

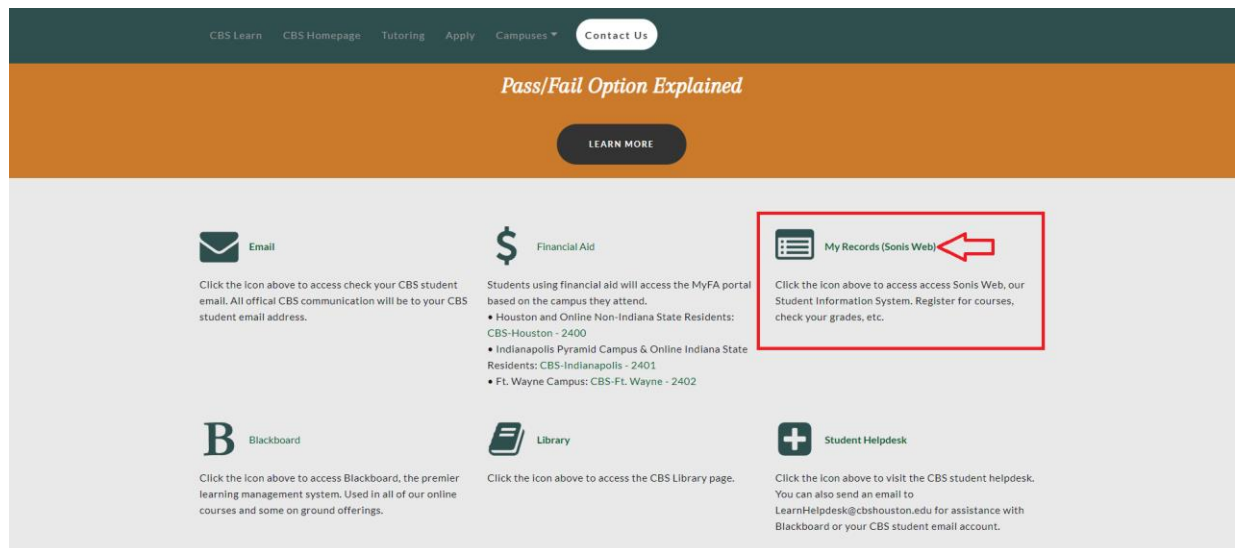
## How to Complete Course Evaluations in SONIS and view Grades

- Step 1) Open a web browser and go to: <http://www.cbshouston.edu/>  
Click **Student Portal**.



[PROGRAMS](#) | [APPLY](#) | [FINANCIAL](#) | [REQUEST INFO](#)

- Step 2) From the Student Portal, scroll down and click on **My Records (Sonis Web)**. This will take you to the Student Portal for Sonis.



## How to Complete Course Evaluations in SONIS and view Grades

Step 3) Log in to your Sonis Web student portal by entering your student **\*ID**, **\*Pin / Contraseña**, and click **LOGIN**.

College of Biblical Studies

ONLINE APPLICATION PROSPECTIVE STUDENTS LOGIN PROGRAMS COURSES

LOGIN : STUDENT

\* ID \* PIN / Contraseña

LOGIN

Forgot your PIN and/or ID?

Powered By: Jenzabar Version 3.4

Step 4) Click on Course Title under the **Course Evaluations** section. Another window will “pop up” with the course evaluation for the course you’ve chosen. Be sure to turn off pop up blockers or to click **Allow** if you are prevented from seeing this page.

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Home

SEPTEMBER 02, 2020

Holds		
None Defined		

Course Evaluations		
09/12/2020	LSOL3303	Interpersonal Skills of Leadership (Distance Education) Distance Ed EN
09/12/2020	LSOL4304	Project Planning and Management (Distance Education) Distance Ed EN

Financial	
Balance Forward	
Semester Charges	
Semester Credits	
Pending Awards	
Semester Balance	

## How to Complete Course Evaluations in SONIS and view Grades

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Step 5) Complete Course Evaluation in pop up window and click **SUBMIT EVALUATION**. If window does not automatically close after clicking **SUBMIT EVALUATION**, then you may have to click **Close Window**.

**NOTE:** If you click **Close Window** *before* clicking **SUBMIT EVALUATION**, changes may be lost, and grade hold may be imposed because the system would see that you completed the evaluation.

