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Log in to E-Web: Online Services and click on Faculty Services.

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.

A menu should appear with the following options:

- Student Search by Name enables you to search for students by Last Name, First Name. It 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 enables you to select the term for which you want to view information.
- CRN Select enables you to select the Course Reference Number (CRN) from the list of courses for which you are the instructor.
- Faculty Detail Schedule enables you to view your schedule in detail.
- Faculty Schedule by Day and Time enables you to view your schedule in time plot grid for the week.
- Detail Class List enables you to view detailed information for your class roster(s).
- Summary Class List enables you to view a summary list of your class roster(s).
- Mid Term Grades enables you to enter mid-term grades.
- Final Grades enables you to enter final grades.

Please see related Article 208 Using E-Web: Online Services for Faculty for detailed instructions

Access Self Service (eWeb) by first logging into Office 365.
If you are getting an error login into eWeb go to article 688: Troubleshooting eWeb - Self-Service, https://easternct.makekb.com/entry/688/
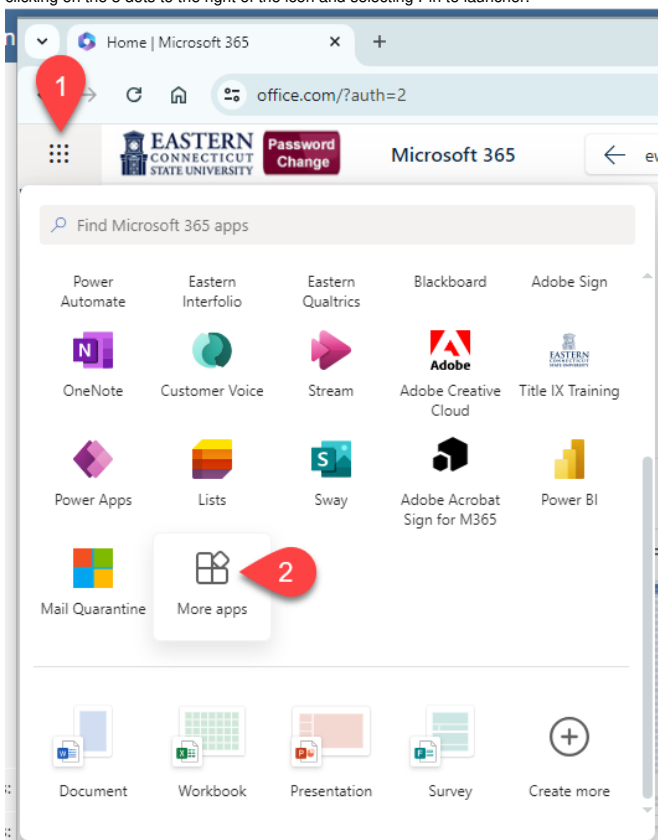
Accessing from the O365 portal page:

- Access SelfService (eWeb) through the Office 365 portal at:
  https://www.office.com/?auth=2&home=1
- If you are prompted to sign in, use your Eastern email address as the username and your Eastern Email password (Do not use your Eastern ID and PIN)
- In the center search bar type eWeb to find eWeb icon. Click on the SelfService (eWeb) icon.
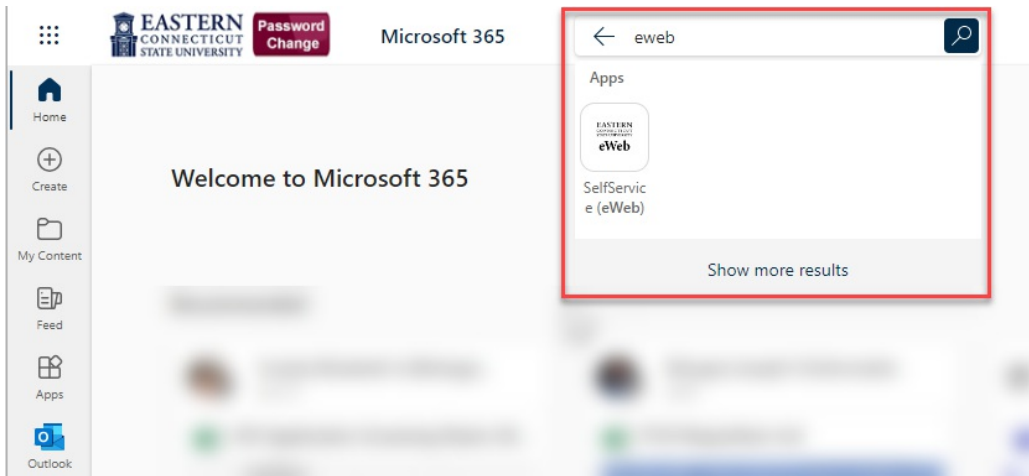
- It should automatically log you in to SelfService (eWeb) and present your with your information. For future ease of access, pin this icon to your launcher by clicking on the 3 dots to the right of the icon and selecting Pin to launcher.

