eReports

Eastern has a self-service reporting tool to run common reports from the University’s student information system. It uses your Technology account (the same account used to log into your email). Below is a list of a few common reports for new faculty. Every report has an About the Report button on the main screen, which shows a detailed description of the report. eReports is available to all faculty (on-campus only), and is accessible from Eastern faculty/Staff portal or at http://ereports.easternct.edu

Advisee List – provides a list of Faculty Advisees for a specified term.

Class Roster by Course/Instructor – lists class roster(s) for a specified term, select to run them by individual courses or by instructor.

Class Grades by Course/Instructor – shows the class mid-term and final grades for a specified term. It can be run by course or by instructor.

Course Offerings – a listing of courses and their instructors for any selected term or groups of terms. It can be run by department or by instructor. It is useful for showing trending, and contains enrollment information as well as instructor information. It can be sorted by instructor or by course.

Faculty Schedule – instructor’s class schedule for the specified term.

Label Report - generates a listing of students using multiple characteristics as criteria. For example, a report listing all full time sophomore Math majors who are of Hispanic descent that have a GPA greater than 3.2. There are multiple scenarios like this. Contact information, as well as student information can be obtained from this report in multiple formats (i.e. hard copy, excel, pdf).

Student Grade Report - provides general student information, as well as the student’s class schedule with mid-term and final grades (once they are available). A valid student ID and term need to be supplied to run the report successfully.

Student Listing by Major or Minor – report shows all students in a given term by Major or Minor. If applicable this report also provides details regarding concentrations.

Student Schedule – lists a student schedule for the selected term. Can be useful when advising students and trying to schedule meetings.