

E-WEB: Online Services for Faculty

This document covers the following topics.

Getting Started

Login

Faculty Services (List of Options)

Student Search by Name

Student Transcript

Student Information

Student Schedule

Student Address(es) and Phone Number(s)

Term Selection

Select CRN (Course Reference Number)

Faculty Detail Schedule

Faculty Schedule by Day and Time

Summary Class List

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Getting Started:



Go to Eastern CT State University's homepage: http:// www.easternct.edu->Faculty & Staff-Office 365 or Eastern Apps to login to

>Email/Office 365->Select either Email/ the Office portal->click SelfService (eWeb)

KB article with screenshots explaining the process https:// easternct.makekb.com/entry/21/.

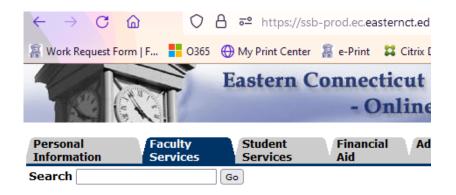
Login:

After the above steps are taken it should bring you to the Microsoft portal login->add your eastern email->Enter your password->you should now be redirected to eWeb/Self-Service.



Pick an account





Faculty Services

Click on Faculty Services

Faculty Services

- . Display Your Faculty Schedule
- . Display Your Class List
- Enter Mid-term/Final Grades
- . Display Student Information & Transcripts
- · Advisor Information & Degree Audits
- Process Registration Overrides (not currently available)

IMPORTANT: Some students have specifically requested that their information remain confidential. See note below. It is important to be vigilant in keeping student information confidential.



If the word "Confidential" appears next to a student's name, their personal information is to be kept confidential.

Faculty Services

Student Search by Name

Term Selection

CRN Selection

Faculty Detail Schedule

Faculty Schedule

Detail Class List

Summary Class List

Mid Term Grades

Final Grades

Faculty & Advisor Student Information Menu

Student Search by Name: Search for students by Last Name, First Name. Can be used for advisee list. Will display ID, Name, Registration Status, Program, Advisor, Email address and links to Transcript, Student Information, Student Schedule, and Address.

Term Selection: Select the term for which you want to view information.

CRN Select: Select the Course Reference Number (CRN) from the list of courses for which you are the instructor.

Faculty Detail Schedule: View your schedule in detail.

Faculty Schedule by Day and Time: View your schedule in time plot grid for the week.

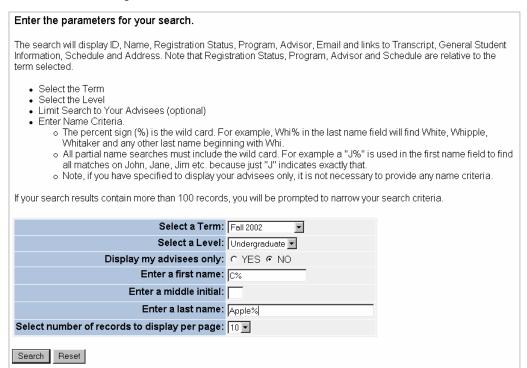
Detail Class List: View detailed information for your class roster(s).

Summary Class List: View a summary list of your class roster(s).

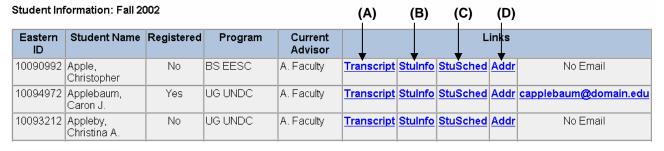
Mid Term Grades: Enter mid-term grades.

Final Grades: Enter final grades.

Student Search by Name



Using the above search parameters, results similar to below would be displayed.

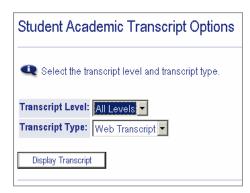


Back to Search

Click "Back to Search" to return the search parameter page.

