

DARE TO DO MORE

How to Complete an Evaluation.

Instructions

- 1. When the web registration home page <u>https://ce.cuny.edu/laguardia/search.cfm</u> displays you can select:
 - a. Create Account: create an account to register and pay for courses.
 - b. Login My Account: access your account's registration, invoices and uploaded documents.

	Continuing Education Website LaGuardia Community College Website FH LAGUARDIA ACE						
Continuing Education							
Community College							
Continuing Education Registration	Login Create Account My Account						
Course Search SEAF	сн						
Category Search	wed: TOEFL Preparation: Focus on Re Evening English Program: Liste Evening English Program: Liste						
Program Search Use or course	Use one or more of the Course Search options below to search for upcoming courses. The Keyword field searches course codes, titles, descriptions, and instructor names. Or you can select a group of related courses using the Program Search list. You must login or create a new account to add items to your cart.						
Information Sessions Search							

2. Once you have registered at the top right go to **My Account** \rightarrow **Registrations**



3. Pick the course with the evaluation and select Submit Evaluation

LaGuardia Community	College				Cart	My Account *	I Q
Course Search	REGISTRATIONS					Account: Juan	Caceres
Calendar View	Course Code	Title	Dates/Times	Session	Status	Options	
Category Search	CIET089F20.G06.01	CIET Application	9/22/2020 -12/20/2020	F20	Astive	Submit Evaluation	>

4. Once the Evaluation displays answer the questions and press at the bottom **Submit**

LaGuardia Community Co	bliege		Cart Wy Account + Q
Course Search	SUBMIT COURSE EVALUATIO	N	Account: Juan Caceres
Calendar View	COURSE EVALUATION CIET089F20.G06.01		
Category Search	CIET Application		
	Complete the evaluation questions in re	gards to the course section above.	
	"Questions with a red asterisk require a Please check your responses before su When complete, click SUBMIT to save y	response. bmitting. rour responses.	
	CIET ESOL Application		
	Neighborhood*		
	Country Of Origin*		
	Gender*	-Select- V	
	Birthday*		
	Do you have a child in a NYC public school?*	OYes ONo	
	Are You A *	-Select-	
	For How Many Years?*		
	In what year did you come to the US?		
	What Is Your Level Of Spoken English Now?"	-Select- V	
		Submit Back	

5. Once you finish the evaluation you will receive an email from containing more instructions.