

# 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.



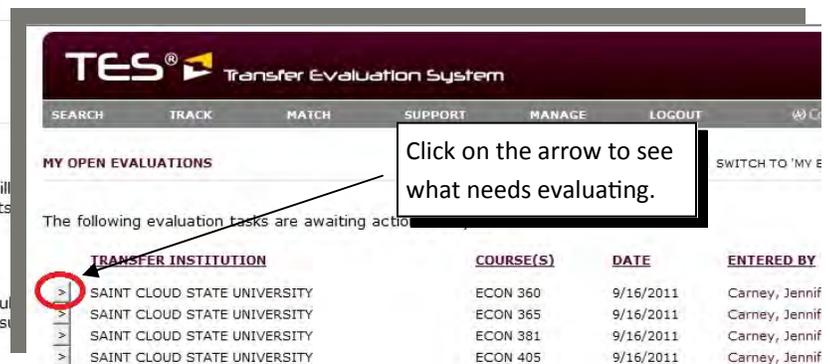
TES® : TRANSFER EVALUATION SYSTEM

USER : JENNIFER CARNEY  
INSTITUTION : NORTH DAKOTA STATE UNIVERSITY MAIN CAMPUS  
ACCOUNT : 012439

**SEARCH**  
Search for course descriptions from a database containing mill course details, including course title, course code, and credits accreditation, calendar/unit, and more.

**TRACK**  
Route course descriptions and proposed equivalencies to faculty for the approval process and add notes as needed. Store the results and the log of evaluation activity for later review.

**MATCH**  
Create and manage course equivalencies between your course inventory and other. Create both simple and complex articulations. Group articulations for uses like program articulations, general studies packages, or statewide initiatives.



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.

EVALUATION TRACKER 1

MY QUEUE → OPEN EVALUATION TASK

SELECT ACTION:

- Approve
- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign
- Select/Change Equivalent Course
- Close

ASSIGNED TO: Carney, Jennifer

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

CREATED BY: Carney, Jennifer

COMMENTS:

EVALUATION LOG:

9/16/2011 9:37:13 AM [Carney, Jennifer] Request initiated. Assigned to Carney, Jennifer

9/16/2011 9:37:13 AM [Carney, Jennifer]

If you need to re-assign it.

To select equivalency .

SAINT CLOUD STATE UNIVERSITY

CITY, ST: ST CLOUD, MN  
 CURRENT CALENDAR: SEMESTER  
 CATALOG YR: 2010-2012

NORTH DAKOTA STATE UNIVERSITY MAIN CAMPUS

CITY, ST: FARGO, ND  
 CURRENT CALENDAR: SEMESTER  
 CATALOG YR:

ECON 365 LOCAL AND URBAN ECONOMICS

Economic principles relating to local and urban affairs. Location theory, analysis of urban problems and public policy: poverty, housing, transportation, pollution, public service provision, etc. Not open to economics majors and minors.

No equivalent course(s) indicated.

**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.**

SAINT CLOUD STATE UNIVERSITY

CITY, ST: ST CLOUD, MN  
 CURRENT CALENDAR: SEMESTER  
 CATALOG YR: 2010-2012

ECON 365 LOCAL AND URBAN ECONOMICS

Economic principles relating to local and urban affairs. Location theory, analysis of urban problems and public policy: poverty, housing, transportation, pollution, public service provision, etc. Not open to economics majors and minors.

UNITS : 3

DEPT : ECONOMICS

List icon

SAINT CLOUD STATE UNIVERSITY

CITY, ST: ST CLOUD, MN  
 CURRENT CALENDAR: SEMESTER  
 CATALOG YR: 2010-2012

ECON 365 LOCAL AND URBAN ECONOMICS

Economic principles relating to local and urban affairs. Location theory, analysis of urban problems and public policy: poverty, housing, transportation, pollution, public service provision, etc. Not open to economics majors and minors.

UNITS : 3

DEPT : ECONOMICS

NORTH DAKOTA STATE UNIVERSITY MAIN CAMPUS

CITY, ST: FARGO, ND  
 CURRENT CALENDAR: SEMESTER  
 CATALOG YR:

No equivalent course(s) indicated.

Click on the plus sign to see the course description.

ECONOMICS

COURSE TITLE

UNITS

COURSE TITLE	UNITS
ECON 195 ECONOMICS AND DEMOCRATIC CITIZENSHIP	3
ECON 201 INTRODUCTION TO ECONOMICS	3
ECON 205 PRINCIPLES OF MACROECONOMICS	3
ECON 206 PRINCIPLES OF MICROECONOMICS	3
ECON 327 INTRODUCTION TO INTERNATIONAL ECONOMIC ISSUES	3
ECON 350 ECONOMICS OF DEVELOPING COUNTRIES	3
ECON 351 ENVIRONMENTAL ECONOMICS	3
ECON 365 COMPARATIVE ECONOMIC SYSTEMS	3

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.

