

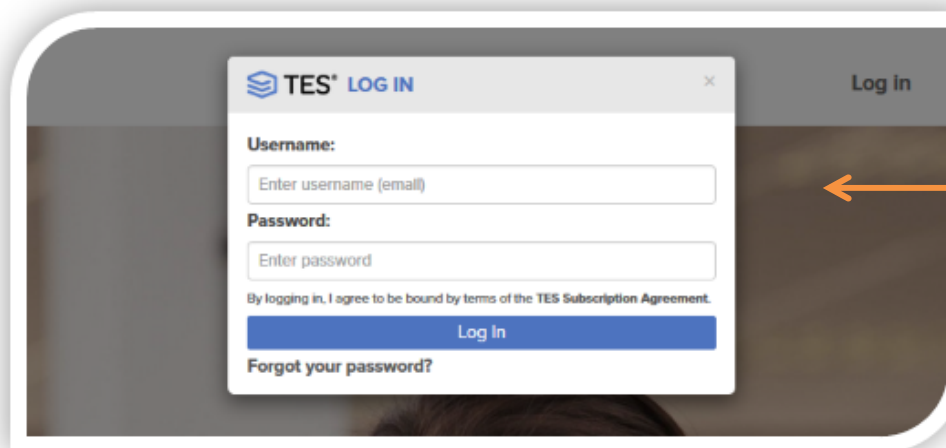
# Transfer Evaluation System (TES) Guide for Routing Course Equivalencies for Evaluation

## 1.) Log In

Go to [tes.collegesource.com](https://tes.collegesource.com)

Enter your TES username and password that you received via an email from CollegeSource.

If you need your password resent to you, click the Forgot your password link.



### Search

Search for course descriptions from a database containing millions of records. Access complete course details, including course title, course code, and credits. View institution profiles, including accreditation, calendar/unit, and more.

## Course Finder 1

### Search by institution name:

☒ U.S. Schools ☐ Non U.S. Schools ☐ All

university of northern colorado

Search

INSTITUTION

CITY

STATE



UNIVERSITY OF NORTHERN COLORADO

GREELEY

CO

## 2.) Find the School/Course

Search> Coursefinder>  
Type and Select the Institution

UNIVERSITY OF NORTHERN COLORADO GREELEY, CO

### Select a course catalog data set:

UNIVERSITY OF NORTHERN COLORADO 2017-2018

Select

### Find course(s) across all datasets:

☒ COURSE CODE ☐ COURSE TITLE

Enter search criteria

Search

### View a cover to cover catalog:

UNIVERSITY OF NORTHERN COLORADO 2017-2018

Select

### Request catalog:

Didn't find what you were looking for? [Click here to request a catalog](#)

## 3.) Select the Catalog Data Set (defaults to the newest catalog)

You can also **Search by Subject Course Code or Course Title**  
Or **View the PDF Catalog**

UNIVERSITY OF NORTHERN COLORADO GREELEY, CO  
UNIVERSITY OF NORTHERN COLORADO 2017-2018

Find a course by:

☒ COURSE CODE ☐ COURSE TITLE

Enter search criteria [Search](#)

Display courses by department:

ACCOUNTING - (BAAC)

PHYSICS - (PHYS)

POLITICAL SCIENCE - (PSCI)

PSYCHOLOGY - (PSY)

READING - (EDRD)

RECREATION, TOURISM AND HOSPITALITY - (RTH)

SCIENCE - (SCI)

SCIENCE EDUCATION - (SCED)

SECONDARY TEACHER EDUCATION PROGRAM - (STEP)

SOCIAL SCIENCE - (SOSC)

SOCIOLOGY - (SOC)

SPANISH - (SPAN)

SPECIAL EDUCATION - (EDSE)

SPORT EXERCISE SCIENCE - (SES)

STATISTICS - (STAT)

TEACHING ENGLISH AS A SECOND LANGUAGE - (TESL)

THEATRE ARTS - (THEA)

UNIVERSITY COLLEGE SEMINARS - (UNIV)

VISUAL ARTS - (ART)

SHOW ALL COURSES

UNITS [View](#)

3

4.) Search for a Course by choosing a Department in the drop down menu OR Select Show All Courses at the bottom of the list of Departments

Display courses by department:

ACCOUNTING - (BAAC)

COURSE CODE	COURSE TITLE
BAAC 220	PRINCIPLES OF ACCOUNTING I
BAAC 221	PRINCIPLES OF ACCOUNTING II

[View](#)

5.) Check the box by the Institution's course and click View This will pull up the Institution's course description.

**BAAC 220 PRINCIPLES OF ACCOUNTING I**

Students must have completed 24 credit hours. An introduction to basic principles of accounting. The accounting cycle is examined in relation to recording, classifying, reporting and interpreting financial information for business.

Units: 3

Prerequisite: BACS 101

Department: ACCOUNTING

Source catalog: University of Northern Colorado 2017-2018

Course history: 94/95 - 17/18

**EQUIVALENCY HISTORY**

TRANSFER COURSE(S)	EQUIVALENT COURSE(S)	BEGIN	END
BAAC 220	ACCT 2010		

**EVALUATION HISTORY**

There are no data records found.