16. How would you improve upon this course?

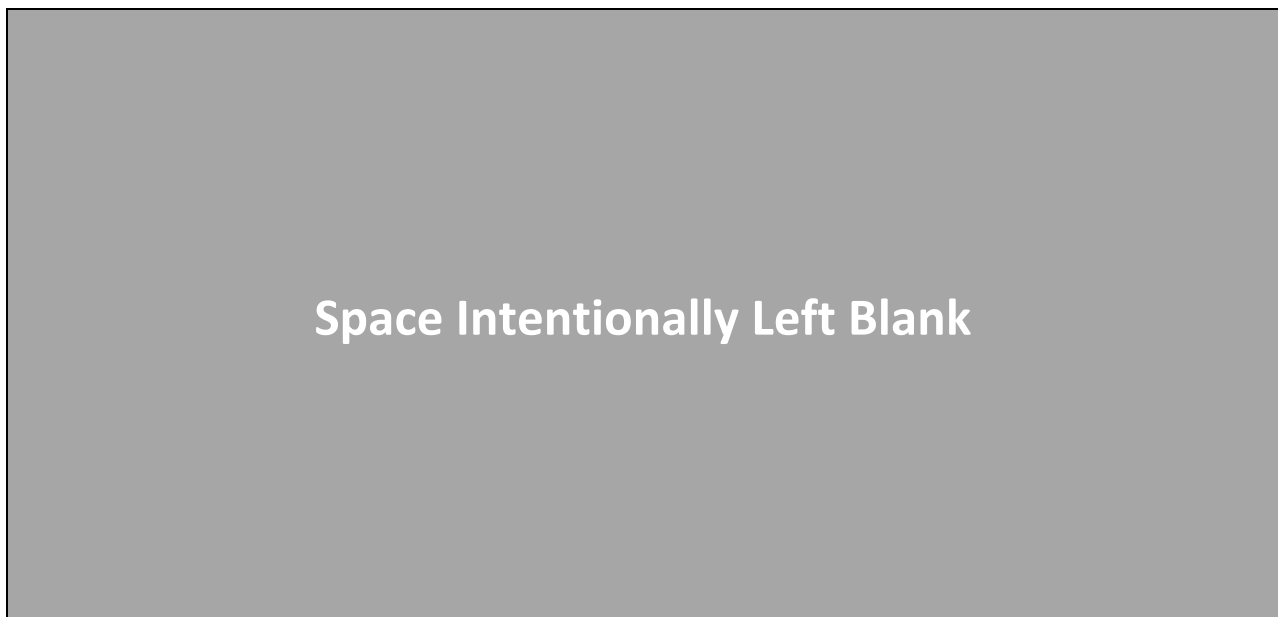
17. In what ways has the course contributed to your ability to use technology as a tool for learning?

18. In what ways has the course influenced your understanding of the subject?

**SUBMIT EVALUATION**



Step 6) Repeat **Step 4** and **Step 5** for all courses taken over previous semester.



## How to Complete Course Evaluations in SONIS and view Grades

Step 7) Once evaluations are all completed, you will be able to see your grades. On the lefthand menu, click on **Academics**. Once menu expands, click on **Schedule**. Check the **School Year** and **Semester** fields to ensure that they are set to the semester you're trying to look at.

**NOTE:** If you don't see a grade after you've finished the Course Evaluations, the professor has likely not submitted grades yet, or they have not been submitted as "Official." If you're unsure, feel free to email [Registrar@cbsouston.edu](mailto:Registrar@cbsouston.edu).

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Schedule

SEPTEMBER 02, 2020

School Year Semester SUBMIT

Course	Section	Sess.	Description	Times	Instruct. Type	Start Date / Fecha de Inicio	End Date / Fecha de Finalización	Location	Cred.	Mid-Term Grade	Final Grade
LSOL3305	OLE2A		Organizational Culture and Change Processes (Distance Education)			10/26/2020	12/12/2020		3.00		**** (unofficial)
MSSF3012	OLE1A		Spiritual Formation 2 (Distance Ed)			09/07/2020	12/12/2020		0.00		**** (unofficial)
Memo : 14 Weeks											
THEO1314	OLE1B		Theology: Angels, Church, Prophecy (Distance Education)			09/07/2020	10/24/2020		3.00		**** (unofficial)

Viewing - Year : 2020/21 Semester: Fall  
Total Credits Attempted : 6.00

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