Evaluator User Guide, Transfer Evaluation System (TES)

1. **Accessing TES**

   Log in to TES at tes.collegesource.com with the username and password emailed to you from Collegesource. If you need the username or password resent, please send your request to tes@umn.edu.

2. **Find your evaluations**

   Your assigned evaluations are found under the **Track** menu at the top of the page. Select **My Evaluations** using the drop down arrow.

3. **Find your assigned courses and evaluation requests**

   Click on the button next to the school name to display your assigned courses. Next, click on the button next to the course name. This will display the evaluation request.

4. **Review the information using the evaluation form.**

   Information includes the sending course description, department sequencing, course description history and any supplemental documentation that was provided.

5. **Action Option Definitions**

   Please use only the following actions (Approve, Deny with Reason and Need More Information) as appropriate.

   - **Approve:** The course equivalency as submitted is approved for all students.
   - **Deny with reason:** The course equivalency as submitted is denied for all students. Include the reason and notations indicating if the course is equivalent to a different course within your department, can be a departmental elective, or if the course should be reassigned to another department for review. Please indicate which department, if known.
   - **Need more information**: The information provided is not sufficient to make a determination on a course. Use this action to request more information and in the note section, include the specific information needed.

<u>Do not use the following options:</u>

- **Reassign**
- **Add/Edit Course**
- **Close**

6. **Select Approve or Deny and add support information:**
   - **Direct equivalency** = **Approved**.
   - **Elective equivalency** = **Denied. Add note giving reason.** An example may be "Counts as a 3000 level elective."
   - **Direct Equivalency to a different UMTC course = Denied. Add note identifying the alternative course number.** An example may be "Make Equivalent to ANTH 3306W instead of the listed course."
   - **Belongs to a different department** = **Denied. Add note giving reason**. An example may be: "Not a direct equivalency or elective for Journalism. May belong to COMM"
   - **Not an equivalency or elective** = **Denied. Add note giving reason.** And example may be "Not a direct equivalency or elective for Journalism"
   - **Change the selected UMTC course = Deny - Other.** Include the course designator of the new UMTC course and the effective dates. An example might be "EQ not granted for BIOC 3022. Equivalency granted for BIOC 2011,"

Additional resources, including the TES Process Map, can be found [here.](here)

Please contact tes@umn.edu with any questions.