

# EScan

## Posting Information to BrainKeeper

**Step 1:**

Create a new page by clicking the [New](#) icon (upper right-hand side of screen).

**Step 2:**

Next the [Create New Page](#) will appear. Add a concise description of the trend, issue or event in the [Title](#) box.

**Step 3:**

Click on [+Additional Fields](#) just under the [Title](#) box and select a [Level of Urgency](#) (1 = Lowest, 5 = Highest) and a [Workgroup](#) from the dropdown list that best describes the trend.

**Step 4:**

Click on the [Templates](#) icon to bring in the [EScan](#) template. Add [Source](#) information (Author, Title, Publication, Date, Hardcopy Location, URL).

**Step 5:**

Next, summarize the the trend, issue, or event.

**Step 6:**

Finally, identify any [Implications](#) of the trend, issue, or event for MCCCCD. How might the change affect the district's programs, students, services, employees, funding, facilities, other?

**Step 7:**

Click on the [Save Changes](#) button.

**Step 8:**

Add one or more keywords in lowercase using the [Page Tags](#) feature on the right-hand side of the screen. Keywords will assist workgroups in analyzing trends. To see keywords already used, click on the [Tags](#) tab.