

OVERVIEW

TES (Transfer Evaluation System) is a tool used by colleges and universities to evaluate and store transfer course evaluations.

- Department chairs primarily use the “Evaluation Tracker” to review proposed transfer courses for UNK equivalents.
- Approved equivalencies become part of the public facing transfer guide and will be applied to all incoming students, all the time.
- The Registrar’s Office completes general studies course evaluations and department chairs complete major specific coursework.
- We are looking for around 80% content match to establish an equivalency.
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Please contact the Registrar’s Office with any questions.

USER REGISTRATION

First, you will receive an **email notification** from tes@collegesource.com that will look like the image below. Click the **link** provided.

Non-NU Email

Dear Olivia Whittaker,

Your TES administrator has created your TES user account and initiated a password reset. Please visit the link below to complete the setup process. Gain access to the premier interactive database of course data from institutions of higher education. The link will expire in 48 hours.

YOUR USERNAME: whittaker23@unk.edu

CLICK/FOLLOW THIS LINK TO SET YOUR PASSWORD: https://tes.collegesource.com/TES_passresetverify.aspx?vc=b4e4a97c-a689-45be-aba0-690349b7657a

QUICK START TIP:

For a quick introduction to TES features, be sure to check out the movie demos and FAQ. Both are available on the TES home page under the support menu.

NEED HELP?:

If you encounter any problems, contact us via email at: support@collegesource.com

Sincerely,
TES Support Center
CollegeSource, Inc
(800) 854-2670 Option 4

Log in: Your username is your UNK email. Click on the link in the email to setup your password. You will need to enter it twice and check two boxes certifying that you are authorized to use the program. Once you submit your password change, you will be directed to the homepage where you can now log in with your updated credentials.

EVALUTION TRACKER

Once you've gained access to TES, you will want to become familiar with the "Evaluation Tracker" function. Select "Track" from either the top menu or by clicking the shoe print icon on the body of the page.

TES®: Transfer Evaluation System

User: TRISTA LEFLER
Institution: UNIVERSITY OF NEBRASKA AT KEARNEY
Account: 900057



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.



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.



Match

Create and manage course equivalencies between your course inventory and other institutions. Create both simple and complex articulations. Group articulations for uses like program-to-program articulations, general studies packages, or statewide initiatives.



Manage

Administer your TES account. Add users, set user rights, customize your public display, export equivalencies, view usage statistics, and more.

In the drop-down menu, select "My Evaluations."



TES®

Search ▾

Track ▾

Match ▾

Manage ▾



Ensure “Assigned to Me” is selected.

Pending evaluations are listed by the institution names in alphabetical order. To view the course evaluations for an institution, click the arrow on the left-hand side.

My Evaluations Search

Assigned to me Created by me

INSTITUTION	#COURSE	CITY	STATE
 TRUMAN STATE UNIVERSITY	1	KIRKSVILLE	MO

Then, click on the arrow next to the course you want to evaluate.

My Assigned Evaluations

MY QUEUE → EVALUATION LIST

TRUMAN STATE UNIVERSITY

SEND COURSE(S)	PROPOSED COURSE(S)	LAST ACTION NOTES	LAST ACTION DATE	ASSIGNEE	CREATOR	CREATED
 MATH 198	MATH 115	Request initiated. Assigned to Erin Pearson	07/29/2019	PEARSON, ERIN	PEARSON, ERIN	07/29/2019

Review the proposed equivalency. If there are two course descriptions, they are labeled with the source institution.

A suggestion from UNK’s catalog **may not** always appear. If it does not, you will be able to search through our catalog and find the appropriate course for the evaluation.

Instructions on this will follow under “Add/Edit Equivalent Course(s).”

My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:

TRUMAN STATE UNIVERSITY

MATH 198 ANALYTIC GEOMETRY AND CALCULUS I

Functions, limits, continuity, derivatives, definite integrals, exponentials, logarithms, and applications.

