Table of Contents

When students have course evaluations available to complete, they will receive an email notification from **Course Evaluations** (courseeval@easternct.edu) with links to access the evaluations. Faculty will receive notifications when their students have evaluations to complete and a notification with the results when available.

This article instructs students and faculty on how to access course evaluations directly.

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 12/14.
So based on the end date of 12/14 for these sections - minus 21 days = 11/23.

Instructions for Students To Evaluate A Course:

1. Go to easternct.edu. Click on the menu in the upper right corner and click Students.
2. Click the e-Web button. You may be prompted to sign in using your Eastern Credentials.
3. Once logged into eWeb, find the Student: Quick Links card. This card should be locked on your home screen or can be searched for by clicking View All Cards.

4. Click Course Evaluations. You will now be able to see any pending evaluations for you to complete.
5. Click Evaluate to begin an evaluation.

6. 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 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. Go to easternct.edu. Click on the menu in the upper right corner and click Faculty and Staff.

2. Click on the E-web button. You may be prompted to sign in using your Eastern credentials.
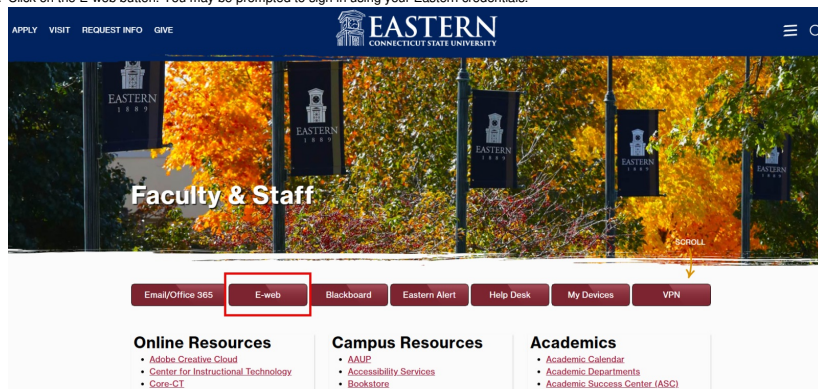
3. Once logged into eWeb, find the Faculty: Quick Links card. This card should be locked on your home screen or can be searched for by clicking View All Cards.
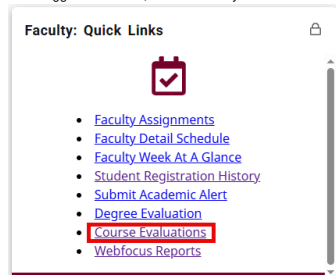
4. Click Course Evaluations. You will now see your Instructor Dashboard to view the completion rates of your current evaluations.

Instructor Dashboard

Term	Course	Evals Taken	Enrolled	% Complete
202550	COM 480 01	0	1	0%
202510	BUS 255 01	0	25	0%
202510	BUS 327 01	0	30	0%
202510	BUS 329 01	0	22	0%
202510	BUS 410 01	0	20	0%
202510	BUS 480 02	0	1	0%
202510	COM 480 03	0	2	0%
202510	COM 490 01	0	1	0%
202510	COM 491 01	0	1	0%

Course Evaluation Reporting

5. Click Course Evaluation Reporting once grades are rolled to view the course evaluation results. These results will also be emailed to you when available. An example of this email is shown below:

Course Evaluation Report

Dear Daniel,

Below is the final student online evaluation report for your class.

Term	College Department	Course ID	Course	Description	Professor	Evaluations Taken	Total Enrollment	% Complete	Eval Start	Eval End
Summer 2025 AS	ENGL	ENG 205 E25	50084	Intro To Creative Writing	Donaghy, Daniel	7	14	50	8/2/2025 0:00	8/16/2025 23:59

PART 1

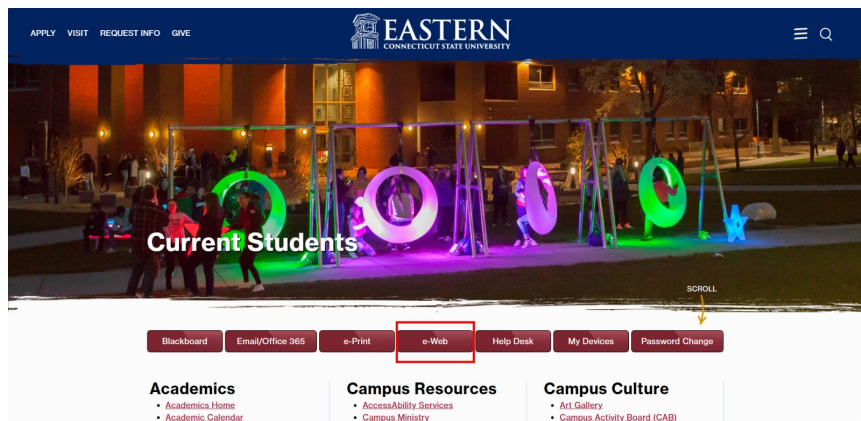| Question	Response Total	Response Percent
Course Syllabus provided		
Yes	7	100%
Course Attendance Policies		
Yes	7	100%
Title/Catalog Description		
Yes	7	100%
Course Grading Policies		
Yes	7	100%
Classes Begin and End time		
Always	7	100%

Using eWeb - Students

Beginning October 2025, eWeb (Self-Service) has been updated to have a modernized look and feel. Instead of tabs and nested menus, the eWeb landing page is now a dashboard composed of movable cards. Each card leads users to a different task, menu, or resource.

This guide details how to access and navigate eWeb. See Article 728: Register for Classes (eWeb) for steps to register using eWeb. See Article 729: Update Personal Information for steps to update your personal information. Click here to view a video tour of the new eWeb.
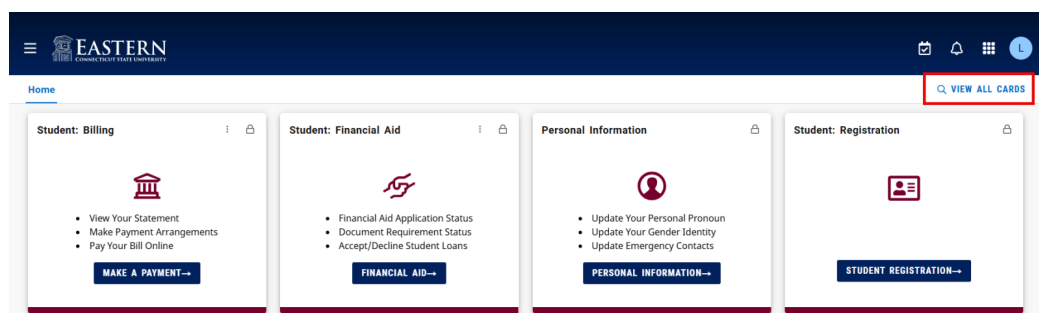
Accessing eWeb

To access eWeb:

1. Go to easternct.edu. Click on the menu in the upper right corner and click Students.
2. Click the e-Web button. You may be prompted to sign in using your Eastern credentials.

Navigating eWeb

To navigate eWeb, simply click on the button on the card you need. Most cards open in a new tab and you can return to the homepage by going to the original tab.

Some cards will be locked to your dashboard automatically. To see all available cards, click view more cards. To add a card to your dashboard, click on the bookmark icon in the upper right corner of the card. To remove a card, simply click the bookmark icon again.

Main Cards

The 4 main cards currently available to students are:

- Student Billing
- Student: Financial Aid
- Personal Information
- Student: Registration

Each of these cards has a blue button that brings users to the pages for billing, financial aid, personal information, and registration (respectively).
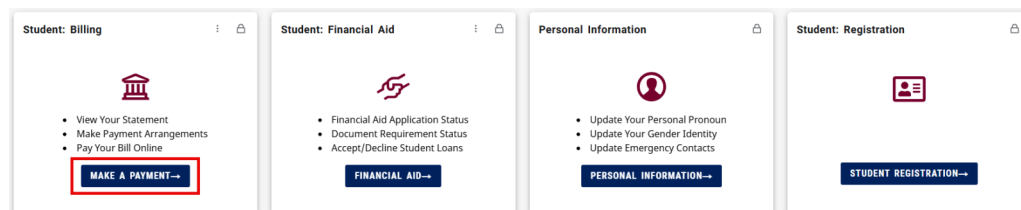
There are also cards such as Student: Academic Services and Student: Quick Links which bring students to other important pages. The Class Schedule card allows students to see their weekly schedule.

If you encounter errors, contact the DTS Helpdesk at helpdesk@easternct.edu or (860) 465-4346.

**Register for Classes**

Beginning October 2025, eWeb (Self-Service) has been updated to have a modernized look and feel. Instead of tabs and nested menus, the eWeb landing page is now a dashboard composed of movable cards. Each card leads users to a different task, menu, or resource.
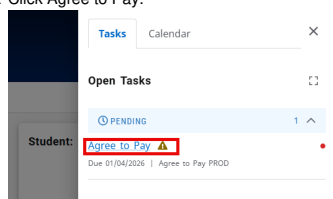
Agree to Pay:

Before you can register for classes, complete the Agree to Pay task.
Click here to view a video guide for completing the Agree to Pay task.

1. Click on the tasks/calendar icon in the upper right corner of eWeb.
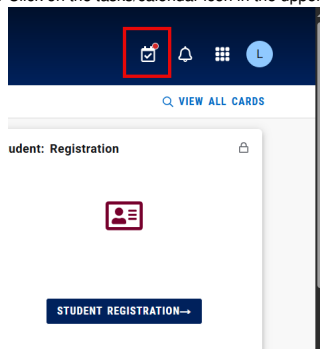
2. Click Agree to Pay.

3. Read the Student Enrollment Agreement and click Accept Agreement. It will take a moment to process before redirecting you to the eWeb home page.

4. You can now register for classes. See steps below.

To register for classes:

Click here to view a video guide for registering in the new eWeb.

1. Click the Student Registration button on the Student: Registration card.
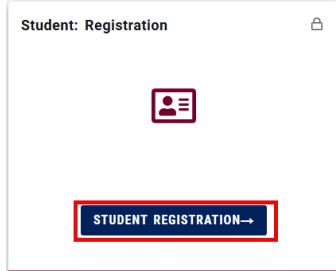
2. Make sure the correct term is selected, then enter your PIN. Then click continue.
   Note: You will need to enter your pin every time you register.

3. To register for classes by CRN, click enter CRNs. Enter the CRN and click add to Summary, then click submit.

4. You can also search for classes by subject, course number, keyword, or click Advanced Search for more options. To search by ELAC, click advanced search and use the Attribute dropdown. Then click search.

4. To add a course, click Add.

Register for Classes

| Find Classes | Enter CRNs | Plans | Schedule and Options |

Search Results — 58 Classes
Term: Spring 2026   Attribute: ELAC DC-Social Sciences

Search Again

Globalization	Business	307	01	3	40607	Sprin...	Emiliano Villanueva (...	S M T W T F S 05:30 PM - 06:45 PM Type: C	Main ...	25 of 25 seats r...	Lecture	Business International / International Perspective / ELAC DC-Social Sciences / ELAC LO-Quantitative Literacy	Add
Cyber Security & Society	Computer S...	205	01	3	40668	Sprin...	Yvette Onye (Primary)	S M T W T F S 12:30 PM - 01:45 PM Type: L	Main ...	20 of 20 seats r...	Lecture	ELAC DC-Social Sciences / ELAC LO-Ethical Reasoning / LAC T2IS-Individual&Societies	Add

📅 Schedule   ▦ Schedule Details

Class Schedule for Spring 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Globalization	BUS 307, 01	3	40607	Lecture	Pending	**Registered Web** ▾

5. After adding all courses, click Submit.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introductory Macroeconomics	ECO 200, 01	3	40584	Lecture	Registered	None ▾
Cyber Security & Society	CSC 205, 01	3	40668	Lecture	Registered	None ▾
Globalization	BUS 307, 01	3	40607	Lecture	Registered	None ▾

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 9 | Max: 13

Submit

6. To drop a course, use the dropdown under Action and click **Web Drop**.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introductory Macroeconomics	ECO 200, 01	3	40584	Lecture	Registered	**Web Drop** ▲
Cyber Security & Society	CSC 205, 01	3	40668	Lecture	Registered	None
Globalization	BUS 307, 01	3	40607	Lecture	Registered	**Web Drop**

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 9 | Max: 13

Submit

7. To register for a linked course (lecture and laboratory), click View Linked for any of the sections. This will display all sections. Click Add All to add the lecture and lab.

Cell Structure & Funct w/Lab	Biology	140	01	4	40936	Sprin...	Barbara Murdoch (Pri...	S M T W T F S 10:00 AM - 10:50 AM Type: C	Main ...	30 of 30 seats r... 🔗 LINKED	Lecture	🔍 View Linked	Add
Laboratory	Biology	140	01A	0	40937	Sprin...	Barbara Murdoch (Pri...	S M T W T F S 09:30 AM - 12:20 PM Type: L	Main ...	15 of 15 seats r... 🔗 LINKED	Laboratory	🔍 View Linked	Add
Laboratory	Biology	140	01B	0	41142	Sprin...	Barbara Murdoch (Pri...	S M T W T F S 02:00 PM - 04:50 PM Type: C	Main ...	15 of 15 seats r... 🔗 LINKED	Laboratory	🔍 View Linked	Add

| Find Classes | Enter CRNs | Plans | Schedule and Options |

Back To Search Results

Linked Sections
Term: Spring 2026   Subject: Biology

Title : Cell Structure & Funct w/Lab   **Schedule Type :** Lecture   **CRN:** 40936

Add All

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Schedule Type
Laboratory	Biology	140	01B	0	41142	Spring...	Murdoch, Barbara (Primary)	S M T W T F S 02:00 PM - 04:50 PM Type: Class Bt	Main C...	15 of 15 seats rem... 🔗 LINKED		Laboratory

Total Hours : 0

Title : Cell Structure & Funct w/Lab   **Schedule Type :** Lecture   **CRN:** 40936

Add All

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Schedule Type
Laboratory	Biology	140	01A	0	40937	Spring	Murdoch, Barbara (Primary)	S M T W T F S 09:30 AM - 12:20 PM Type: Lab - Bio	Main C...	15 of 15 seats rem...		Laboratory

You have now registered for classes with the new eWeb.

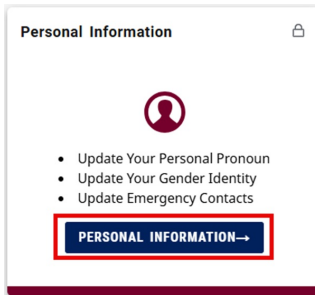For registration assistance, contact the Academic Success Center.

Update Personal Information (eWeb)

Beginning October 2025, eWeb (Self-Service) has been updated. The following guide details how to update your personal information.

For more guides, see Article 000: Using eWeb - Faculty or Article 001: Using eWeb - Students.
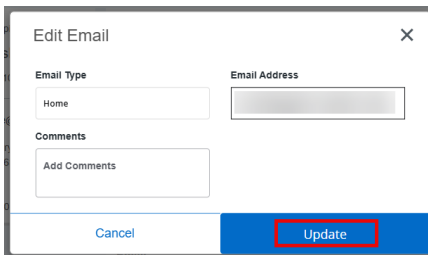
To update your personal information:

1. Go to eWeb. See Article 000: Using eWeb - Faculty or Article 727: Using eWeb - Students for instructions.
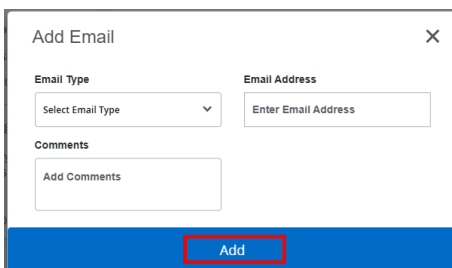2. Locate the Personal Information card and click the Personal Information button.

3. Click on the pencil icons to edit existing information. Edit your information and click update.

4. Click on the plus signs to add new information. Fill in the information and click add.

If you encounter errors, contact the DTS Helpdesk at helpdesk@easternct.edu or (860) 465-4346.

Using eWeb - Faculty

Beginning October 2025, eWeb (Self-Service) has been updated to have a modernized look and feel. Instead of tabs and nested menus, the eWeb landing page is now a dashboard composed of movable cards. Each card leads users to a different task, menu, or resource.

This guide details how to access and navigate eWeb. Links to other step-by-step guides can be found at the end of this article. A Faculty Quick-Start guide is attached to this article.
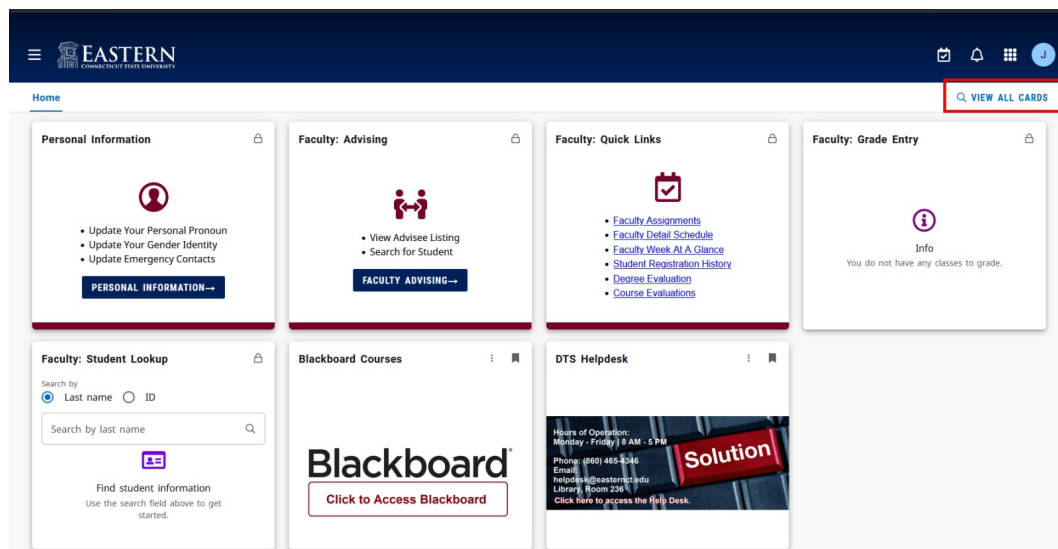
Accessing eWeb

To access eWeb:

1. Go to easternct.edu. Click on the menu in the upper right corner and click "Faculty & Staff".
2. Click the E-web button. You may be prompted to sign in using your Eastern credentials.
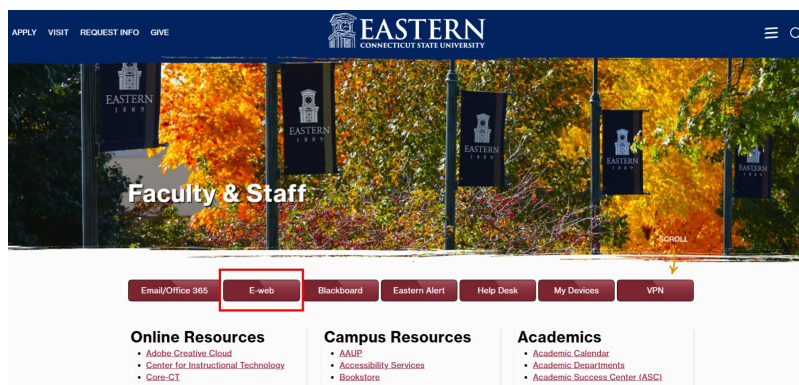
Navigating eWeb

To navigate eWeb, simply click on the button on the card you need. Most cards open in a new tab and you can return to the homepage by going to the original tab.

Some cards will be locked to your dashboard automatically. To see all available cards, click view more cards. To add a card to your dashboard, click on the bookmark icon in the upper right corner of the card. To remove a card, simply click the bookmark icon again.

For more detail, see:

- Article 733: Submit Midterm and Final Grades (eWeb)
- Article 731: Access Course Roster (eWeb)
- Article 732: Faculty Advising (eWeb)
- Article 729: Update Personal Information (eWeb)

If you encounter errors, contact the DTS Helpdesk at helpdesk@easternct.edu or (860) 465-4346.
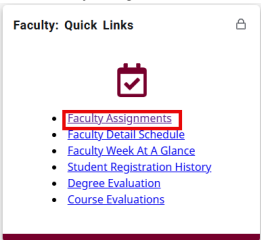
Access Course Roster (eWeb)

Beginning October 2025, eWeb (Self-Service) has been updated. The following guide details how to access your course roster.
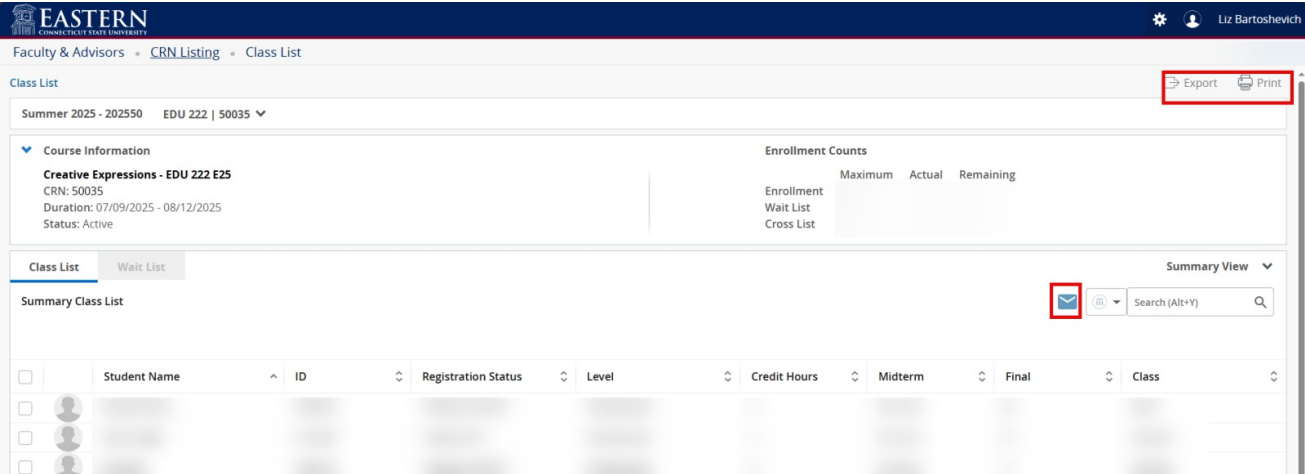
For more guides, see Article 730: Using eWeb - Faculty.

To access your course roster:

1. Go to eWeb. See Article 730: Using eWeb - Faculty for instructions.
2. Locate the Faculty: Quick Links card.
3. Click Faculty Assignments.

Faculty: Quick Links

- Faculty Assignments
- Faculty Detail Schedule
- Faculty Week At A Glance
- Student Registration History
- Degree Evaluation
- Course Evaluations

4. Select your course and click Class List.
5. Click on the course Subject or Enrollment to view the roster.
6. To print this roster, click Print. To export it as an excel spreadsheet, click Export.
7. To email your students, click the mail icon.

If you encounter errors, contact the DTS Helpdesk at helpdesk@easternct.edu or (860) 465-4346.

Faculty Advising (eWeb)

Beginning October 2025, eWeb (Self-Service) has been updated. The following guide gives instructions for various Faculty Advising tasks:

    [Advisee List](#)

    [Student Transcript](#)

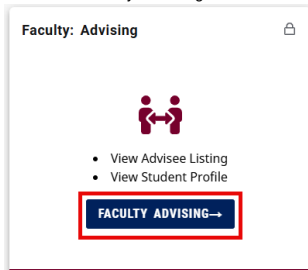   [Student Registration Holds and PIN](#)

    [Student Schedule](#)
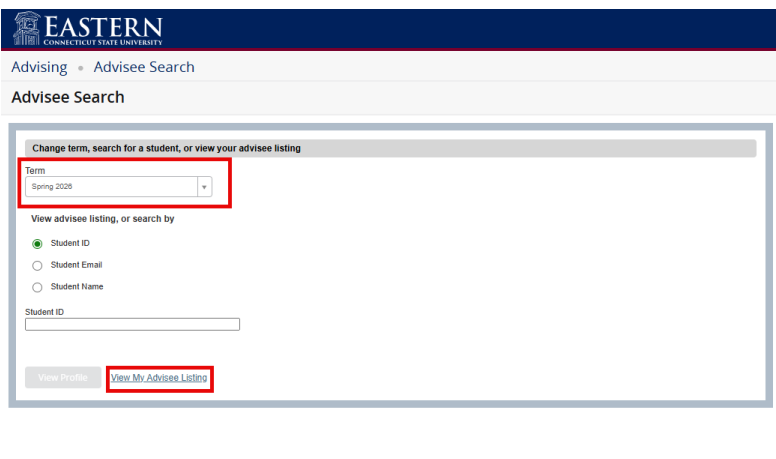
    [Student Degree and Transfer Evaluation](#)

For more guides, see [Article 730: Using eWeb - Faculty](#).

To access your Advisee List:

1. Go to eWeb. See [Article 730: Using eWeb - Faculty](#) for instructions.
2. Locate the Faculty: Advising card and click Faculty Advising.

3. Select the correct term and click View My Advisee Listing. You can now see a list of your advisees.

To view a student transcript:

1. Go to eWeb. See [Article 730: Using eWeb - Faculty](#) for instructions.
2. Locate the Faculty: Student Lookup card.
3. Type the student's last name or ID number, then click enter.
4. From the list of students, click on the blue box next to the correct student. Then click student. This will bring you to the student's profile.
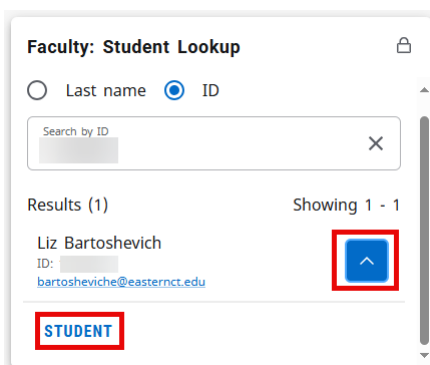
5. From the menu on the left, click View Unofficial Transcript. Select the correct transcript level and type, then click submit.

To view student registration holds or PIN:

1. Go to eWeb. See Article 730: Using eWeb - Faculty for instructions.
2. Locate the Faculty: Advising card and click Faculty Advising.

Faculty: Advising

- View Advisee Listing
- View Student Profile

FACULTY ADVISING→

3. Select the registration term. Type the student's last name or ID number, then click view profile.

5. For holds, click Holds in the upper right corner.
6. For PIN, click Registration Notices in the upper right corner.

To view a student schedule:

1. Go to eWeb. See Article 730: Using eWeb - Faculty for instructions.
2. Locate the Faculty: Student Lookup card.
3. Type the student's last name or ID number, then click enter.

4. From the list of students, click on the blue box next to the correct student. Then click student. This will bring you to the student's profile.
5. From the menu on the left, click View Student Schedule.

6. Select the proper term and click submit.
   Note: You may need to search for the student again on this page.
7. You can now see the student's schedule.

To view a student degree evaluation or transfer evaluation:

1. Go to eWeb. See Article 730: Using eWeb - Faculty for instructions.
2. Locate the Faculty: Quick Links card.
3. Click Degree Evaluation.

4. Type student ID or use Advanced Search to locate the student.
5. You can now view the degree evaluation. Transfer courses note specific articulation.

If you encounter errors, contact the DTS Helpdesk at helpdesk@easternct.edu or (860) 465-4346.

Submit Midterm and Final Grades (eWeb)

Beginning October 2025, eWeb (Self-Service) has been updated. The following guide details how to submit midterm and final grades in eWeb.

For more guides, see Article 730: Using eWeb - Faculty.

To submit midterm or final grades:

1. Go to eWeb. See Article 730: Using eWeb - Faculty for instructions.
2. Locate the Faculty: Grade Entry card on your dashboard.
3. Click Faculty Grade Entry.

4.
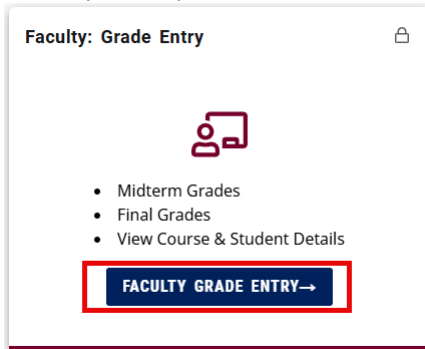
5. You can now begin entering grades. Pick midterm or final grades by clicking Midterm Grades or Final Grades. Click on the course you want to grade and scroll down to the Enter Grades pane.
Note: The grade entry panel will appear below your list of courses.
Note: To quickly find current courses, type the term name in the search bar (example: Fall 2025).
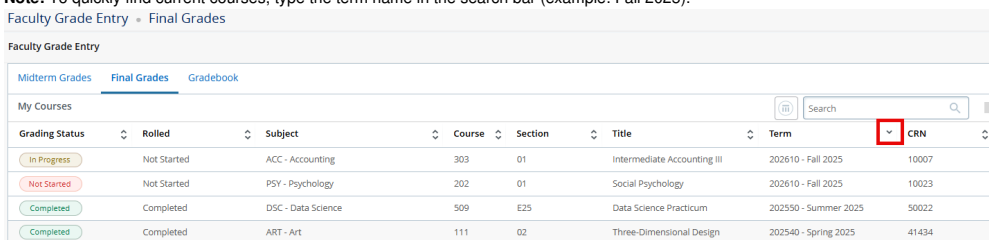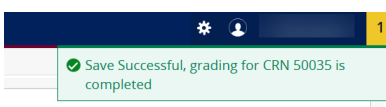

6. Use the drop down menu to select a letter grade for each student.
Note: If your course has more than 25 students, scroll to the bottom of the list and increase the per page value to see all students at once or use the arrow buttons to go to the next page.
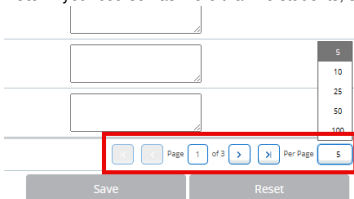
7. Grades of F will require a Last Attend Date and Narrative Grade Comment, such as "Never Attended," "Stopped Attending," or "Attended."
8. Click the Save button in the bottom right corner to save. When all student's grades are entered and saved, the grades will be submitted. The grades can be edited and resubmitted after this. Clicking the Reset button will revert the grades to the most recent save.
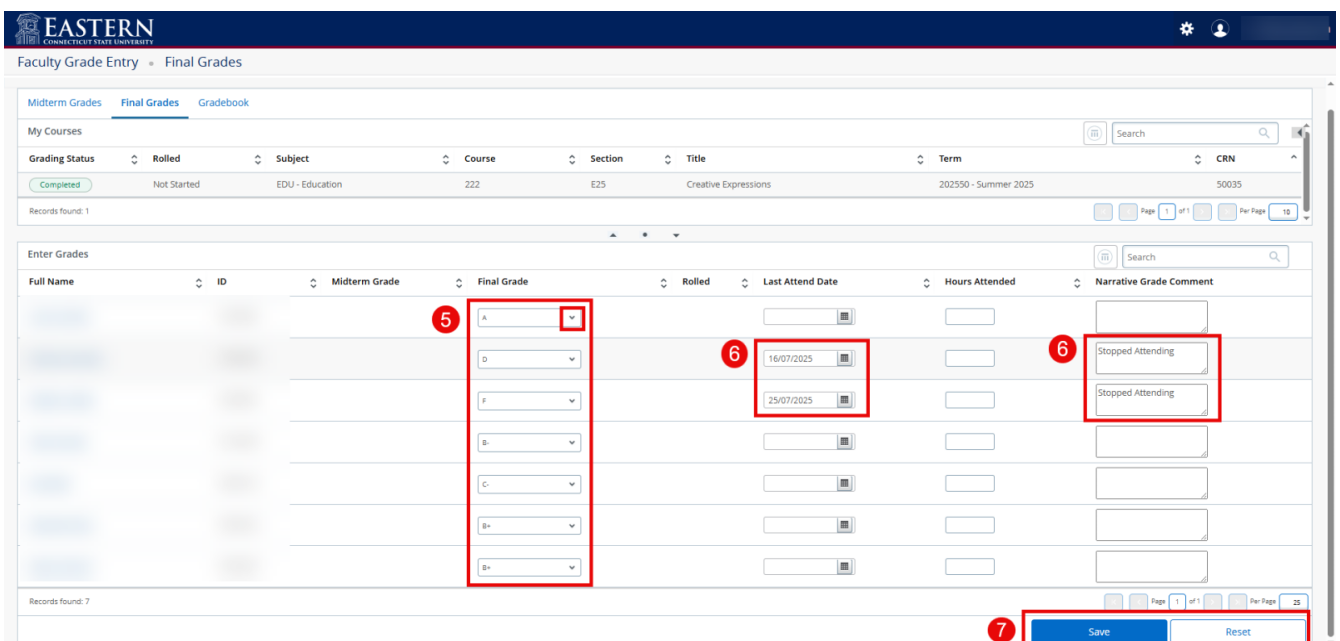
8. When grades are submitted, a green popup will appear. You have now submitted your midterm or final grades.

If you encounter errors, contact the DTS Helpdesk at helpdesk@easternct.edu or (860) 465-4346.

eWeb Update

On October 1, 2025, eWeb is getting a new look. Instead of tabs and nested menus, the eWeb landing page is now a dashboard composed of movable cards. Each card leads users to a different task, menu, or resource.

eWeb can now be accessed at the following link: https://experience.elluciancloud.com/ecsu/

What You Need to Know:

- The update will happen automatically.
- You can still access eWeb from easternct.edu and the M365 apps portal.
- Everything you use now will still be in eWeb, just in a different layout.

Old eWeb:

New eWeb:

For assistance, contact the DTS Helpdesk at helpdesk@easternct.edu or (860) 465-4346