Accessing from any O365 online page (Outlook, OneDrive or any O365 page):

- Click the Main Menu icon (looks like a waffle or grid) in the top most section
- On the resulting menu, click All Apps →
- Scroll down until you find the SelfService (eWeb) icon
- Click the SelfService (eWeb) icon, it should automatically log you in to Self Service (eWeb) and present your with your information. For future ease of access, pin this icon to your launcher by clicking on the 3 dots to the right of the icon and selecting Pin to launcher.

NOTE: if you see **_null Setting Up... icons_** on the lower section of the O365 portal page, access SelfService (eWeb) using the Accessing from any O365 online page (Outlook, OneDrive or any O365 page) instructions above.

If you are looking for the *Class Schedule - Search Course Offerings* link that use to be available without logging in, you can now find that by logging in to SelfService (eWeb), or by going to the Registrar's page (http://www.easternct.edu/registrar) and click on Course Offerings where you do not need to login.

This article covers the following two options:

1. Instructions for students to evaluate a course
2. Instructions for faculty to access a course evaluation

Note: The course evaluation link is only **activated for students 21 days prior to the last day of their course section and will remain open for 4 days following the last day** of the course section.

To determine that date, look up the sections in eWeb - it is based on the end date of each section.
As an example: shown below - the majority of sections run - 8/26 to 12/15.
So based on the end date of 12/15 for these sections - minus 21 days = 11/24.

Accounting										-- Section --				
Select	Lvl	CRN	Subj	Crse	Sec	Cred	Title	GER/LAC	Days	Time	Date (MM/DD)	Cap	Act	Rsv	Rem	X C
NR	UG	10009	ACC	201	01	3.000	Principles Of Accounting I	*STU	MWF	11:00 am-11:50 am	08/26-12/15	35	34	0	1
NR	UG	10010	ACC	201	02	3.000	Principles Of Accounting I	*STU	TR	09:30 am-10:45 am	08/26-12/15	35	31	0	4
NR	UG	10775	ACC	201	04	3.000	Principles Of Accounting I	*STU	TR	08:00 am-09:15 am	08/26-12/15	24	12	0	12
NR	UG	10106	ACC	202	01	3.000	Principles Managerial Accountg	*STU	MWF	09:00 am-09:50 am	08/26-12/15	35	34	0	1

Instructions for Students To Evaluate A Course:

1. Students must log into Eastern's Office 365 portal (Eastern Email) https://www.office.com/?auth=2 and access Self Service (eWeb).
2. You can either search for (a) Self Service (eWeb) in the search bar and click on the result (b)
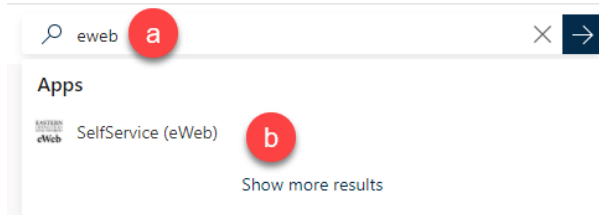
or from the left-hand menu bar at the very bottom is the all apps icon, once in the All apps section find and click the Self Service (eWeb) icon.
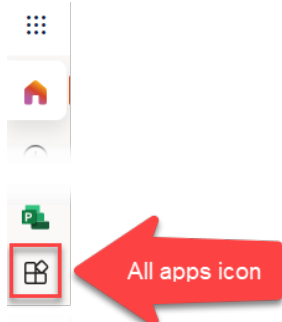
Full instructions on how to access eWeb from the portal can be found here: Article 21: Logging into SelfService (eWeb)