Units: 5
Prerequisite: Grade of “C” or better in MATH 186 Elementary Functions or sufficient score on the math placement exam

Department: MATH

Source catalog: Truman State University General/Graduate Catalog 1998-1999

Course history: View Detail

UNIVERSITY OF NEBRASKA AT KEARNEY

MATH 115 CALCULUS I WITH ANALYTIC GEOMETRY

Limits and continuity, differentiation of algebraic and trigonometric functions, elementary integration (with applications) of algebraic and trigonometric functions.

Units: 5
Prerequisite: MATH 103 or Math ACT score of 23 or above 4 yrs HS Math including 2 yrs algebra 1 yr geom and sr level pre-calc

Department: MATHEMATICS AND STATISTICS

Source catalog: University of Nebraska Kearney Undergraduate Catalog 2019-2020

Course history: View Detail

EVALUATION DETAIL

Assigned: Pearson, Erin - Assistant Registrar - Transfer

Create Date: 7/29/2019 11:02:16 AM

Created by: Pearson, Erin - Assistant Registrar - Transfer

Comment:

EVALUATION LOG:

7/29/2019 11:02:16 AM [Pearson, Erin]

7/29/2019 11:02:16 AM

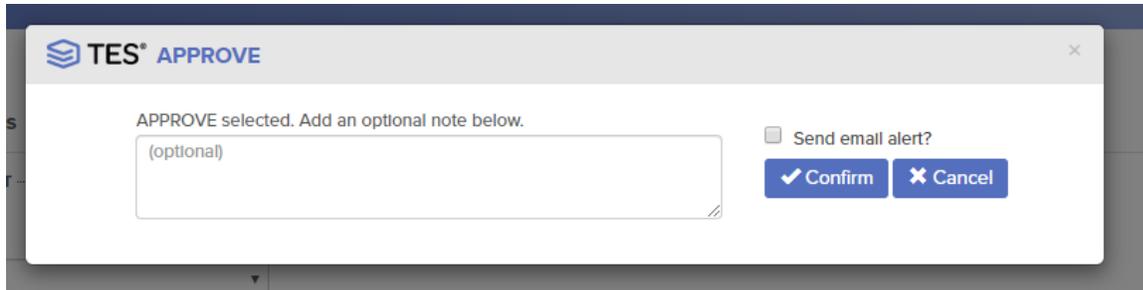
[Pearson, Erin]

Request initiated. Assigned to Erin Pearson

Proposed equivalent course: MATH 115

APPROVE ACTION

If the proposed match is appropriate, click the drop-down box titled **“Select an Action”** at the top of the page and select **“Approve.”** At this point, you have the option to include a note. Remember to check the **“Send Email Alert?”** box. Finally, click Confirm.



The screenshot shows a dialog box titled "TES APPROVE" with a close button (X) in the top right corner. The main content area contains the text "APPROVE selected. Add an optional note below." followed by a text input field with the placeholder "(optional)". To the right of the input field is a checkbox labeled "Send email alert?". Below these elements are two buttons: "Confirm" with a checkmark icon and "Cancel" with an X icon.

DENY ACTION

If you do not want to allow a proposed equivalency to become a rule, you can select the **“Deny”** action from the drop-down menu. An additional menu will open, and you will be asked to select the reason for the denial. If you choose one of the reasons given, you will not have to fill out the note section. If you do not, the note will be required.

ADD/EDIT EQUIVALENCY COURSE(S) ACTION

If there is a different course that needs to be added to the evaluation, click the drop-down box at the top of the page (Select an Action), and select **"Add/Edit Course."**

