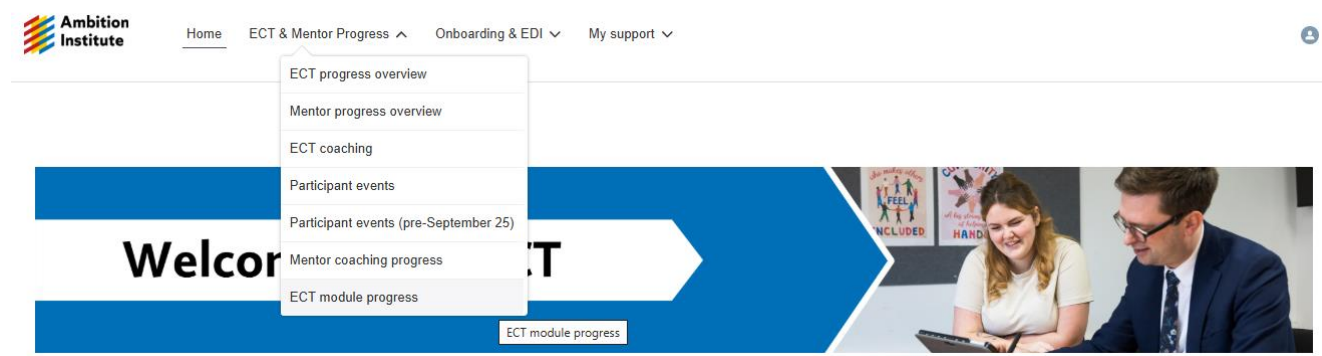


Tracking ECT self-study on MyECT

This is a guide for induction tutors, showing how to use MyECT to track the completion of ECT self-study modules on MyECT. This will give a clear picture of how ECTs are progressing through their self-study

Step one

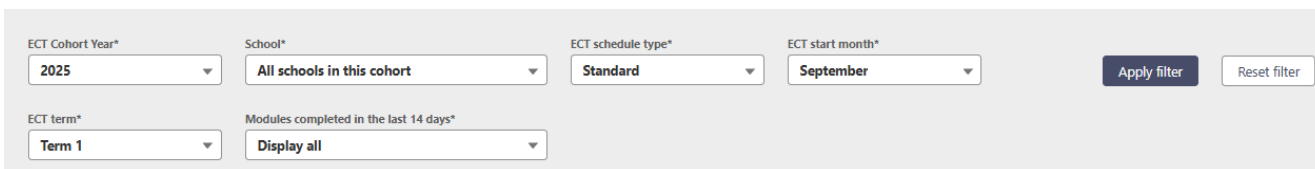
Log in to MyECT and select the 'ECT & Mentor progress' menu. From the drop down, select 'ECT module progress'



Step two

Set your filters to show the group of ECTs you want to view. You can look at different cohort years, different schools (if you have responsibility for more than one), different schedules, start months, terms and levels of engagement.

Once you have set your filters click 'apply filter' and your list of selected ECTs will appear.



Please note:

- **Schedule type** refers to whether the ECT is Standard (full time), Part time, Extended (has been given extra terms to complete the programme) or Reduced (has had their terms of induction reduced to less than 6)

- **ECT start month and term** relates to which term of the programme an ECT started in and is current in. For example, if you are reviewing self-study in June for an ECT who started in January, this would be Start Month = January, Term = 2
- **Modules completed in last 14 days** allows you to view different types of engagement. You can select No if you would like to view ECTs who have not coached in the 14 days to nudge them, Yes if you would like to praise those who have studied and display all if you want to see everyone regardless of what they have completed.

Step three

Now you can review your ECT engagement. In the example, we are looking at all ECTs, regardless of what they have completed.

	☐	View	ECT	Schedule	School	Total modules completed this term	Last module completed	Last nudge
1	☐			Standard ECF Sep 25		2	05/10/2025	
2	☐			Standard ECF Sep 25		0		
3	☐			Standard ECF Sep 25		0		

Here you can see two ECT/mentor pairs.

- ECT 1 has completed 2 modules, you can see more detail on these sessions by clicking the eye icon next to the ECT name. The last study was completed on 5 October. To praise this ECT, you can tick the box next to their name on the far left, click 'praise' and follow the guided instructions.
- ECT 2&3 have not completed any self-study yet. The total modules column shows 0 and the last module completed box is blank. You can nudge these ECTs to complete self-study by ticking the box on the far left of each name and selecting 'nudge'. This will take you through the instructions.

If you send a nudge or a praise, the date of this will be recorded on the far right of the display. You can add your own bespoke message to the auto-generated email to personalise your nudge/praise if you would like to.