Note: If the search returns more than the number of records you've selected to display per page, click "Next" to view additional records.

(A) Transcript - View Student Transcript

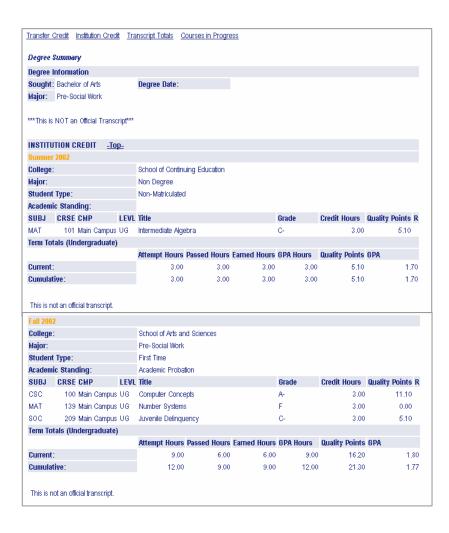


When you click on the Transcript link, you will be prompted for the Transcript Level (undergraduate/graduate) and the Transcript Type (Web Transcript is currently the only choice). Once you've made your selection, click "Display Transcript" to continue.

The Student's Transcript will display. If the student has been awarded a degree by Eastern for the chosen level,

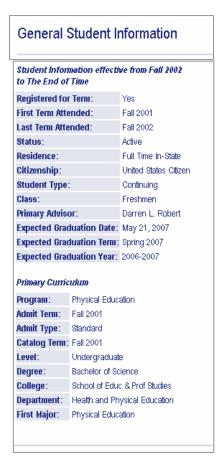
degree information will display at the top of the transcript. The next block will contain transfer information if it exists followed by institutional credits listed by term.

To return to your name search results, click the Back button on your browser toolbar twice.



(B) StuInfo - View Student Information

When you click on the StuInfo link, student's detailed information will display. To return to your name search results, click the Back button on your browser toolbar.

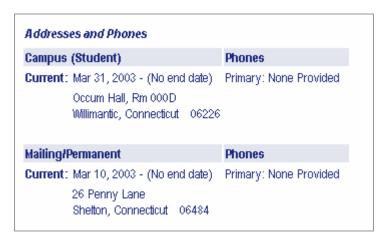


(C) StuSched: View Student Schedule



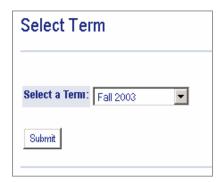
When you click on the StuSched link, the student's schedule for the term on which you performed your search will display. To return to your name search results, click the Back button on your browser toolbar.

(D) Addr: View Student Address(es) and Phone Number(s)



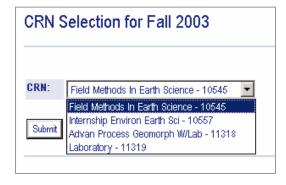
When you click on the Addr link, all address types and phone numbers on file for the person selected will display. To return to your name search results, click the Back button on your browser toolbar twice.

Term Selection



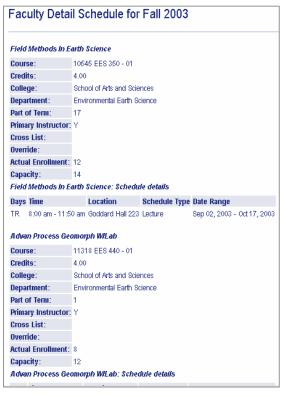
Choose the term for which you would like to view information. For example, if it is the middle of the fall term and registration has begun for spring, to view your spring class list(s) to-date, you would need to choose the appropriate spring term. Click on "Submit Term" to make your selection. If you do not choose a term, you will be prompted to choose one when you click on a faculty service option that requires a term.