The screenshot shows the TES ADD/EDIT COURSE interface. At the top, there are two sections: TRANSFER COURSE(S) and EQUIVALENT COURSE(S). The TRANSFER COURSE(S) section shows MATH 198 ANALYTIC GEOMETRY AND CALCULUS I with a value of 5. The EQUIVALENT COURSE(S) section shows MATH 115 CALCULUS I WITH ANALYTIC GEOMETRY with a value of 5. Below these sections is a Done button. The interface is split into two columns for university selection. The left column is for TRUMAN STATE UNIVERSITY, with a dropdown menu showing TRUMAN STATE UNIVERSITY GENERAL/GRADUATE CA. The right column is for UNIVERSITY OF NEBRASKA AT KEARNEY, with a dropdown menu showing UNIVERSITY OF NEBRASKA KEARNEY UNDERGRADU. Below the university selection is a dropdown menu for the department, showing ACCOUNTING - (ACCT). Below the department selection is a list of available courses. The list is split into two columns. The left column lists courses from ACCT 220 to ACCT 505. The right column lists courses from ACCT 188 to ACCT 453. Each course entry includes a plus button (+) to add the course and an x button to remove it. The course names and credit values are listed next to each entry.

Course ID	Course Name	Credits
ACCT 220	INTRODUCTION TO FINANCIAL ACCOUNTING	3
ACCT 221	INTRODUCTION TO MANAGEMENT ACCOUNTING	3
ACCT 302	INTERMEDIATE FINANCIAL ACCOUNTING I	3
ACCT 303	INTERMEDIATE FINANCIAL ACCOUNTING II	3
ACCT 319	COST/MANAGEMENT ACCOUNTING	3
ACCT 350	PROFESSIONAL SEMINAR IN ACCOUNTING	1
ACCT 367	ACCOUNTING INFORMATION SYSTEMS	3
ACCT 400	INTERNSHIP	1 TO 12
ACCT 407	FEDERAL TAXATION	3
ACCT 417	AUDITING	3
ACCT 459	RESEARCH	2
ACCT 470	SPECIAL TOPICS IN ACCOUNTING	1 TO 3
ACCT 498	ACCOUNTING CAPSTONE	3
ACCT 502G	FINANCIAL ACCOUNTING I	3
ACCT 503G	FINANCIAL ACCOUNTING II	3
ACCT 505	ACCOUNTING FOR NONBUSINESS ENTITIES	3
ACCT 188	GS PORTAL	3
ACCT 240	ACCOUNTING FOR NONBUSINESS MAJORS	3
ACCT 250	PRINCIPLES OF ACCOUNTING I	3
ACCT 251	PRINCIPLES OF ACCOUNTING II	3
ACCT 253	INTRODUCTION TO QUICKBOOKS	1
ACCT 280H	SPECIAL TOPICS	1-3
ACCT 311	BUSINESS LAW I	3
ACCT 312	COMMERCIAL LAW	3
ACCT 317	CONSTRUCTION LAW	3
ACCT 350	INTERMEDIATE ACCOUNTING I	3
ACCT 351	INTERMEDIATE ACCOUNTING II	3
ACCT 352	COST ACCOUNTING	3
ACCT 391	ACCOUNTING INFORMATION SYSTEMS	3
ACCT 412	EMPLOYMENT LAW	3
ACCT 413	ENTREPRENEURIAL LAW	3
ACCT 451	TAX ACCOUNTING	3
ACCT 452	ADVANCED TAX ACCOUNTING	3
ACCT 453	ADVANCED ACCOUNTING I	3

A box will appear with the proposed equivalency listed at the top. Within this window, UNK's most recently published catalog (highlighted) is automatically selected. Below the catalog selection is a drop-down menu where you select your department. Once you select your department, the list of available courses will appear. You can **add** a different course using the **+** button next to the course and/or **remove** the old suggestion using the **x** button.

