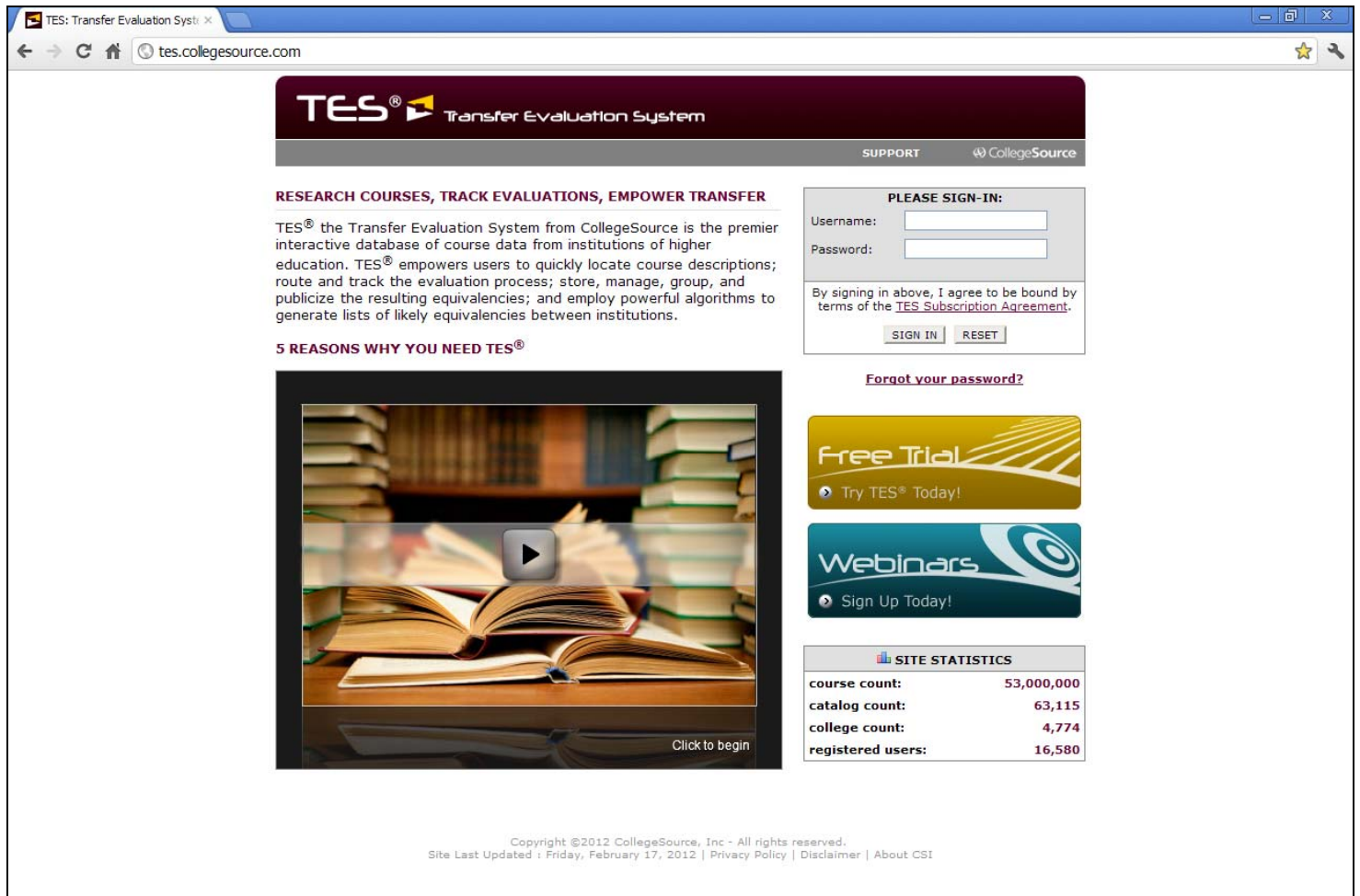


Transfer Equivalency System (TES) Instructions for Department Chairs

- > Go to **tes.collegesource.com**.
- > Log into TES with your Hope College email address and TES password.
 - > Department chairperson account assigned by the Registrar's Office.
 - > Forgot your TES password? Email Liz Steenwyk at steenwyk@hope.edu.



The screenshot shows the homepage of the Transfer Evaluation System (TES) on the website tes.collegesource.com. The page features a dark blue header with the TES logo and the text "Transfer Evaluation System". Below the header, there is a navigation bar with "SUPPORT" and "CollegeSource" links. The main content area is divided into several sections:

- RESEARCH COURSES, TRACK EVALUATIONS, EMPOWER TRANSFER**: A section describing the system's capabilities, including locating course descriptions, tracking evaluations, and generating equivalency lists.
- 5 REASONS WHY YOU NEED TES®**: A section with a video player showing stacks of books and a play button. A "Click to begin" link is visible at the bottom right of the video player.
- PLEASE SIGN-IN:**: A login form with fields for "Username:" and "Password:", a "SIGN IN" button, and a "RESET" button. Below the form is a checkbox for agreeing to the terms of the TES Subscription Agreement.
- Forgot your password?**: A link for password recovery.
- Free Trial**: A yellow banner with the text "Free Trial" and "Try TES® Today!".
- Webinars**: A blue banner with the text "Webinars" and "Sign Up Today!".
- SITE STATISTICS**: A table showing the following data:

SITE STATISTICS	
course count:	53,000,000
catalog count:	63,115
college count:	4,774
registered users:	16,580

At the bottom of the page, there is a copyright notice: "Copyright ©2012 CollegeSource, Inc - All rights reserved." and a link to the site's last update: "Site Last Updated : Friday, February 17, 2012 | Privacy Policy | Disclaimer | About CSI".

> Choose **User Manual (PDF)** from the **Support** tab for instructions about how to use TES.

TES® : TRANSFER EVALUATION SYSTEM

SEARCH TRACK MATCH SUPPORT MANAGE LOGOUT CollegeSource

TES® : TRANSFER EVALUATION SYSTEM

Registration now open : [CollegeSource User Center](#) 012

USER : ELIZABETH STEENWYK
INSTITUTION : HOPE COLLEGE
ACCOUNT : 200752

SEARCH
Search for course descriptions from a database containing millions of records. Access complete course details, including course title, course code, and credits. View institution profiles, including accreditation, calendar/unit, and more.

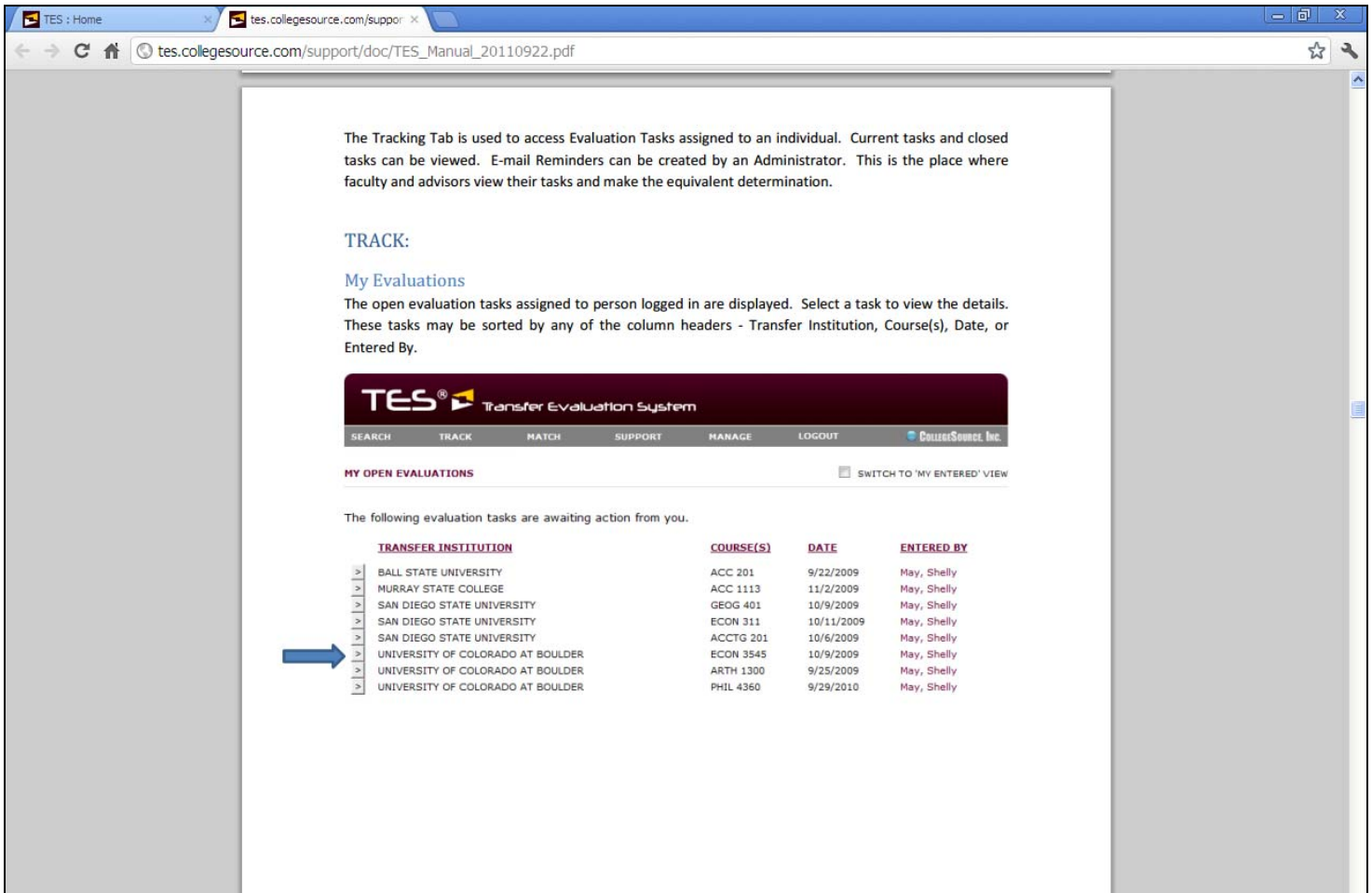
TRACK
Route course descriptions and proposed equivalencies to faculty and staff for evaluation. Track the approval process and add notes as needed. Store the results as an equivalency, if desired, and the log of evaluation activity for later review.