6.) Click the Footprint Icon to search for the UNO equivalent course

If the course already has an equivalency, you will see that information on the right under Equivalency and/or Evaluation History.

**Equivalency Manager** [Preview](#)

INSTITUTION → EQUIVALENCY LIST → COURSE SELECTION

☒ Single EQ Mode ☐ Batch EQ Mode

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**TRANSFER COURSE(S):**

☒ BAAC 220 PRINCIPLES OF ACCOUNTING I 3 2017 - 2018

**EQUIVALENT COURSE(S):**

☒ ACCT 2000 ACCOUNTING BASICS FOR NON-BUSINESS MAJORS 3 2016 - 2017

**UNIVERSITY OF NORTHERN COLORADO**

UNIVERSITY OF NORTHERN COLORADO 2017-2018

ACCOUNTING - (BAAC)

COURSE TITLE	UNITS
<input checked="" type="checkbox"/> BAAC 220 PRINCIPLES OF ACCOUNTING I	3
<input checked="" type="checkbox"/> BAAC 221 PRINCIPLES OF ACCOUNTING II	3
<input checked="" type="checkbox"/> BAAC 301 SURVEY OF ACCOUNTING	3
<input checked="" type="checkbox"/> BAAC 320 INTERMEDIATE ACCOUNTING I	3
<input checked="" type="checkbox"/> BAAC 321 INTERMEDIATE ACCOUNTING II	3

**UNIVERSITY OF NEBRASKA AT OMAHA**

UNIVERSITY OF NEBRASKA OMAHA UNDERGRADUA

ACCOUNTING - (ACCT)

COURSE TITLE	UNITS
<input checked="" type="checkbox"/> ACCT 2000 ACCOUNTING BASICS FOR NON-BUSINESS MAJORS	3
<input checked="" type="checkbox"/> ACCT 2010 PRINCIPLES OF ACCOUNTING I	3
<input checked="" type="checkbox"/> ACCT 2020 PRINCIPLES OF ACCOUNTING II	3
<input checked="" type="checkbox"/> ACCT 3000 MANAGERIAL ACCOUNTING FOR SUPPLY CHAIN MANAGEMENT	3

6.) Search for the UNO Course Equivalent by choosing a Department in the drop down menu

7.) Add the UNO Equivalent Course and click Preview

**Add Evaluation Task 2** [+ Create Equivalency](#)

COURSE SELECTION → ADD EVALUATION

**UNIVERSITY OF NORTHERN COLORADO**

**BAAC 220 PRINCIPLES OF ACCOUNTING I**

Students must have completed 24 credit hours. An Introduction to basic principles of accounting. The accounting cycle is examined in relation to recording, classifying, reporting and interpreting financial information for business.

**Units:** 3

**Prerequisite:** BACS 101

**Department:** ACCOUNTING

**Source catalog:** University of Northern Colorado 2017-2018

**Course history:** 94/95 - 17/18

**UNIVERSITY OF NEBRASKA AT OMAHA**

**ACCT 2010 PRINCIPLES OF ACCOUNTING I**

Basic concepts and assumptions underlying financial accounting; basic structure of accounting; the accounting cycle; external financial statements of the enterprise with emphasis on the corporation; Income determination; accounting for and reporting of assets, liabilities and owners' equity; analysis and reporting of cash flows; financial statement analysis.

**Units:** 3

**Prerequisite:** 18 earned credits or permission of Instructor; MATH1310 with a 'C'(2.0) or better, and a 2.3 GPA

**Department:** ACCOUNTING

**Source catalog:** University of Nebraska Omaha Undergraduate Course Descriptions 2016-2017

**Course history:** 94/95 - 16/17

**EVALUATION DETAIL**

**Assign:**

☒ Send email alert?

**Comments: (optional)**

**Support files: (optional)**

[Browse...](#) No file

[Browse...](#) No file

[Create](#) [Reset](#)

8.) Assign the Evaluator/Approver

In the Assign drop down menu, choose who you want your evaluation request to be sent to.

Use the **Comments** section to include questions or comments for the evaluator. The **Support Files** section can be used to attach syllabi.

Click **Create** (button at the bottom) to send the evaluation request.

An email notification will be sent to the assigned evaluator.

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.

The evaluator will then evaluate the course.

Once it has been evaluated, it will come back to your My Evaluations queue.

You will not receive a notification when the equivalency has been evaluated, so be sure to check your My Evaluations daily.



#### Track

Route course descriptions and proposed equivalencies to faculty and staff for evaluation. Track the approval process and add notes as needed. Store the results as an equivalency, if desired, and the log of evaluation activity for later review.

### 9.) Track your Evaluation Requests

View Equivalency requests you have sent out to see if your course has been approved **AND/OR**

Evaluate those equivalencies that have been sent to you for approval

#### Select Track - Select My Evaluations

Assigned to Me button- Completed course evaluation requests, you have sent out, OR those evaluation requests waiting for you to evaluate

Created by Me button- Pending requests you have sent out to others for evaluation

The screenshot shows the TES® web interface. The top navigation bar includes 'Search', 'Track', 'Match', 'Manage', 'Support', and 'Contact'. The 'Track' menu is open, showing options: 'My Evaluations', 'All Open Evaluations', 'All Closed Evaluations', and 'Send Email Reminders'. Below the navigation bar, the 'My Evaluations' section is active. It features two radio buttons: 'Assigned to me' (selected) and 'Created by me'. An orange arrow points from the 'Created by me' button to the right. Below the buttons is a table with two columns: 'INSTITUTION' and '#COURSE'.