3. Once logged into eWeb, click on the Student Services tab (3).
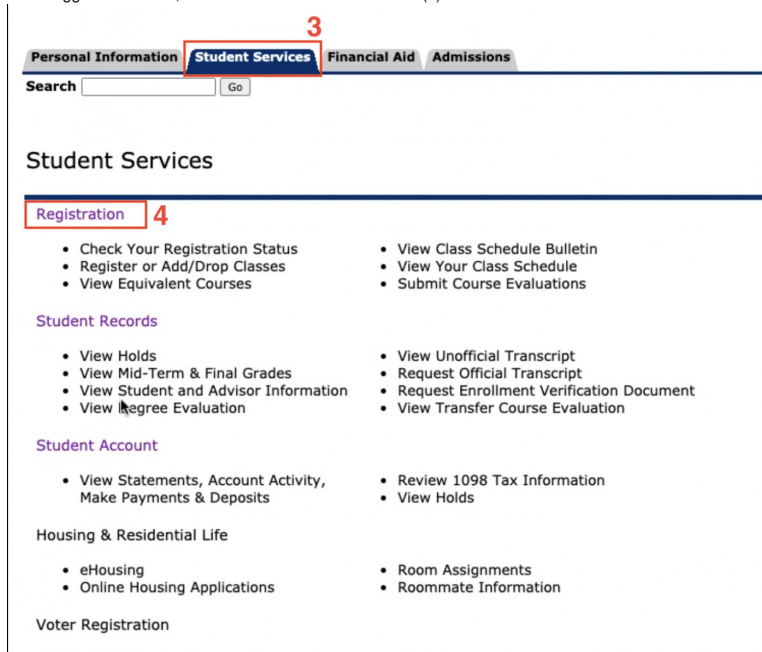
4. Click on Registration.

5. Click on Course Evaluations.

6. Each course that has been completed will have an Evaluate link. Click on Evaluate to answer a series of questions about the course.

7. Answer a series of questions about the course.

Instructions for Faculty To Access A Course Evaluation:

Faculty can only see results after grades are finalized, however, prior to seeing the results the Faculty member can log in to eWeb and see how many students have taken the course evaluation. It is suggested that faculty remind students to take the survey if they are seeing a low response rate.

1. Login to eWeb Self Service via Office 365 (Eastern Email): Article 21: Logging into SelfService (eWeb)
2. Choose the Faculty Services Menu.
3. Choose the Faculty Detail Schedule - by Term Link.
4. Select the Current Term.
5. You will see an active Course Evaluation Report link next to the Course Evaluations item for any course you are instructing for the Term you selected.
6. Choose the Course Evaluation Report link and you will see the report page.
7. The Reporting Disabled column will have a checkmark displayed until grades are rolled but you can see how many people have taken it before that time.

Once grades are rolled by the Registrar's Office, the checkmark will be removed, and you can view each detailed course report by clicking on the Evaluations Taken link next to that course.

To generate a report:

1. Choose the course evaluation report link for the particular course by clicking on the number in the Evaluations Taken column for the desired course.

