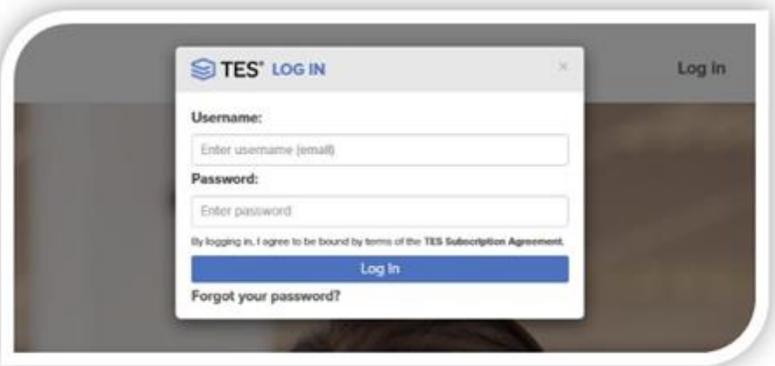


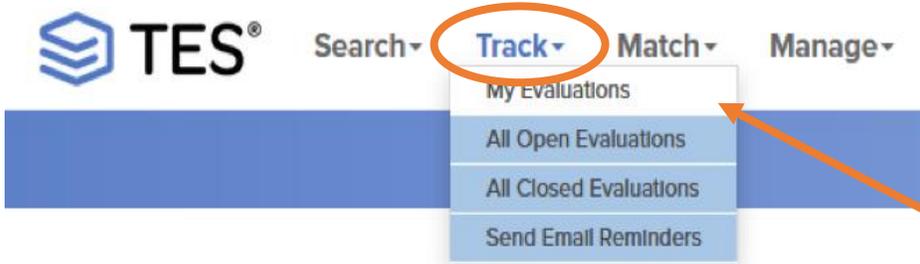
Transfer Evaluation System (TES) Quick Guide for Evaluators

A course evaluation task(s) has been assigned to your queue.
LOGON TO: <http://tes.collegesource.com> and click the Evaluation Tracker menu item for details.

Email notifications are sent when a course is sent to your queue for evaluation



1. LOG IN
Go to tes.collegesource.com
Enter your TES username and password that you received via an e-mail from CollegeSource.
Your username is always your UNO e-mail. If you forgot your password, click the "Forgot your password?" link



2. VIEW UNCOMPLETED EVALUATION REQUESTS
Under the **Track** drop down menu-Select **My Evaluations** (The courses listed are waiting for your evaluation decision.)

My Evaluations

Assigned to me Created by me



Select the triangle by the institution.
Then select the triangle by the course.

Assigned to me Created by me



SEND COURSE(S)	PROPOSED COURSE(S)
<input type="checkbox"/> BI 211 + BI 213	<input type="checkbox"/> BIOL 2740 + BIOL 2840

SELECT AN ACTION:

A dropdown menu with a white background and a blue border. The menu is open, showing a list of action types: Approve, Deny, Need More Information, Re-Assign, Add/Edit Course, Create Equivalency and Close, Add/Edit Support File, and Close. A blue arrow points from the right side of the menu to the text '3. MAKE DECISIONS'.

3. MAKE DECISIONS

SELECT ACTION TYPE.

This is where you determine if the transfer course is equivalent.

Decision options/Action types are described on page 3 (next page).

4. REASSIGN EVALUATION BACK TO ORIGINAL REQUESTER

After selecting an evaluation decision action from your workflow, you will need to select the correct person to **Assign** the evaluation request back to.

You should always select the person who created the evaluation request from the Assign dropdown menu so that the evaluation decision is sent back to the correct person and they are notified of your decision.

A screenshot of a web form titled 'TES APPROVE'. The form has a grey header with the TES logo and a close button. Below the header, there is a 'Note: (optional)' text area. The 'Assign:' field is a dropdown menu showing 'UNIVERSITY REGISTRARS OFFICE, KRISSY MILLER (Default Assignee)'. The 'Send Email?:' field has a checked checkbox. At the bottom, there are 'Confirm' and 'Cancel' buttons. A blue arrow points from the 'Assign' dropdown to the text '4. REASSIGN EVALUATION BACK TO ORIGINAL REQUESTER'.

You can see the original person who created the evaluation request to reassign it back to them by looking at the "Created by" field:

A screenshot of the 'EVALUATION DETAIL' section. It shows a table with columns for 'COMMUNITY COLLEGE AREA', 'UNIVERSITY OF NEBRASKA AT OMAHA', and 'EVALUATION DETAIL'. The 'Created by' field is highlighted with a blue box. The 'Created by' field shows 'University Registrars Office, Krissy Miller - Assistant Registrar'. A blue arrow points from the 'Created by' field to the text 'You can see the original person who created the evaluation request to reassign it back to them by looking at the "Created by" field:'.

Action Options/Definitions

Approve- The equivalency is approved

Deny- This is not a UNO equivalency-Choose an appropriate reason and enter any applicable notes to the requestor.

Need More Information- Use if you need a syllabus or something else before you can make your determination on the equivalency

Re-Assign- Send the equivalency to someone other than yourself to make the approval determination

Add/Edit Course- If the incorrect UNO equivalency was selected, you can change it to what the correct UNO equivalency would be for that transfer course before clicking Approve. If additional transfer courses are needed in order for the course to be equivalent, the additional transfer courses (labs, etc) can be added to the equivalency before clicking Approve.

Create Equivalency and Close- Equivalency Evaluators will not use this action. Once an equivalency has been evaluated, it will go back to the original requestor and that requestor will complete this step. The original requestor will select Create Equivalency and Close for approved equivalencies to post the equivalency to the articulation guide and add any needed notes. Do not Create Equivalency and Close if you are the evaluator. The requestor will not be notified of your decision.

Close- Equivalency Evaluators will not use this action. If an equivalency has been denied and cannot be changed to be accepted as elective credit (ex. Developmental courses), the equivalency will go back to the original requestor and that requestor will complete this step. The original requestor will select Close to remove the equivalency evaluation from their queue.

If you have any questions while completing an evaluation, please e-mail kristenmiller@unomaha.edu