


Updates in eWeb

NAVIGATING THE REFRESH

There are 6 main “Cards” in the faculty/staff view

1

Personal Information



- Update Your Personal Pronoun
- Update Your Gender Identity
- Update Emergency Contacts

PERSONAL INFORMATION→


4

Faculty: Grade Entry

[SEE ALL GRADING →](#)

2

Faculty: Advising




- View Advisee Listing
- View Student Profile

FACULTY ADVISING→

5

Faculty: Student Lookup


Search by
☒ Last name ☐ ID



Find student information
Use the search field above to get started.

3


Faculty: Quick Links




- [Faculty Assignments](#)
- [Faculty Detail Schedule](#)
- [Faculty Week At A Glance](#)
- [Student Registration History](#)
- [Degree Evaluation](#)
- [Course Evaluations](#)

6

Classes & Course Catalog

 Browse Classes

 Browse Course Catalog

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FACULTY QUICK REFERENCE: WHERE DO I FIND...

My course roster?

1. Faculty: Quick Links card, Faculty Assignments
2. Find course, click Roster: Class list


Available courses (Course Search)?

1. Classes & Course Catalog card, Browse Classes, select term
2. Use search criteria, or click “Advanced Search” for more options including attribute search (by ELAC)


My list of advisees?

1. Faculty: Advising card
2. Select term
3. View my advisee listing


Student transcript including midterm/final grades?

1. Faculty: Student Lookup card
2. Search by last name or ID, click , click Student
3. Click “View Unofficial Transcript” then select level and type

Student registration hold(s) or registration PIN?

1. Faculty: Student Lookup card
2. Search by last name or ID, click , click Student
For Holds: Click “Holds” (on top right of screen)
For PIN: Click “Registration Notices” (on top right of screen)

Student’s schedule?

1. Faculty: Student Lookup card
2. Search by last name or ID, click , click Student
3. View Student Schedule

A degree evaluation?

1. Faculty: Quick Links card
2. Click Degree Evaluation
3. Type in student ID or use Advanced Search

Transfer evaluation?

1. View Degree Evaluation (steps above)
2. Transfer courses note specific articulation

Submit grades for my classes (Midterm and Final grades)?

1. Faculty: Grade Entry
2. Select course and section
3. Select grade for each student, then click “save”