CRN Selection



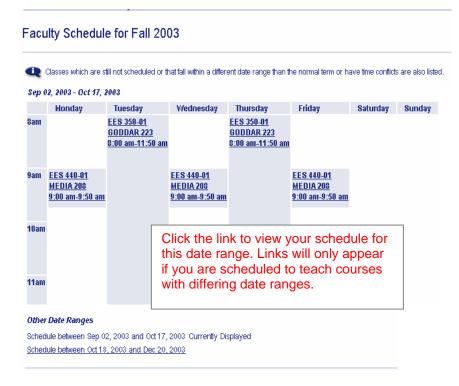
Choose the Course Reference Number (CRN) for which you would like to view information. Only courses for which you are listed as the instructor will appear as options in the drop down menu. After you have chosen the course, click on "Submit CRN" to make your selection. If you do not choose a CRN, you will be prompted to choose one when you click on a faculty service option that requires a CRN.

Faculty Detail Schedule



Clicking on this option will display your faculty schedule in detail. The Faculty Detail Schedule includes enrollment, part of term, primary indicator (Y=you are the primary instructor for the course), if the course is cross-listed, and meeting time and location information.

Faculty Schedule by Day and Time

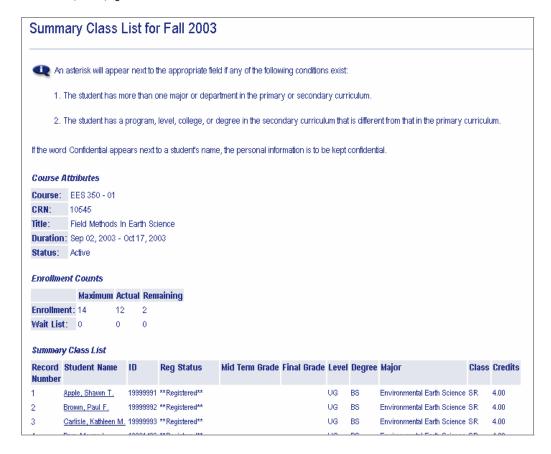


Faculty Schedule by Day and Time is a weekly block schedule. Courses not within the specified date range or without assigned times are listed below the block schedule. This may refer to independent studies you are supervising or any other course that does not meet at regular times. Clicking on a given course will provide more detailed information about that course.

There is also a link for other Parts of Term. For example, your schedule may be different for the first seven or second seven weeks for courses that meet for only part of the term.

Summary Class List

Summary Class list will present you with a more streamlined approach to viewing your class roster. If you have not selected a Term and CRN, you will be prompted to do so when you click on "Summary Class List". The Summary Class List includes all students registered for the course (CRN) you have selected.



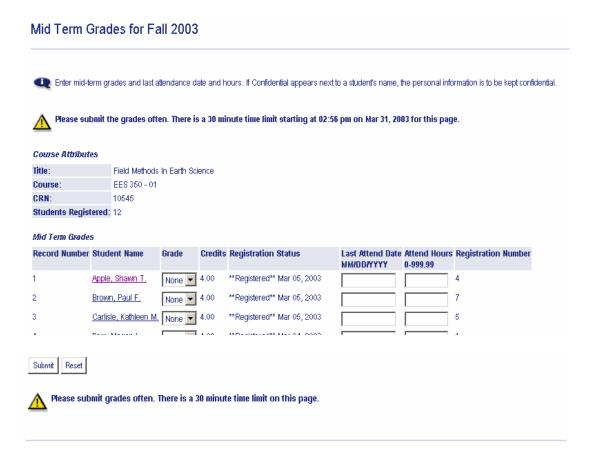
Click on a student's name to view address and phone number information.

If you are using Internet Explorer as your browser, you can 'cut & paste' your class roster into an Excel document:

- high-light your selection
- select Copy from the browser Edit menu
- open an Excel worksheet
- with your cursor in cell A1, select Paste from the Excel Edit menu.

Mid Term Grades

If you have not selected a Term and CRN, you will be prompted to do so when you click on "Mid-Term Grades".

