



## **E-WEB: Online Services for Faculty**

**This document covers the following topics.**

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## Getting Started:

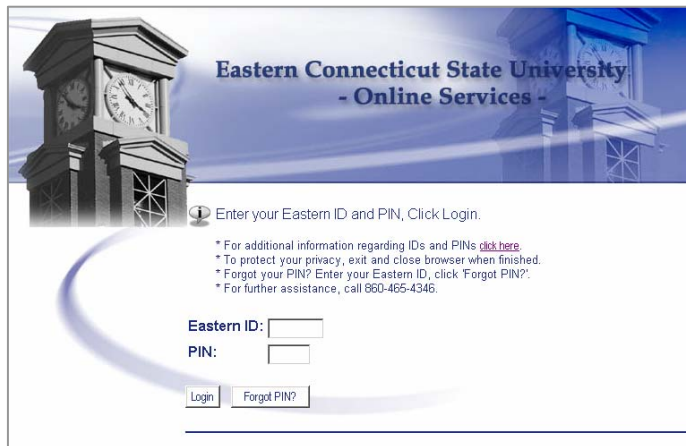


**Eastern Connecticut State University**  
- Online Services -

- Login** - Access Secured Area of E-Web
- Class Schedule** - Search Course Offerings and Availability
- Course Catalog** - View Course Offerings & Prerequisites
- Admissions** - Information Regarding Admission to Eastern
- Financial Aid** - General Financial Aid Information
- Student Employment** - Student Job Opportunities
- Alumni and Friends** - Information Regarding Alumni Activities
- ECSU Directory** - Contact Information for Faculty/Staff/Students
- ECSU Homepage** - University Homepage

Go to Eastern CT State University's homepage: <http://www.easternct.edu> and click "Online Services" or go directly to: <http://eweb.easternct.edu/>.

## Login:



**Eastern Connecticut State University**  
- Online Services -

Enter your Eastern ID and PIN. Click Login.

- \* For additional information regarding IDs and PINs [click here](#).
- \* To protect your privacy, exit and close browser when finished.
- \* Forgot your PIN? Enter your Eastern ID, click "Forgot PIN?".
- \* For further assistance, call 860-465-4346.


Eastern ID:   
PIN:

You have been assigned an 8-digit Eastern ID. Your PIN is initially set to your birth date (format mmddyy) **or** the last 6-digits of your ID if your birth date is not on file.

For example, if your date of birth is January 4, 1962, your PIN is 010462 **or** if your Eastern ID is 20001234, your PIN is 001234.

The first time you login, you will be prompted to change your PIN. Your new PIN must be six numeric digits.

## Enter a Security Question

 If you ever forget your PIN, you can reset it yourself, without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters.

Enter Question:

Answer:

You will be prompted to enter a security question. If you forget your PIN, this will enable you to reset your PIN and gain access to your information.

## 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

**Enter the parameters for your search.**

The search will display ID, Name, Registration Status, Program, Advisor, Email and links to Transcript, General Student Information, Schedule and Address. Note that Registration Status, Program, Advisor and Schedule are relative to the term selected.

- Select the Term
- Select the Level
- Limit Search to Your Advisees (optional)
- Enter Name Criteria.
  - The percent sign (%) is the wild card. For example, Whi% in the last name field will find White, Whipple, Whitaker and any other last name beginning with Whi.
  - All partial name searches must include the wild card. For example a "J%" is used in the first name field to find all matches on John, Jane, Jim etc. because just "J" indicates exactly that.
  - Note, if you have specified to display your advisees only, it is not necessary to provide any name criteria.

If your search results contain more than 100 records, you will be prompted to narrow your search criteria.

Select a Term:	Fall 2002
Select a Level:	Undergraduate
Display my advisees only:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Enter a first name:	C%
Enter a middle initial:	
Enter a last name:	Apple%
Select number of records to display per page:	10

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

### Student Information: Fall 2002

Eastern ID	Student Name	Registered	Program	Current Advisor	(A)	(B)	(C)	(D)	Links
10090992	Apple, Christopher	No	BS EESC	A. Faculty	<a href="#">Transcript</a>	<a href="#">StuInfo</a>	<a href="#">StuSched</a>	<a href="#">Addr</a>	No Email
10094972	Applebaum, Caron J.	Yes	UG UNDC	A. Faculty	<a href="#">Transcript</a>	<a href="#">StuInfo</a>	<a href="#">StuSched</a>	<a href="#">Addr</a>	<a href="mailto:capplebaum@domain.edu">capplebaum@domain.edu</a>
10093212	Appleby, Christina A.	No	UG UNDC	A. Faculty	<a href="#">Transcript</a>	<a href="#">StuInfo</a>	<a href="#">StuSched</a>	<a href="#">Addr</a>	No Email


 [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

**Student Academic Transcript Options**

 Select the transcript level and transcript type.

Transcript Level:

Transcript Type:

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.

