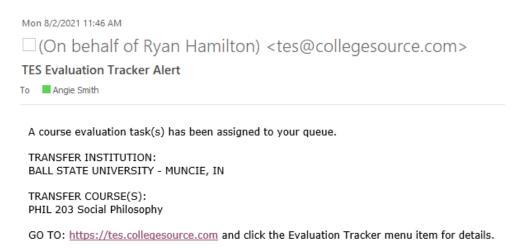
TES Workflow

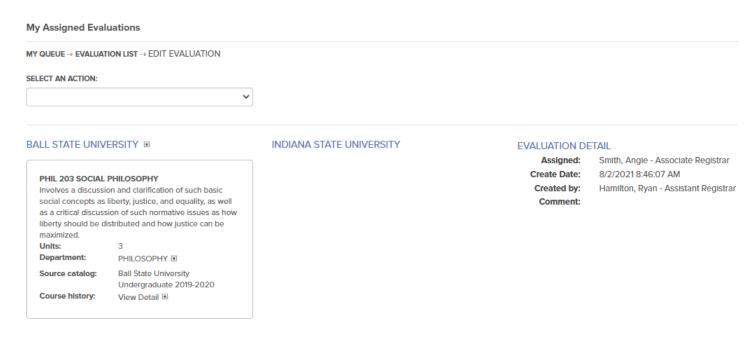
- Any courses without current equivalencies will be sent to department contact for review via the TES workflow. Review and respond within 2 business days.
- Email notification when workflow has been assigned to you for review:



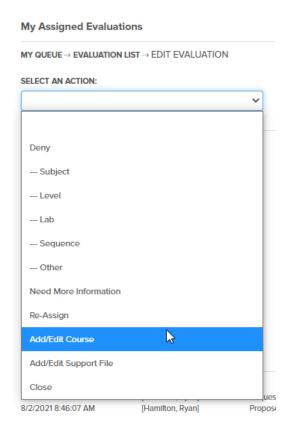
- To view your evaluations, log in to TES (tes.collegesource.com) > from the Track menu, select 'My Evaluations'
 - You can set your default home page to the 'My Evaluations' page under the Manage menu, select User Preferences
- Course evaluations are grouped by institution. Select institution to review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

My Evaluations INSTITUTION #COURSE BALL STATE UNIVERSITY VINCENNES UNIVERSITY

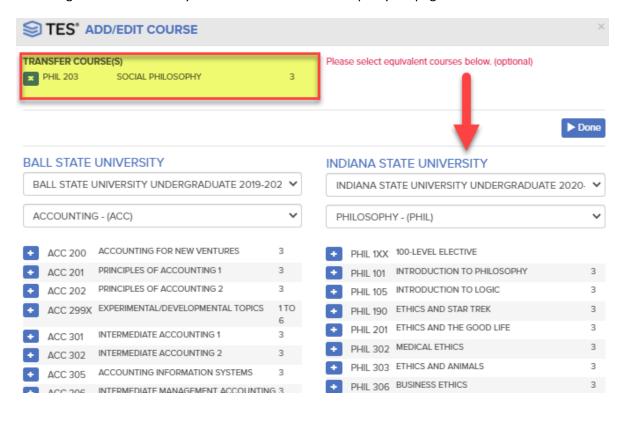




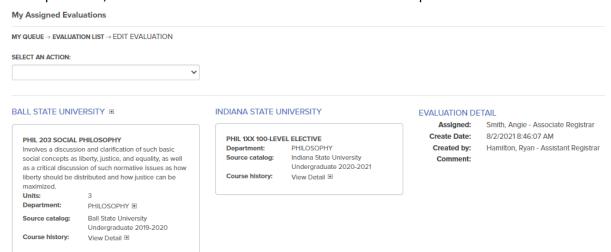
- Select 'Add/Edit Course' to select equivalent course under the Indiana State University drop down menu.
- If unable to make a decision or the course should be evaluated by another department/user, you can Re-Assign to other workflow users.
- **Denying an equivalency should be VERY RARE!** If a direct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



- 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.



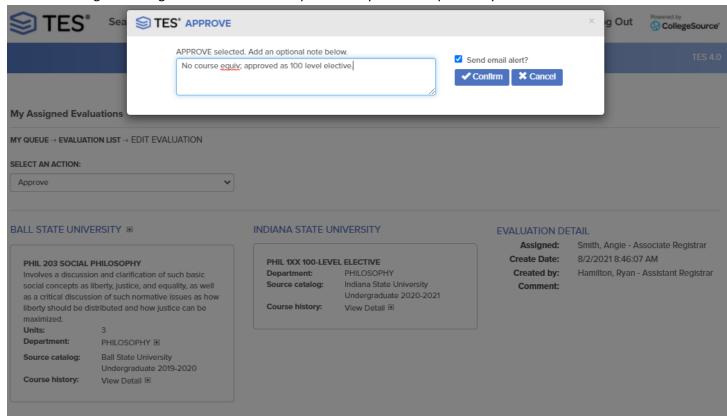
In example below, reviewer selected PHIL 1XX elective as the course equivalent.



Quick Reference Guide – TES Workflow

TFS

• 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.



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