INSTITUTION	#COURSE
NORTHWEST MISSOURI STATE UNIVERSITY	2
UNIVERSITY OF NEBRASKA - LINCOLN	4



This screenshot provides a closer look at the 'My Evaluations' section. It shows the 'Assigned to me' radio button selected. Below it is a table with the same data as the previous screenshot.


INSTITUTION	#COURSE
NORTHWEST MISSOURI STATE UNIVERSITY	2
UNIVERSITY OF NEBRASKA - LINCOLN	4

My Assigned Evaluations

MY QUEUE → EVALUATION LIST

UNIVERSITY OF NEBRASKA - LINCOLN

SEND COURSE(S)	PROPOSED COURSE(S)	LAST ACTION NOTES	LAST ACTION DATE	ASSIGN
 CERM 431	ART 4610	Deny: UNL class definition too vague. Equivalency cannot be determined from info. Elective credit for Art/AH students available upon portfolio review.	09/08/2016	UNIVER REGIST JENNA
 PRNT 342	ART 4510	Deny: UNL course description too vague. Elective credit may be available upon portfolio review.	09/08/2016	UNIVER REGIST JENNA

11.) Click  next to the course to view the details of your request and finish the equivalency based on the Evaluator's decision. Instructions for finishing equivalencies listed below.

## 12.) Finish the Equivalency based on Evaluator Decision

If your course has been **Approved**- You will now open the course and Select an Action Type of “**Create Equivalency and Close**”.

-You will have the option to add effective dates, Public Notes, and/or Internal Notes on the equivalency.

-Click **Submit**. This will post the equivalency out on the UNO transfer articulation guide.

A course will not be official or on the articulation guide until you Create Equivalency and Close.

My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION TYPE:

Approve

Deny

--- Subject

--- Level

--- Lab

--- Sequence

--- Other

Need More Information

Re-assign

Add/Edit Course(s)

Create Equivalency and Close

Add/Edit Support File(s)

Close

TES<sup>®</sup> CREATE EQUIVALENCY AND CLOSE

Begin Date:

End Date:

Public View Hide?: ☐

Public Note: (optional)

Internal Note: (optional)

Close Note: (optional)

Submit

**If your course has been Denied**- You can change the equivalency to a lower level elective course. (This is because even though we don't have a direct equivalency at UNO, we can accept the course as a lower level elective.) *Note: If the course is developmental do not create the equivalency or change to lower level, just Close. These will never be accepted for college credit.*

*In place of an elective, you also have the option of changing the equivalency to a pseudo-general education course and Re-Assigning to get approval for the course to fulfill a general education requirement.*

-Change the Select an Action Type to **Add/Edit Course**.

Find the appropriate **UNO Subject/Department** in the drop down menu.

**Add your lower/upper level elective UNO course AND Remove the incorrect UNO course.**

**Close the Add/Edit Course Window** once your equivalency has been adjusted to the correct course only.

Finally after adjusting to a lower level elective, change the Select an Action Type to **Create Equivalency and Close**.

Add any necessary effective dates, Public Notes, and/or Internal Notes on the equivalency. Click **Submit**. This will post the equivalency out on the UNO transfer articulation guide AND remove the course from your Evaluation Queue.



If your evaluation request comes back with **Need More Information**- A syllabus or other information may be needed. Get a copy of the syllabus in PDF form. Change Select an Action Type to **Add/Edit Support File**.

Click **Browse** and Select the PDF from your computer and click **Submit**.

Go back to your Evaluation Queue and change Select an Action Type to **Re-Assign**- Choose the appropriate Evaluator to send the equivalency back to with the syllabus now attached. The support file (syllabus) will be attached with the course description when the Evaluator opens the course to evaluate. They can evaluate/process like usual.

The image displays two screenshots of a web application interface for managing evaluations.

**Top Screenshot:** The 'My Assigned Evaluations' page is shown. The 'SELECT AN ACTION TYPE:' dropdown menu is open, and 'Add/Edit Support File(s)' is selected. The 'Add/Edit Support Files (PDF Only < 4MB)' section is visible, showing two 'Browse...' buttons (one circled in orange) and a 'Submit' button.

**Bottom Screenshot:** The 'My Assigned Evaluations' page is shown again. The 'SELECT AN ACTION TYPE:' dropdown menu is open, and 'Re-assign' is selected. An orange arrow points to the 'Re-assign' option.

If your course is **Denied and can not be accepted as a lower/upper level elective equivalency**-If an equivalency has been denied and can not be changed to be accepted as elective credit (ex. developmental courses), change Select an Action Type to **Close**. Include any notes about why you are closing. This will remove the equivalency evaluation from your Evaluation Queue.