[Transfer Credit](#) [Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

**Degree Summary**

**Degree Information**

**Sought:** Bachelor of Arts      **Degree Date:**

**Major:** Pre-Social Work

\*\*\*This is NOT an Official Transcript\*\*

**INSTITUTION CREDIT -Top-**

**Summer 2002**

**College:** School of Continuing Education

**Major:** Non Degree

**Student Type:** Non-Matriculated

**Academic Standing:**

SUBJ	CRSE	CMP	LEVL	Title	Grade	Credit Hours	Quality Points	R	
MAT	101	Main Campus	UG	Intermediate Algebra	C-	3.00	5.10		
<b>Term Totals (Undergraduate)</b>									
				<b>Attempt Hours</b>	<b>Passed Hours</b>	<b>Earned Hours</b>	<b>GPA Hours</b>	<b>Quality Points</b>	<b>GPA</b>
<b>Current:</b>				3.00	3.00	3.00	3.00	5.10	1.70
<b>Cumulative:</b>				3.00	3.00	3.00	3.00	5.10	1.70

This is not an official transcript.

**Fall 2002**

**College:** School of Arts and Sciences

**Major:** Pre-Social Work

**Student Type:** First Time

**Academic Standing:** Academic Probation

SUBJ	CRSE	CMP	LEVL	Title	Grade	Credit Hours	Quality Points	R	
CSC	100	Main Campus	UG	Computer Concepts	A-	3.00	11.10		
MAT	139	Main Campus	UG	Number Systems	F	3.00	0.00		
SOC	209	Main Campus	UG	Juvenile Delinquency	C-	3.00	5.10		
<b>Term Totals (Undergraduate)</b>									
				<b>Attempt Hours</b>	<b>Passed Hours</b>	<b>Earned Hours</b>	<b>GPA Hours</b>	<b>Quality Points</b>	<b>GPA</b>
<b>Current:</b>				9.00	6.00	6.00	9.00	16.20	1.80
<b>Cumulative:</b>				12.00	9.00	9.00	12.00	21.30	1.77

This is not an official transcript.

## (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.

General Student Information	
<i>Student Information effective from Fall 2002 to The End of Time</i>	
Registered for Term:	Yes
First Term Attended:	Fall 2001
Last Term Attended:	Fall 2002
Status:	Active
Residence:	Full Time In-State
Citizenship:	United States Citizen
Student Type:	Continuing
Class:	Freshmen
Primary Advisor:	Darren L. Robert
Expected Graduation Date:	May 21, 2007
Expected Graduation Term:	Spring 2007
Expected Graduation Year:	2006-2007
<i>Primary Curriculum</i>	
Program:	Physical Education
Admit Term:	Fall 2001
Admit Type:	Standard
Catalog Term:	Fall 2001
Level:	Undergraduate
Degree:	Bachelor of Science
College:	School of Educ & Prof Studies
Department:	Health and Physical Education
First Major:	Physical Education

## (C) StuSched: View Student Schedule

Current Schedule				
Total Credit Hours: 12.00				
<i>Human Biology Lecture</i>				
Course:	40657 BIO 202-02			
Campus:	Main Campus			
Level:	Undergraduate			
Grade Mode:	Standard Letter			
Credits:	3.00			
Status:	**Registered** on Dec 04, 2002			
<i>Human Biology Lecture: Schedule details</i>				
Days Time	Dates	Location	Schedule Type	Instructors
MWF 9:00 am - 9:50 am	Jan 21, 2003 - May 17, 2003	Media Center 145	Lecture	Yolanda V. Pereira
<i>College Writing Plus</i>				
Course:	40188 ENG 100P-03			
Campus:	Main Campus			
Level:	Undergraduate			
Grade Mode:	Standard Letter			
Credits:	5.00			
Status:	**Registered** on Dec 04, 2002			
<i>College Writing Plus: Schedule details</i>				
Days Time	Dates	Location	Schedule Type	Instructors

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)

<b>Addresses and Phones</b>	
<b>Campus (Student)</b>	<b>Phones</b>
<b>Current:</b> Mar 31, 2003 - (No end date) Occum Hall, Rm 000D Willimantic, Connecticut 06226	Primary: None Provided
<b>Mailing/Permanent</b>	<b>Phones</b>
<b>Current:</b> Mar 10, 2003 - (No end date) 26 Penny Lane Shelton, Connecticut 06484	Primary: None Provided

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

<b>Select Term</b>	
<b>Select a Term:</b>	Fall 2003
<input type="button" value="Submit"/>	

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

<b>CRN Selection for Fall 2003</b>	
<b>CRN:</b>	Field Methods In Earth Science - 10545
<input type="button" value="Submit"/>	Field Methods In Earth Science - 10545 Internship Environ Earth Sci - 10557 Advan Process Geomorph W/Lab - 11318 Laboratory - 11319

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

Faculty Detail Schedule for Fall 2003

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**Field Methods In Earth Science**

Course: 10645 EES 350 - 01  
 Credits: 4.00  
 College: School of Arts and Sciences  
 Department: Environmental Earth Science  
 Part of Term: 17  
 Primary Instructor: Y  
 Cross List:  
 Override:  
 Actual Enrollment: 12  
 Capacity: 14

**Field Methods In Earth Science: Schedule details**

Days	Time	Location	Schedule Type	Date Range
TR	8:00 am - 11:50 am	Goddard Hall 223	Lecture	Sep 02, 2003 - Oct 17, 2003

**Advan Process Geomorph W/Lab**

Course: 11318 EES 440 - 01  
 Credits: 4.00  
 College: School of Arts and Sciences  
 Department: Environmental Earth Science  
 Part of Term: 1  
 Primary Instructor: Y  
 Cross List:  
 Override:  
 Actual Enrollment: 8  
 Capacity: 12

**Advan Process Geomorph W/Lab: Schedule details**

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 for Fall 2003

 Classes which are still not scheduled or that fall within a different date range than the normal term or have time conflicts are also listed.

