

Searching ECA by queue

While most of us search for packages by their course number or package ID number, you can also look in certain queues and see all courses associated with that queue.

For instance, to search for all courses that are in the ASC Curriculum and Assessment Office queue (which is ASCCO W4.1 or ASCCO W4.11):

- 1) Go to <http://www.eca.osu.edu/>
- 2) Click on “ECA Production System” in the left hand toolbar
- 3) You might have to log into ECA if you are not already logged in
- 4) In the top right of the screen, hover your mouse over “Go to” and select “Package Search” (or more simply, after you log into ECA, select the shortcut: ALT + 2)
- 5) In box #1 (Select a profile type), select “Queue Profile” from the drop down box
- 6) In box #2 (Select the process the queue is in), choose “Course_Approval” from the drop down box
- 7) In box #3 (Select the queue you wish to search), choose ASCCO W4.1
- 8) Select “EXECUTE” in the top left

You can do this for any and all queues you have access to.