EAST CENTRAL COLLEGE

Quick Tips for Using

watermark™

How do I access it?

Log In ▾

Click on Watermark from the Log In drop down on our website. Use your ECC login credentials. You will also get a daily digest email that you can customize.

How and when do I create alerts and referrals?

Search for the student and check prior notes. If needed, click the alert bell and select a reason/recipient. Please write detailed notes to help us find solutions.

When do I create a note?
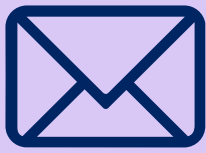
If you are marking specific, one-on-one communication, please save it as a note. Label your note with a contact method and contact type. If you are sending informational, mass messages, please save it as a message instead of note.

How can I communicate with students?

You can contact groups of students using the messaging tab or filters. You can contact class rosters, club members, or specific groups you create.

When do I create a task?

You can assign tasks to students and to yourself about students by clicking on task within a student's profile. This can help remind you to follow up.

How do students use this?
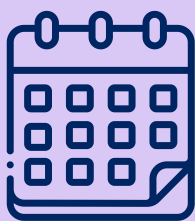
Students who have downloaded the app can get notifications about alerts and messages. Students can access their courses and schedule meetings with those of us who've enabled that feature.

Why should I spend my time on these things?

Instructors are the experts in this field, but retention is an intuitional-wide effort. Using Watermark helps ease the load for faculty and shows students that ECC works together to help students succeed.

Questions? Please reach out!
lindsay.riegel@eastcentral.edu