

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 (aq@ecu.edu.au).

1. Log in to ECUonQ

The screenshot shows the ECU Staff Portal interface. In the 'EASY LOGINS' section, the 'ECUonQ' link is circled in red. A red arrow points from this link to a text box that reads: "Access ECUonQ from the Staff Portal. It is in the Easy Logins. You will need to enter your ADS". Other links in the 'EASY LOGINS' section include Academic Misconduct Online Form, BenchMARC, Blackboard, Callista, Callista Connect, Callista+, CAPS, CareerHub, CMS, Course & Unit Offerings System, ECU Pool Vehicle System, ECU ORCID Connect, ECURTS, ECUSIS Room Bookings, Emergency & Evacuation Induction (All staff), expense8, Health & Safety Induction, Information Security Awareness Training, IT Services Kiosk, and IT Service Status - Student Systems.

2. Find your Units or Open Actions on the Dashboard

The screenshot shows the ECUonQ dashboard. A circular diagram illustrates the review process: Major Course Review, Curriculum Development and Approval, and Annual Unit and Course Review. Below the diagram, a table lists review periods for 2020. At the bottom, two status bars are highlighted with red boxes and arrows:

- My Reviews (2 Open - 0 Not Started, 2 In Progress, 0 Submitted)**
- My Action Plans (3 Active)**

Two text boxes provide instructions: "When you log into ECUonQ, click on 'My Reviews' to access your units to review. If your unit does not appear here contact aq@ecu.edu.au" and "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."

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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.

Click here to access your Action Plans

Any actions you were assigned at the Unit Review Committee will be visible here under "Additional Information or Analysis". You will need to click on the 'Action Plans' tab above to be able to edit, progress or complete it.

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

1. Edit Action Plan - use this to amend the title, activity, team members, target date or reminder date.

2. Update Progress - use this to provide an interim update if needed or to indicate how far progressed the action is (from 0 - 100%. Move the scale to 100% before closing the action.)

3. Close Action Plan - use this once action is complete and you have marked progress as 100%. It can also be used if the action is no longer suitable or necessary.

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!

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72) - Coordinator RIKI STEVENS

Update Action Plan - Assessment and Feedback - Assessment design

| | |
|--------------------|---|
| Title | Assessment and Feedback - Assessment design |
| Activity | Change in assessment design. |
| Target Date | 31-Dec-2021 |
| Follow Up Date | 29-Sep-2021 |
| Progress | 0% Complete |
| Status | Active |
| Person Responsible | |
| Team Members | |

Update Response

Progress 0%

Attachments: No file selected.

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.

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v2) - Coordinator: Riki STEVENS

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Close Action Plan - Assessment and Feedback - Assessment design

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- This process will close this action plan.
- If you meant to mark the action plan **complete**, please close this window and use the "Update Progress" button.

| | |
|--------------------|---|
| Title | Assessment and Feedback - Assessment design |
| Activity | Change in assessment design. |
| Target Date | 31-Dec-2021 |
| Follow Up Date | 29-Sep-2021 |
| Progress | 0% Complete |
| Status | Active |
| Person Responsible | [Redacted] |
| Team Members | [Redacted] |

Reason for closure:

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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.

| | | | | | | |
|---|------------|---------------|-------------|---|--|--|
| Teaching Quality - Supportive diverse needs and backgrounds | [Redacted] | 0% Complete | 31-Dec-2021 | <input type="button" value="Edit Action Plan"/> | <input type="button" value="Update Progress"/> | <input type="button" value="Close Action Plan"/> |
| Revise and restructure unit | [Redacted] | 0% Complete | 30-Nov-2021 | <input type="button" value="Edit Action Plan"/> | <input type="button" value="Update Progress"/> | <input type="button" value="Close Action Plan"/> |
| Revise assessments | [Redacted] | 0% Complete | 30-Nov-2018 | <input type="button" value="Edit Action Plan"/> | <input type="button" value="Update Progress"/> | <input type="button" value="Close Action Plan"/> |
| Develop marking rubrics | [Redacted] | 100% Complete | 31-Jan-2019 | <input type="button" value="Edit Action Plan"/> | <input type="button" value="Update Progress"/> | <input type="button" value="Close Action Plan"/> <input type="button" value="Finalise Action Plan"/> |

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Finalise Action Plan - Develop marking rubrics ✕

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|--------------------|--|
| 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

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