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# Gordon-Conwell

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## Theological Seminary

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### Hispanic Ministries Program

#### Course Evaluations

From now on our students will be required to fill out an online course evaluation form for each course they take for credit.

Here are some detailed instructions on how to do this:

1. Visit our website at [www.gcts.edu](http://www.gcts.edu)
2. Click on the **current student** link, located across the top of the screen
3. Click on the **Portal Logins** Link on the left options
4. Click “**Click here** to access the CAMS student portal”
  - Your **username** will be your first initial and your last name: (i.e. Michael Smith = **msmith**); and
  - Your **password** will be your student ID# (i.e.: xxxxxx)
5. Once on the student portal, on the upper-left corner of the screen, right below your name, you should be able to choose the **term** you wish to access information from, by clicking on the **change** link. (i.e. FA-08; SP-09; S1-09; etc...)
6. Then, click on the **My Grades** link, under the **Administrative services** options, and follow the instructions.
  - Once on the **my grades** link on the left hand side of the screen, choose **final grade** from the drop-down menu

This will direct you to the course evaluation. You should answer all the online questions in order to be granted access to your grades.

These evaluations must be filled out at the end of the course.

**Note:** In the event you fill out the evaluation for a particular course, and find out a grade has not been posted, you should contact our office directly or wait until the office processes the information. The office will process the information as soon as we receive a letter grade from your professor.