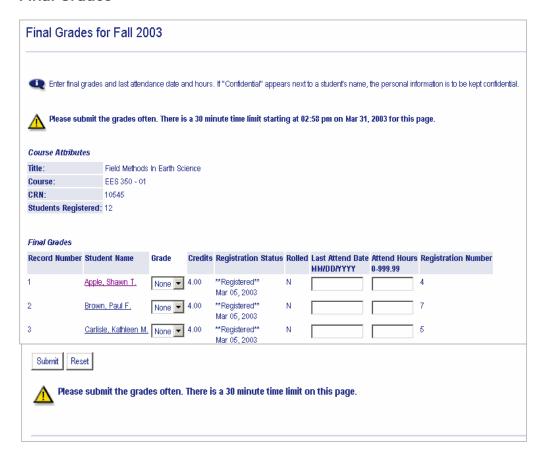


- Mid-term grades are required for all full semester undergraduate courses.
- Select the appropriate grade from the drop down menu (see example below) or tab into the grade field and type the appropriate letter grade. The up and down arrows may also be used to select a grade.
- <u>Click the "Submit" button often</u>. There is a 30-minute time limit between submissions. If you exceed the time limit and attempt to "Submit", you will have lost your changes and be prompted to login again.
- Mid term grades can be updated/revised at any time during the grade entry period as set by the Registrar.
- Students will be able to view their mid term grades as soon as you submit their grade.

Last Attend Date:

- You may indicate that a student has stopped attending your class by entering their last attend date (not required but helpful)
- You may indicate that a student was a "no show" by entering the first day of the class as the last attend date when entering mid-term grades. For these "no show" students, the attended hours will be entered as 0.00 when entering final grades (see page 11).
- NOTE the 4 digit year format: MM/DD/YYYY. 03/08/2003.

Final Grades



If you have not selected a Term and CRN, you will be prompted to do so when you click on "Final Grades".

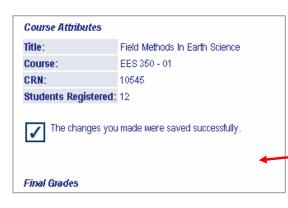
- Final grades are required for all students. If the section is not gradable (example: lab section), you will receive an alert message.
- Select the appropriate grade from the drop down menu or tab into the grade field and type the appropriate letter grade. The up and down arrows may also be used to select a grade.
- <u>Click the "Submit" button often</u>. There is a 30-minute time limit between submissions. If you exceed the time limit and attempt to "Submit", you will have lost your changes and be prompted to login again.
- Final grades can be updated/revised during the grade entry period (set by the Registrar) until the Registrar rolls the class roster to academic history. At that point, the grade roster will indicate that the roll has occurred and a 'change of grade' form will be required.
- Students will be able to view their final grades as the grade rosters are rolled to academic history. Their final term GPA and academic standing will not be finalized until the Registrar completes the entire grade reporting process.

Last Attend Date: You may indicate that a student has stopped attending your class by entering their last attend date (not required but helpful). Note the 4 digit year format: MM/DD/YYYY.

Attend Hours:

• Please indicate that a student was a "no show" by entering the attended hours as 0.00.

Printing Grade Roster



Each time you click on "Submit" you will receive a confirmation that "The changes you made were saved successfully" (see below). After clicking "Submit" for the final time, with this confirmation message on your screen, you can select Print from the File menu to print your grade roster for your records. You may need to adjust your browser's text size option and/or page orientation (portrait/landscape) to fit on the printed page.

Timeout

For security reasons, your session will time out after 30-minutes of 'inactivity'. Activity is defined as 'Submitting'. For example, if you are entering your grades, it is suggested that you click the "Submit" button often. If you go more than 30 minutes without submitting, your session will be timed out. If after 30-minutes you click on "Submit", you will receive an alert and will have lost your changes.



Please submit the grades often. There is a 30 minute time limit starting at 03:00 pm on Mar 31, 2003 for this page.

Logout: Exiting Web for Faculty



It is very important to remember to exit and close your browser. To exit, click the exit icon in the upper right corner of your screen.