ECUonQ Instructions for Unit Action Plans 2021

While ECUonQ has been designed to be fairly intuitive to use, the instructions in this document provide a basic introduction to the application. Any enquiries and feedback should be directed to Academic Quality and Standards (aqs@ecu.edu.au).

1. Log in to ECUonQ

Access ECUonQ from the Staff Portal. It is in the Easy Logins. You will need to enter your ADS

2. Find your Units or Open Actions on the Dashboard

When you log into ECUonQ, click on 'My Reviews' to access your units to review.
If your unit does not appear here contact aqs@ecu.edu.au

Any active Action Plans, including actions you were assigned at the Unit Review Committee will appear under 'My Action Plans'.
You can update these during any review period if the review period is open.

ECUonQ Instructions for Unit Action Plans 2021

3. Action Planning

Any actions assigned to the unit at the Unit Review Committee will be automatically pulled in under the 'Additional Information or Analysis' heading and pre-populated as an Action Plan, or multiple Action Plans, if multiple actions were assigned.

It is important to note that you cannot amend, edit or update your Action Plan from this screen – you need to click on the Action Plan tab to access the Action Plans.

4. Editing, Updating Progress and Closing

When you have an active Action Plan, you will be given the options to 'Edit Action Plan', 'Update Progress' or 'Close Action Plan'. It is important to note that these functions are only available during an open review period i.e. any time your Unit is available for review.

Edit Action Plan – use this to amend the title, activity, team members, target date or reminder date – the fields that were mandatory when the Action Plan was set.

Update Progress – this will open the pop-up below. Use this to provide an interim update if needed or to indicate how far progressed the action is (from 0 - 100%. **It is important that you move the scale to 100% before closing the action.** Don't forget to save!

ECUonQ Instructions for Unit Action Plans 2021

Close Action Plan – this will open the pop-up below. Use this once action is complete and you have marked progress as 100%. It reminds you in the yellow field (dot points) to go back to update progress if you have not.

It can also be used if the action is no longer suitable or necessary. If this is the case you do not need to mark progress as 100%, and you should mention the appropriate reason in the box provided.

ECUonQ Instructions for Unit Action Plans 2021

Finalising an Action Plan – when progress has been updated correctly to 100%. The option to 'Finalise Action Plan' will appear. Finalising will let your Team (Associate Dean Discipline for Unit Review Committee Actions) know that you have completed the action, and move the action into the 'Closed Action Plans' section of the Action Plan tab.

ECUonQ Instructions for Unit Action Plans 2021

Finalise Action Plan - Develop marking rubrics   ✖

Title	Develop marking rubrics
Activity	1. Develop strict marking rubrics for assignments.
Target Date	31-Jan-2019
Follow Up Date	17-Jan-2019
Progress	100% Complete
Status	Active
Person Responsible	
Team Members	Heather PATE

Final Outcome
Rubric used semester 1, 2020. Student feedback and grading indicates it was an improvement.

Attachments: Browse...   No file selected.

Finalise Action Plan   ✖ Cancel