor

Print Certificate

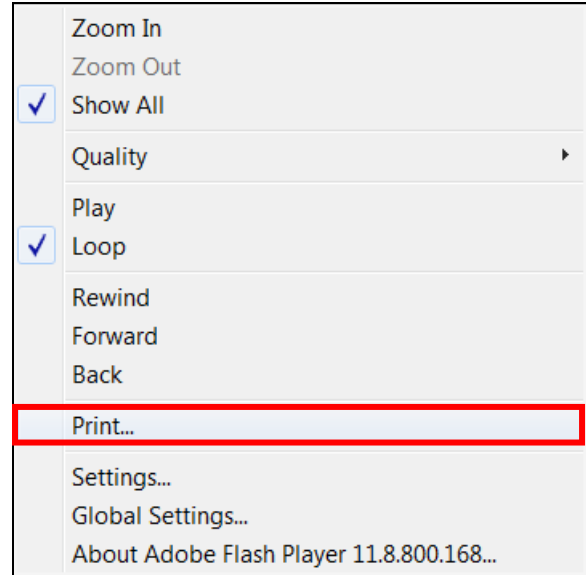
Finish

- Step 1:** Answer the question.
- Step 2:** Click **Check Answer**
- Step 3:** Type your name in the box
- Step 4:** Click **Finish**.

5. The certificate will appear in a new window.



6. To print out the certificate,  
right mouse button click **Print**.



***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