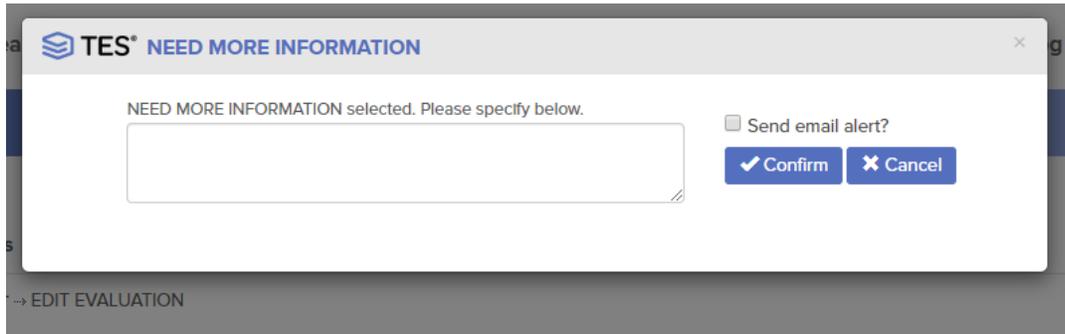
Confirm the equivalency has the correct UNK course(s) listed. Then, select the next action (Approve, Need More Information, etc.) from the drop-down menu at the top of the page.

Please note: You can establish 1: many or many: 1 rules if you believe that is most appropriate equivalency.

NEED MORE INFORMATION ACTION

If you need more information to complete an evaluation, such as a syllabus, select **“Need More Information”** from the drop-down menu at the top of the page.

In the text box provided, please explain what additional information you need to complete the evaluation. Also, please check the **“Send email alert?”** box so that we will be notified of your request.



We will also be using this system to **request and provide syllabi for review**. If you need a syllabus or any other documentation, please look for it by locating the .pdf symbol below the course descriptions. Select that icon, and the document should open in your default reader.

INSTITUTION → EVALUATION LIST → RE-OPEN EVALUATION

CENTRAL COMMUNITY COLLEGE

BSAD 2200 INTRODUCTION TO BUSINESS LAW

This is a survey course covering the legal aspects of business decision making. It is designed to provide students with an understanding of our legal system and introduce them to many legal issues that managers and entrepreneurs face. The course relies on the development and use of legal logic to understand laws and cases, as well as to recognize the need for professional counsel. 45 hours of classroom activity.

Units: 3
Department: BUSINESS ADMINISTRATION
Source catalog: Central Community College Catalog 2018-2019
Course history: [View Detail](#)

UNIVERSITY OF NEBRASKA AT KEARNEY

ACCT 311 BUSINESS LAW I

A study of the legal environment of business. Topics include legal theory, and resources, ethics, the court system, torts, contracts, government regulation, property law, and international law considerations.

Units: 3
Department: ACCOUNTING
Source catalog: University of Nebraska Kearney Undergraduate Catalog 2018-2019
Course history: [View Detail](#)

EVALUATION DETAIL

Assigned: Pearson, Erin - Assistant Registrar - Transfer

Create Date: 12/4/2018 8:14:15 AM

Created by: Pearson, Erin - Assistant Registrar - Transfer

Comment: Hello Dr. Hall, After my conversation with Dr. Burkink, I was informed that CBT was approving the equivalency of a 300 level UNK course for Business Law courses at CC's. Do you approve this equivalency?

Close Note:

Support files: 

REASSIGN ACTION

If you wish to route the evaluation to a different department chair, you can do so by selecting the **“Reassign”** action. You will then select the assignee. Please include a note so that your colleagues know what they are to be reviewing.

Additional Notes:

When evaluating, it can be helpful to see the equivalents already established for that institution. The easiest way you can do this is by using the UNK Transfer Guide. Navigate to the online Transfer Guide found at: https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=16f7d1c9-6c25-4ab5-b192-4645368fb461&aid=1ddf4cf7-5d72-4756-ba77-36199c6b1e81.

From there, choose the institution you are reviewing and type in the 3-4 letter prefix (MATH, ENGL, etc.). The system will bring up the complete list of the existing equivalents. This allows you to verify if the UNK courses you are suggesting are part of an existing equivalency.

Resending/requesting a task:

If you accidentally approve, deny, or want to change your thoughts about a course already removed from your queue, simply email unkregistrar@unk.edu and we can get that back into your queue.

Please send any questions on this process directly to the Registrar's Office at unkregistrar@unk.edu or 308-865-8527.

Thank you!