

Transfer Evaluation System (TES) Quick Guide for Faculty/Staff

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

TES LOG IN

Username:
Enter username (email)

Password:
Enter password

By logging in, I agree to be bound by terms of the TES Subscription Agreement.

Log In

Forgot your password?

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 created, please e-mail transfer-evaluation@morgan.edu

TES Search Track Match Manage

My Evaluations

All Open Evaluations

All Closed Evaluations

Send Email Reminders

My Evaluations

Assigned to me Created by me

Select an institution:

INSTITUTION

▶ NORTHWEST MISSOURI STATE UNIVERSITY

2.) VIEW UNCOMPLETED EVALUATION REQUESTS

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

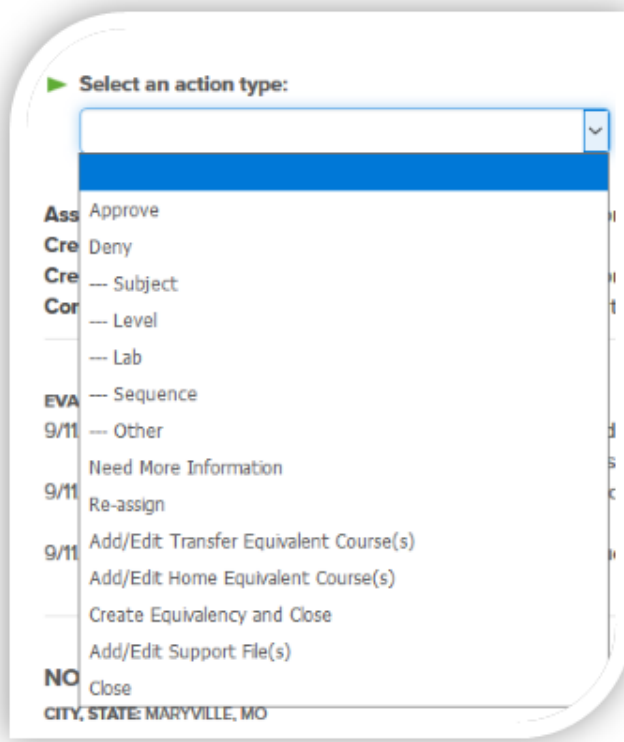
Select the triangle by the Institution.
Then Select the triangle by the Course.

Select an institution:

INSTITUTION

▶ NORTHWEST MISSOURI STATE UNIVERSITY

SEND COURSE(S)	PROPOSED COURSE(S)
▶ EDCI 62312	TED 2250



3.) MAKE DECISIONS

SELECT ACTION TYPE.

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

Decision options/Action Types are described below.

After the action type is selected, the equivalency will be removed from the evaluator's queue and sent to the requestor's queue.

Action Options / Definitions

Approve- The equivalency is approved.

Deny- This is not a MSU 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 Home Equivalent Course- If the incorrect MSU equivalency was selected, you can change it to what the correct MSU equivalency would be for that transfer course before clicking Approve.

Add/Edit Transfer Equivalent Course- If additional transfer courses are needed in order for the course to be equivalent, the additional courses (labs, etc.) can be added to equivalency before clicking Approve.

Create Equivalency and Close- Faculty/Staff Evaluators ***will not*** use this Action. Once an equivalency has been evaluated, it will go back to the original requestor (TEA) 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- Faculty/Staff Evaluators ***will not*** use this Action. If an equivalency has been denied and can not 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.