2. The report page for a course should look similar to this. Verify the course name and section and term.

3. Choose Print from the browser menu. Instead of printing to your default printer, choose Save As PDF as your destination.
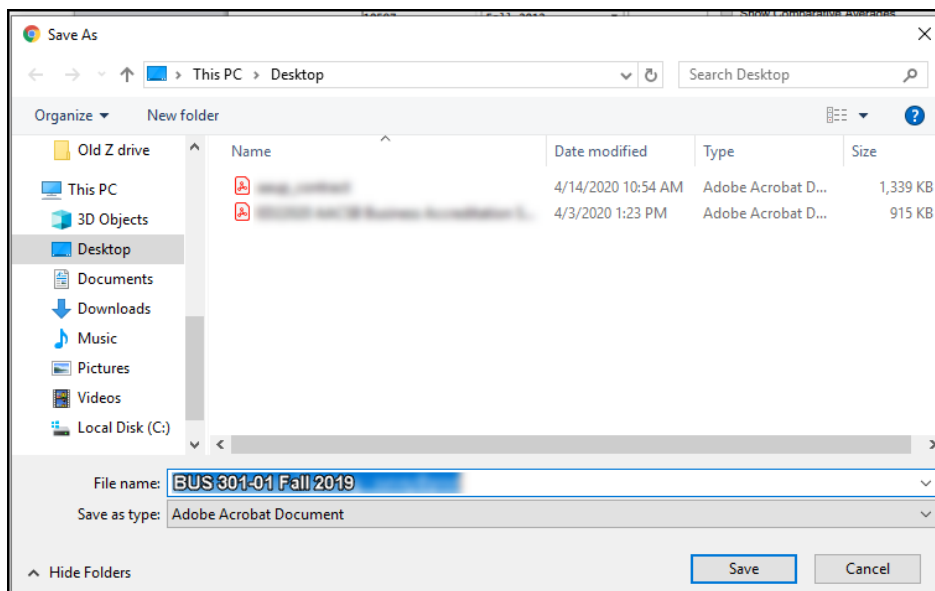

4. Name the evaluation with the course name and section and term, e.g., BUS 301-01 Fall 2019, navigate to where you want to save the file and click Save. The resulting saved file can be retained for future use.

E-Web Unoffical Degree Evaluation - Instructions for Students

Following are brief step-by-step instructions on how to process an unofficial degree evaluation for your current program of study and performing a "What-If" scenario if you were to change your major. Please note that approved course waivers and substitutions may not be reflected on the web degree evaluation. Keep your approved copy with your educational records and note/apply the waiver or substitutions to your evaluation.

To Generate an Evaluation

1. Login to the Office portal and select eWeb-Self-Service, instructions found here.
2. Click **Student Services**
3. Click **Student Records**
4. Click **Degree Evaluation**
5. Click **Submit** to set the Current Term
6. To perform an evaluation based on your current major, click the **Generate New Evaluation** link at the bottom of the page. Click the **Generate Request** button. This may take several seconds to process. Do not click the Generate Request button multiple times.
7. Select the degree evaluation option you wish to display (Detail Requirements is recommended) and click the **Submit** button. An unofficial evaluation will display.

To Generate a "What-If" Evaluation

1. To perform a "What-If" evaluation to determine the impact of changing your major, click the **What-If Analysis** link at the bottom of the page.
2. Select the term you were admitted to Eastern or Fall 2001, whichever is later and click **Continue**.
3. Select the desired program from the drop down menu and click **Continue**.
4. Select a major from the drop down list. (If you want to add a concentration, click Add More.) Click **Submit**.
5. Select the Evaluation Term (current term) and click **Generate Request**.
6. Select the type of evaluation to display (Detailed Requirements is recommended) click the **Submit** button. An unofficial evaluation for your desired "What-If" scenario will display.

How to access a list of the students you are advising via eWeb:

1. Using your ECSU credentials, log into eWeb
   - Please see related [Article 21: Logging into SelfService (eWeb)](#)
2. Click on the Faculty Services tab
3. Click on Faculty & Advisor- Student Information Menu
4. Click on the Advisee listing option

NOTE: Please be sure you select the correct term as it may auto-default to the upcoming semester.

Login errors listed below can mostly be resolved by clearing your browser's cache .
In Firefox or preferred browser->Go to Settings->Privacy & Security->Scroll down to Clear browsing data->Clear Data - include Cookies and Site Data and Cached Web Content for the last week. **Note - these steps vary between browsers.**

Known login errors: