

Table of Contents

Table of Contents	1
E-Web Online Services	2
General Information for E-Web: Online Services for Faculty	3
Logging into SelfService (eWeb)	4
Using E-Web: Online Services for Faculty	5
Using E-Web: Online Services for Students	6
Course Evaluations	7
E-Web Unofficial Degree Evaluation- Instructions for Students	8

[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

Logging into SelfService (eWeb)

Access Self Service (eWeb) by first logging into Office 365. You no longer need your Eastern ID and PIN.

Accessing from the O365 portal page:

- Access SelfService (eWeb) through the Office 365 portal at:
<https://myeasternct.sharepoint.com/sites/EasternAppPortal?e=1%3A67ec2092e01f451f9cc756df0410710f>
- 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)
- Click on the SelfService (eWeb) icon located in the lower section of your portal page
- 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.

- [Using E-Web: Online Services for Faculty](#)

- [Using E-Web: Online Services for Students](#)

Course Evaluations

The course evaluation link is active for students in eWeb 21 days prior to the last day of classes and for 4 days following the last day of the term.

To evaluate a course (students):

- Login to eWeb Self Service via Office 365 (Eastern Email): [Article 21: Logging into SelfService \(eWeb\)](#)
- Click on Student Services.
- Click on Registration.
- Click on Course Evaluations.
- Each course that has been completed will have a Evaluate link.
- Click on Evaluate to answer a series of questions about the course.

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.

- Login to eWeb Self Service via Office 365 (Eastern Email): [Article 21: Logging into SelfService \(eWeb\)](#)
- Choose the Faculty Services Menu.
- Choose the Faculty Detail Schedule - by Term Link.
- Select the Current Term.
- 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.
- Choose the Course Evaluation Report link and you will see the report page.
- The Reporting Disabled column will have a check mark 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 check mark will be removed, and you can view each detailed course report by clicking on the Evaluations Taken link next to that course.

E-Web Unofficial 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. Log into E-Web: Eastern's Online Services <https://eweb.easternct.edu> using your Eastern ID and web pin.
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.

