

## TES Workflow

- Any courses without current equivalencies will be sent to department contact for review via the TES workflow. Review and respond within 2 business days.
- Email notification when workflow has been assigned to you for review:

Mon 8/2/2021 11:46 AM

 (On behalf of Ryan Hamilton) <tes@collegesource.com>

### TES Evaluation Tracker Alert

To  Angie Smith

A course evaluation task(s) has been assigned to your queue.

TRANSFER INSTITUTION:  
BALL STATE UNIVERSITY - MUNCIE, IN

TRANSFER COURSE(S):  
PHIL 203 Social Philosophy

GO TO: <https://tes.collegesource.com> and click the Evaluation Tracker menu item for details.

- To view your evaluations, log in to TES (tes.collegesource.com) > from the Track menu, select 'My Evaluations'
  - You can set your default home page to the 'My Evaluations' page under the Manage menu, select User Preferences
- Course evaluations are grouped by institution. Select institution to review courses assigned to you.

## My Evaluations

Assigned to me  Created by me

INSTITUTION	#COURSE
 BALL STATE UNIVERSITY	1
 VINCENNES UNIVERSITY	1

- Select course to edit and make decision on equivalency.

### My Assigned Evaluations

MY QUEUE → EVALUATION LIST

#### BALL STATE UNIVERSITY

SEND COURSE(S)	PROPOSED COURSE(S)	LAST ACTION NOTES	LAST ACTION DATE	ASSIGNEE	CREATOR	CREATED
 PHIL 203		Request initiated. Assigned to Angie Smith	08/02/2021	SMITH, ANGIE	HAMILTON, RYAN	08/02/2021

## My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:

BALL STATE UNIVERSITY

INDIANA STATE UNIVERSITY

EVALUATION DETAIL

**PHIL 203 SOCIAL PHILOSOPHY**  
Involves a discussion and clarification of such basic social concepts as liberty, justice, and equality, as well as a critical discussion of such normative issues as how liberty should be distributed and how justice can be maximized.

**Units:** 3  
**Department:** PHILOSOPHY  
**Source catalog:** Ball State University Undergraduate 2019-2020  
**Course history:** View Detail

**Assigned:** Smith, Angle - Associate Registrar  
**Create Date:** 8/2/2021 8:46:07 AM  
**Created by:** Hamilton, Ryan - Assistant Registrar  
**Comment:**

- Select 'Add/Edit Course' to select equivalent course under the Indiana State University drop down menu.
- If unable to make a decision or the course should be evaluated by another department/user, you can Re-Assign to other workflow users.
- **Denying an equivalency should be VERY RARE!** If a direct ISU equivalent cannot be made, in most cases elective credit should be assigned.

## My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:

- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign
- Add/Edit Course**
- Add/Edit Support File
- Close

8/2/2021 8:46:07 AM [Hamilton, Ryan] Proposi

# Quick Reference Guide – TES Workflow

TES

- Select equivalent course from Indiana State University course list, do not select anything under the transfer school drop down menu – **see IMPORTANT note below for details.**
  - Direct course equivalent can be made (ex: PHIL 101) or choose appropriate elective credit by subject discipline (ex: PHIL 1XX).
  - New elective coding is as follows, when evaluating credit to ISU elective credit use the following:
    - 1XX for 100-level elective credit; 2XX for 200-level elective credit; 3XX for 300-level elective credit; 4XX for 400-level elective credit
- **IMPORTANT:** You do not need to select anything under the transfer school drop downs, the transfer course being reviewed is already selected as shown at the top of your page.