**EVALUATION TRACKER 2**

MY QUEUE → OPEN EVALUATION TASK

**ASSIGNED TO:** Carney, Jennifer - Transfer Coordinator  
**CREATE DATE:** 9/16/2011 9:37:13 AM  
**CREATED BY:** Carney, Jennifer - Transfer Coordinator  
**COMMENTS:**  
**EVALUATION LOG:**  
 9/16/2011 9:37:13 AM [Carney, Jennifer] Proposed equivalent  
 9/16/2011 9:37:13 AM [Carney, Jennifer] Request initiated

**SAINT CLOUD STATE UNIVERSITY**

CITY, ST: ST CLOUD, MN  
 CURRENT CALENDAR: SEMESTER  
 CATALOG YR: 2010-2012

**ECON 365 LOCAL AND URBAN ECONOMICS**

Economic principles relating to local and urban affairs. Location theory, analysis of urban problems and public policy; poverty, housing, transportation, pollution, public service provision, etc. Not open to economics majors and minors.

**UNITS :** 3  
**DEPT :** ECONOMICS

- BOTANY - (BOT)
  - BUSINESS ADMINISTRATION - (BUSN)
  - CEREAL AND FOOD SCIENCES - (CFS)
  - CHEMISTRY - (CHEM)
  - CIVIL ENGINEERING - (CE)
  - CLASSICAL LANGUAGES - (CLAS)
  - CLINICAL LABORATORY SCIENCE - (CLS)
  - COATINGS AND POLYMERIC MATERIALS - (CPM)
  - COMMUNICATION - (COMM)
  - COMMUNITY DEVELOPMENT - (CED)
  - COMPUTER SCIENCE - (CSCI)
  - CONSTRUCTION MANAGEMENT AND ENGINEERING - (CM&E)
  - COUNSELOR EDUCATION - (CNE)
  - CRIMINAL JUSTICE - (CJ)
  - ECONOMICS - (ECON)
  - EDUCATION - (EDUC)**
  - EE
  - ELECTRICAL AND COMPUTER ENGINEERING - (ECE)
  - EMERGENCY MANAGEMENT - (EMGT)
  - ENGINEERING - (ENGR)
  - ENGLISH - (ENGL)
  - ENTOMOLOGY - (ENT)
  - ENVIRONMENTAL AND CONSERVATION SCIENCES - (ECS)
  - ENVIRONMENTAL DESIGN - (ENVD)
  - FINANCE - (FIN)
  - FOOD SAFETY - (SAFE)
  - FRENCH - (FREN)
  - GENERAL EDUCATION - (GEN ED)
  - GEOGRAPHY - (GEOG)
  - GEOLOGY - (GEOL)
  - ACCOUNTING - (ACCT)
- ACCT 102 FUNDAMENTALS OF ACCOUNTING
  - ACCT 194 STUDY ABROAD
  - ACCT 196 FIELD EXPERIENCE
  - ACCT 199 SPECIAL TOPICS
  - ACCT 1XX ACCOUNTING ELECTIVE
  - ACCT 200 ELEMENTS OF ACCOUNTING I
  - ACCT 201 ELEMENTS OF ACCOUNTING II
  - ACCT 291 SEMINAR
  - ACCT 292 STUDY ABROAD
  - ACCT 294 STUDY ABROAD
  - ACCT 296 FIELD EXPERIENCE

Scroll to find your department

Select the course(s). Once you click submit you will see the course descriptions. The next screen will have the "Select Action" where you can go back and re-select courses if need be.

**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.**

**EVALUATION TRACKER 1**

MY QUEUE → OPEN EVALUATION TASK

**SELECT ACTION:**

- Approve
- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign
- Select/Change Equivalent Course
- Post-Equivalency
- Close

**ASSIGNED TO:** Carney, Jennifer - Transfer Coordinator  
**CREATE DATE:** 9/16/2011 9:37:13 AM  
**CREATED BY:** Carney, Jennifer - Transfer Coordinator  
**COMMENTS:**  
**EVALUATION LOG:**  
 9/16/2011 1:15:43 PM [Carney, Jennifer] Equivalent course: ECON 3XX  
 9/16/2011 9:37:13 AM [Carney, Jennifer] Proposed equivalent course:  
 9/16/2011 9:37:13 AM [Carney, Jennifer] Request initiated. Assigned to Carney, Jennifer

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**

[MY QUEUE](#) → OPEN EVALUATION TASK

SELECT ACTION:

NOTE:  
optional

SUBMIT

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

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

**CREATED BY:** Carney, Jennifer - Transfer Coordinator

**COMMENTS:**

**EVALUATION LOG:**

9/16/2011 1:15:43 PM [Carney, Jennifer]

9/16/2011 9:37:13 AM [Carney, Jennifer]

9/16/2011 9:37:13 AM [Carney, Jennifer]

Select equivalent course: ECON 3XX

Proposed equivalent course:

Request initiated. Assigned to Carney, Jennifer

Evaluation Log. It keeps track of all you have done.

**SAINT CLOUD STATE UNIVERSITY**

CITY, ST: ST CLOUD, MN  
CURRENT CALENDAR: SEMESTER  
CATALOG YR: 2010-2012

**NORTH DAKOTA STATE UNIVERSITY MAIN CAMPUS**

CITY, ST: FARGO, ND  
CURRENT CALENDAR: SEMESTER  
CATALOG YR: 2010-2011

**Any questions? Contact Jennifer Carney at 1-7562 or [jennifer.carney@ndsu.edu](mailto: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.**