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

MANAGE
Administer your TES account. Add users, set user rights, customize your public display, export equivalencies, view usage statistics, and more.

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> **Pages 44-50** of the User Manual detail your steps as department chair to review potential transfer courses.



The Tracking Tab is used to access Evaluation Tasks assigned to an individual. Current tasks and closed tasks can be viewed. E-mail Reminders can be created by an Administrator. This is the place where faculty and advisors view their tasks and make the equivalent determination.

TRACK:

My Evaluations

The open evaluation tasks assigned to person logged in are displayed. Select a task to view the details. These tasks may be sorted by any of the column headers - Transfer Institution, Course(s), Date, or Entered By.

TES® Transfer Evaluation System

SEARCH TRACK MATCH SUPPORT MANAGE LOGOUT CollegeSource Inc.

MY OPEN EVALUATIONS SWITCH TO 'MY ENTERED' VIEW

The following evaluation tasks are awaiting action from you.

<u>TRANSFER INSTITUTION</u>	<u>COURSE(S)</u>	<u>DATE</u>	<u>ENTERED BY</u>
> BALL STATE UNIVERSITY	ACC 201	9/22/2009	May, Shelly
> MURRAY STATE COLLEGE	ACC 1113	11/2/2009	May, Shelly
> SAN DIEGO STATE UNIVERSITY	GEOG 401	10/9/2009	May, Shelly
> SAN DIEGO STATE UNIVERSITY	ECON 311	10/11/2009	May, Shelly
> SAN DIEGO STATE UNIVERSITY	ACCTG 201	10/6/2009	May, Shelly
> UNIVERSITY OF COLORADO AT BOULDER	ECON 3545	10/9/2009	May, Shelly
> UNIVERSITY OF COLORADO AT BOULDER	ARTH 1300	9/25/2009	May, Shelly
> UNIVERSITY OF COLORADO AT BOULDER	PHIL 4360	9/29/2010	May, Shelly

> Click **Track** to view your open evaluations waiting for review.

TES® : TRANSFER EVALUATION SYSTEM

Registration now open : [CollegeSource User Conference & Training Workshop 2012](#)

USER : ELIZABETH STEENWYK
INSTITUTION : HOPE COLLEGE
ACCOUNT : 200752

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