DEPARTMENTAL COURSE EVALUATIONS USING TES

We are changing how we do department evaluations to help us to better track them and we also hope this will make it easier for you to evaluate. We will be using Transfer Evaluation System (TES)

The first thing you will receive is an email from TES with your log in information. I recommend changing your password, which could be the same one you use for campus connection, so you don't forget it. You can do this as soon as you get into TES under “manage” on the menu bar.

When we have a course(s) ready for you to evaluate you will receive an email that will be “on the behalf of” someone in our office and the subject will be “TES Evaluation Tracker Alert”.

In the body of the email you will have a link that will take you to TES.

Log on with your user name and password.

Once in, you will see the screen below; click on “Track” to get you to the My Open Evaluation page. Here, click on the arrow right before the name of the school to see what is needing evaluation.

Clicking on the arrow will bring you to the Evaluation Tracker 1 page, here you can see the course and the description. There may or may not be a course selected for NDSU.

The “Select Action” field has a drop down menu that will let you select the action you would like to take. For the most part, you will be selecting the “Select/Change Equivalent Course.”

- We will make every attempt to get this to the correct department but, if the course we send has, for example, a BIO prefix but it really should go to ZOO you can select the appropriate person from the “Assign To” on the drop down menu.
- If you need to send it to someone who isn't on the list you will need to contact the person who sent the email.
You can also take a look at other courses the institution offers by clicking on the list icon by the department name under the course description. This will allow you to see what the prereq course descriptions are.

List icon

To select equivalency.

If you need to re-assign it.

Click on the plus sign to see the course description.
After selecting the “Select/Change Equivalent Course” action, you will see the page below. You will be able to change the NDSU catalog you would like to compare to but, as we always compare courses to our newest catalog, you shouldn’t need to change this. Just click on submit.

Next, you can select the course(s) that best fits. On this page you will see that the side that has NDSU’s information now has a drop down menu. When you click on the arrow you will see the prefixes that NDSU has. Select your department and then select the course(s) that is equivalent.

- Be aware that we have built in elective courses. If you do not find a course that is equivalent you can select your prefix with the level and XX (ECON 3XX). There are some departments that don’t have this so you will need to set it as a transfer with the appropriate level XX course. (TRNSF 2XX)
- You are able to select multiple courses from NDSU. So, if their one course equals two or more of ours you will be able to select multiple courses. However, you can not select multiple courses from the other institution. If you run into this, you will need to contact the person who sent you the email.
One you have selected the appropriate course(s), scroll down until you see a submit button, click on it. Now you can either approve or if you decide that there is a class that would be a better fit you can select “Select/Change Equivalent Course” to re-select new courses.
If you would like to let us know that someone else evaluated this course or if there is anything particular about it, you can put it in the notes and it will be saved as part of the evaluation log. Once you are satisfied, click on submit and you're done. It won't show up on the website until we have accepted it.

**EVALUATION TRACKER 1**

**SELECT ACTION:** Approve

**NOTE:** optional

**ASSIGNED TO:** Carney, Jennifer - Transfer Coordinator

CREATE DATE: 9/16/2011 9:37:13 AM

CREATED BY: Carney, Jennifer - Transfer Coordinator

COMMENTS:

**EVALUATION LOG:**

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>User</th>
<th>Action Details</th>
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<tbody>
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<td>9/16/2011 1:15:42 PM</td>
<td>Carney, Jennifer</td>
<td>Select equivalent course: ECON 3XX</td>
</tr>
<tr>
<td>9/16/2011 9:37:13 AM</td>
<td>Carney, Jennifer</td>
<td>Proposed equivalent course:</td>
</tr>
</tbody>
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Any questions? Contact Jennifer Carney at 1-7562 or jennifer.carney@ndsu.edu

If you would like to have someone from our office come to yours please, feel free to contact Jennifer 1-7563 or Tayt 1-9708.