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.

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.

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/TESS_passresetverify.aspx?yz=b4e4a97c-a68b-45be-9b90-5b07657572

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.
EVALUATION 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.

In the drop-down menu, select “My Evaluations.”
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.

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

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).”
**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.

**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.”

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.

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](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 accidently 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!