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

1.) Log In
Go to tes.collegesource.com
Enter your TES username and password that you received via an email from CollegeSource.
If you need your password or username resent to you, please e-mail jolson@unomaha.edu.

2.) Find the School/Course
Click Search-> Coursefinder-> Type and Select Institution

3.) Select the Catalog Data Set
(defaults to the newest catalog)
Or Search by Subject Course Code or Course Title
Or View the PDF Catalog
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

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

5.) Click the puzzle piece icon to search for the UNO equivalency
Select the UNO Catalog Dataset and click Search (defaults to newest catalog)

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

Select the Course and click View

Click the FootPrint Button at the top to Route the Equivalency for Approval
11.) Assign the Evaluator/Approver

In the Assign To section- Use the drop down bar to choose who you want your evaluation request to be sent to. Use the Comments section to include questions or comments for the evaluator. Click Submit.

An email notification will be sent to the assigned evaluator.

The evaluator will then evaluate the course. Once it has been evaluated, it will come to your My Evaluations queue.

12.) Log in to 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.
13.) Select Track - Select My Evaluations
Assigned to Me button- Those courses waiting for you to process
Created by Me button- Those requests you have sent out to others for approval

14.) Click next to an Institution to view the Status of your request.

15.) Finish the Equivalency based on Evaluator Decision
If your course has been Approved- You will now open the course and Select Action of “Create Equivalency and Close”.
This will post the equivalency out on the UNO articulation guide.
A course will not be official or on the articulation guide until you click Create Equivalency and Close.
If your course has been Denied: You can change the equivalency to a lower level equivalency. (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. These will never be accepted for college credit.

Change the Select Action to Select/Change Equivalent Course- Click Select to choose your UNO catalog-Find your UNO subject-Click your lower level UNO course. Then once you have chose the UNO course and have adjusted to the lower level equivalency, you can change the Select Action to Create Equivalency and Close. This will remove the course from your queue.
If your course 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 Action to Add/Edit Support File. Click Browse and Select the PDF from your computer and click Submit. Change Select Action to Re-Assign- Choose the appropriate Evaluator to send the equivalency back with the syllabus now attached. The support file (syllabus) will be attached at the bottom of the course description when the Evaluator opens the course to evaluate. They can evaluate/process like usual.

If your course is denied and can not be accepted as a lower 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 Action to Close. This will remove the equivalency evaluation from your queue.