**TES** ADD/EDIT COURSE
✕

**TRANSFER COURSE(S)**

✕ PHIL 203 SOCIAL PHILOSOPHY 3

Please select equivalent courses below. (optional)

▶ Done

**BALL STATE UNIVERSITY**

BALL STATE UNIVERSITY UNDERGRADUATE 2019-2020 ▼

ACCOUNTING - (ACC) ▼

+	ACC 200	ACCOUNTING FOR NEW VENTURES	3
+	ACC 201	PRINCIPLES OF ACCOUNTING 1	3
+	ACC 202	PRINCIPLES OF ACCOUNTING 2	3
+	ACC 299X	EXPERIMENTAL/DEVELOPMENTAL TOPICS	1 TO 6
+	ACC 301	INTERMEDIATE ACCOUNTING 1	3
+	ACC 302	INTERMEDIATE ACCOUNTING 2	3
+	ACC 305	ACCOUNTING INFORMATION SYSTEMS	3
+	ACC 306	INTERMEDIATE MANAGEMENT ACCOUNTING 3	3

**INDIANA STATE UNIVERSITY**

INDIANA STATE UNIVERSITY UNDERGRADUATE 2020- ▼

PHILOSOPHY - (PHIL) ▼

+	PHIL 1XX	100-LEVEL ELECTIVE	
+	PHIL 101	INTRODUCTION TO PHILOSOPHY	3
+	PHIL 105	INTRODUCTION TO LOGIC	3
+	PHIL 190	ETHICS AND STAR TREK	3
+	PHIL 201	ETHICS AND THE GOOD LIFE	3
+	PHIL 302	MEDICAL ETHICS	3
+	PHIL 303	ETHICS AND ANIMALS	3
+	PHIL 306	BUSINESS ETHICS	3

- In example below, reviewer selected PHIL 1XX elective as the course equivalent.

**My Assigned Evaluations**

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:

**BALL STATE UNIVERSITY**

**PHIL 203 SOCIAL PHILOSOPHY**  
 Involves a discussion and clarification of such basic social concepts as liberty, justice, and equality, as well as a critical discussion of such normative issues as how liberty should be distributed and how justice can be maximized.

**Units:** 3  
**Department:** PHILOSOPHY  
**Source catalog:** Ball State University Undergraduate 2019-2020  
**Course history:** [View Detail](#)

**INDIANA STATE UNIVERSITY**

**PHIL 1XX 100-LEVEL ELECTIVE**  
**Department:** PHILOSOPHY  
**Source catalog:** Indiana State University Undergraduate 2020-2021  
**Course history:** [View Detail](#)

**EVALUATION DETAIL**

**Assigned:** Smith, Angle - Associate Registrar  
**Create Date:** 8/2/2021 8:46:07 AM  
**Created by:** Hamilton, Ryan - Assistant Registrar  
**Comment:**

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## TES

- After selecting course equivalent, choose Approve under the Action menu. Confirm approval will send workflow back to the originator. Registrar Office staff will update newly created equivalency to Banner transfer tables.

The screenshot shows the TES interface with an 'APPROVE' dialog box open. The dialog box contains the following text: 'APPROVE selected. Add an optional note below.' Below this is a text input field containing the text 'No course equiv; approved as 100 level elective'. To the right of the input field is a checked checkbox labeled 'Send email alert?'. At the bottom of the dialog box are two buttons: 'Confirm' and 'Cancel'.

The background interface shows the 'My Assigned Evaluations' section. It includes a breadcrumb trail: 'MY QUEUE -> EVALUATION LIST -> EDIT EVALUATION'. Below this is a 'SELECT AN ACTION:' dropdown menu with 'Approve' selected. The main content area is divided into three columns: 'BALL STATE UNIVERSITY', 'INDIANA STATE UNIVERSITY', and 'EVALUATION DETAIL'. The 'BALL STATE UNIVERSITY' column shows details for 'PHIL 203 SOCIAL PHILOSOPHY'. The 'INDIANA STATE UNIVERSITY' column shows details for 'PHIL 1XX 100-LEVEL ELECTIVE'. The 'EVALUATION DETAIL' column shows: 'Assigned: Smith, Angle - Associate Registrar', 'Create Date: 8/2/2021 8:46:07 AM', 'Created by: Hamilton, Ryan - Assistant Registrar', and 'Comment:'.

More detailed vendor provided documentation regarding workflow can be found here in the TES-CollegeSource User Manual:

<https://tes-support.collegesource.com/article/372-evaluation-tracker-workflow-route-evaluation-to-reviewer-with-no-course-attached>