Sep 02, 2003 - Oct 17, 2003

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am		<a href="#">EES 350-01 GODDAR 223 8:00 am-11:50 am</a>		<a href="#">EES 350-01 GODDAR 223 8:00 am-11:50 am</a>			
9am	<a href="#">EES 440-01 MEDIA 208 9:00 am-9:50 am</a>		<a href="#">EES 440-01 MEDIA 208 9:00 am-9:50 am</a>		<a href="#">EES 440-01 MEDIA 208 9:00 am-9:50 am</a>		
10am							
11am							

Click the link to view your schedule for this date range. Links will only appear if you are scheduled to teach courses with differing date ranges.

#### Other Date Ranges

Schedule between Sep 02, 2003 and Oct 17, 2003 Currently Displayed

Schedule between Oct 18, 2003 and Dec 20, 2003

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.

### Summary Class List for Fall 2003

 An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in the primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in the primary curriculum.

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

**Course Attributes**

**Course:** EES 350 - 01  
**CRN:** 10545  
**Title:** Field Methods In Earth Science  
**Duration:** Sep 02, 2003 - Oct 17, 2003  
**Status:** Active

**Enrollment Counts**

	Maximum	Actual	Remaining
<b>Enrollment:</b>	14	12	2
<b>Wait List:</b>	0	0	0

**Summary Class List**

Record Number	Student Name	ID	Reg Status	Mid Term Grade	Final Grade	Level	Degree	Major	Class	Credits
1	<a href="#">Apple, Shawn T.</a>	19999991	**Registered**			UG	BS	Environmental Earth Science SR		4.00
2	<a href="#">Brown, Paul F.</a>	19999992	**Registered**			UG	BS	Environmental Earth Science SR		4.00
3	<a href="#">Carlisle, Kathleen M.</a>	19999993	**Registered**			UG	BS	Environmental Earth Science SR		4.00

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 for Fall 2003

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 Enter mid-term grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

 Please submit the grades often. There is a 30 minute time limit starting at 02:56 pm on Mar 31, 2003 for this page.

#### Course Attributes

Title: Field Methods In Earth Science  
Course: EES 350 - 01  
CRN: 10545  
Students Registered: 12

#### Mid Term Grades

Record Number	Student Name	Grade	Credits	Registration Status	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	<a href="#">Apple, Shawn I.</a>	None	4.00	**Registered** Mar 05, 2003	<input type="text"/>	<input type="text"/>	4
2	<a href="#">Brown, Paul F.</a>	None	4.00	**Registered** Mar 05, 2003	<input type="text"/>	<input type="text"/>	7
3	<a href="#">Carlisle, Kathleen M.</a>	None	4.00	**Registered** Mar 05, 2003	<input type="text"/>	<input type="text"/>	5
4	<a href="#">Dunn, Michael</a>	None	4.00	**Registered** Mar 05, 2003	<input type="text"/>	<input type="text"/>	4

 Please submit grades often. There is a 30 minute time limit on this page.

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- 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.
- Click the "Submit" button often. 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/revise 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

### Final Grades for Fall 2003

 Enter final grades and last attendance date and hours. If "Confidential" appears next to a student's name, the personal information is to be kept confidential.


 Please submit the grades often. There is a 30 minute time limit starting at 02:58 pm on Mar 31, 2003 for this page.

**Course Attributes**

**Title:** Field Methods In Earth Science  
**Course:** EES 350 - 01  
**CRN:** 10545  
**Students Registered:** 12

**Final Grades**

Record Number	Student Name	Grade	Credits	Registration Status	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	<a href="#">Apple, Shawn T.</a>	None	4.00	**Registered** Mar 05, 2003	N	<input type="text"/>	<input type="text"/>	4
2	<a href="#">Brown, Paul F.</a>	None	4.00	**Registered** Mar 05, 2003	N	<input type="text"/>	<input type="text"/>	7
3	<a href="#">Carlisle, Kathleen M.</a>	None	4.00	**Registered** Mar 05, 2003	N	<input type="text"/>	<input type="text"/>	5

 Please submit the grades often. There is a 30 minute time limit on this page.

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.
- Click the "Submit" button often. 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

<i>Course Attributes</i>	
<b>Title:</b>	Field Methods In Earth Science
<b>Course:</b>	EES 350 - 01
<b>CRN:</b>	10545
<b>Students Registered:</b>	12
<input checked="" type="checkbox"/> The changes you made were saved successfully.	
<i>Final Grades</i>	

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.



## 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.