

# CAMS STUDENT PORTAL: A PRIMER

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## The Basics:

### Getting know the left-hand menu

Not all the options on the left-hand menu are functional. Let's familiarize ourselves with them



### **Student Portal section**

*Home* - returns you to the page that you saw when first logging in.

*Calendar*— takes you to a calendar that you can manually update. Some professors also post assignment due dates using the calendar. The professor will alert you if they use this feature.

*Student Directory*- a directory of address and emails of student enrolled at GCTS.

*Document Tracking*- a list of documents created by admissions and financial aid. Not a particularly useful feature.

### **Administrative Services**

*Course Offerings*- a listing of **unofficial** course offerings.

*My Schedule*- a listing of your classes for the selected term.

*My ledger*- **unofficial** listing of financial services information. Balances may be paid through credit card here.

*My Financial Aid*- **unofficial** listing of financial aid received for the selected term

*My Grades*- You can check your final grades here. Mid-term grades are not available.

### **Course Management Section**

*My Courses*- You can access your individual course information here.

### **Partnership Section** (Only for Partnership Scholarship Recipients)

*News*- read and update your newsletter here.

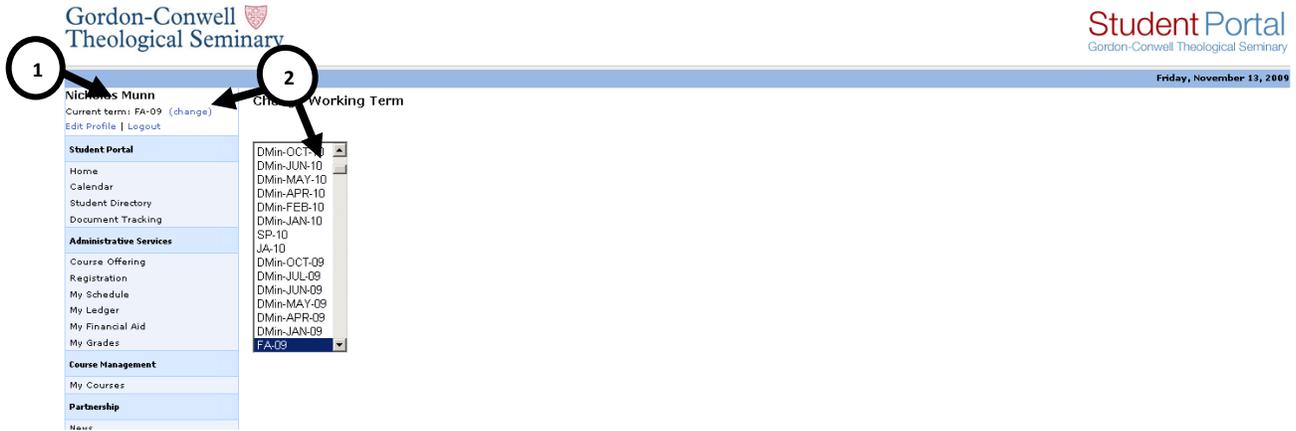
*Gift information*- **Unofficial** record of gift information.

*Prayer Partners*- access information about your prayer partners here.

## Changing The Current Term:

The current term automatically changes to a particular term as is set by the system. However, often times you will need to be in a different term than the default term. **This section will describe how to change the term.**

- Steps:**
- 1) After logging into the Student Portal, you will see the current term displayed in the upper left-hand corner.
  - 2) Click (change) then you will see in the content area, a dropdown list of terms. **DO NOT BE INTIMIDATED** by the long list of terms. If you are not a Doctor of Ministry student, ignore any term starting with DMin.
- List of Abbreviations: FA- Fall; SP- Spring; JA- January Term; S1/S2/S3- Summer Sessions;  
**Charlotte Students: Please note that January Classes are classified as Spring Term**



## Selecting A Course With Which To Work

Before attempting to add documents, add/edit grades, or anything that relates to courses, it is necessary to select a course. **This section will describe how to select a course.**

- Steps:** There are two ways to select a course.

### Option 1..

- 1) Click your course name on the right hand side of the screen
- 2) Select My Courses in the menu on the left hand side of the screen



### Option 2

- 1) In the Sidebar Menu, under **Course Management**, select **My Courses**.

2) In the content area, you will see a list of all the courses (except Semlinks\*) which you are teaching.

\* To view your Semlink classes, click **Show Semlinks** located above your course listings in the content area

3) Under Course ID in the content area, click on the course id that represents the class which you wish to work with.

**Gordon-Conwell Theological Seminary** Faculty Portal  
Friday, January 30, 2009

**Aida Besancon Spencer**  
Current term: SP-09 (change)  
Edit Address | Logout

**My Courses**

Show Semlinks

Course ID	Course Name	Enrolled	Begins	Ends
NT615HA	Exegesis of Luke	23	1/23/2009	4/24/2009
NT639HA	Exegesis of James	23	1/23/2009	4/24/2009
TH860HS1	Research in Theology: Role of Women in Team Ministry	1	1/23/2009	4/24/2009
GL711HS2	Independent Reading in a New Testament Language	1	1/23/2009	4/24/2009

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## Working with Data

### Getting to know your Course Options

After selecting a course, you will automatically be taken to your Course Option page. This section will familiarize you with the location of the features that will be explained in later sections. DON'T WORRY if you don't understand what everything means.

**PLEASE NOTE:** Any option that says "Not Enabled" means that the faculty member has set student access for that option, if the professor says that you should be able to access it, please refer the faculty member to the Helpdesk for support.

The following numbers correspond to the circles below:

- 1) Course information includes different links for information, announcements, documents, hyperlinks, etc.
- 2) Course Communication includes discussion forums and email.
- 3) Assignments includes any online assignments that the professor has created.
- 4) Online Testing includes any online tests that the professor has created.

**Gordon-Conwell Theological Seminary** Student Portal  
Friday, November 13, 2009

**Nicholas Munn**  
Current term: FA-09 (change)  
Edit Profile | Logout

**Marriage and Family Professional Internship Seminar 1 [CO872AHA]**

**My Courses > Course Options**

Options Not Enabled Are Determined by the Instructor of the Course

Course Information	Assignments
Course Information Not Enabled	Upload Documents Not Enabled
Course Announcements Not Enabled	View Graded Documents Not Enabled
Course Documents Not Enabled	View Assignments and Grades Not Enabled
Course Hyperlinks Not Enabled	Online Testing
Faculty Contact Information Not Enabled	No Online Tests Currently Available
Textbooks	
Course Communication	
Discussion Forum Not Enabled	
Email Not Enabled	

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