

## TES. 4.0 Advisor Instructions

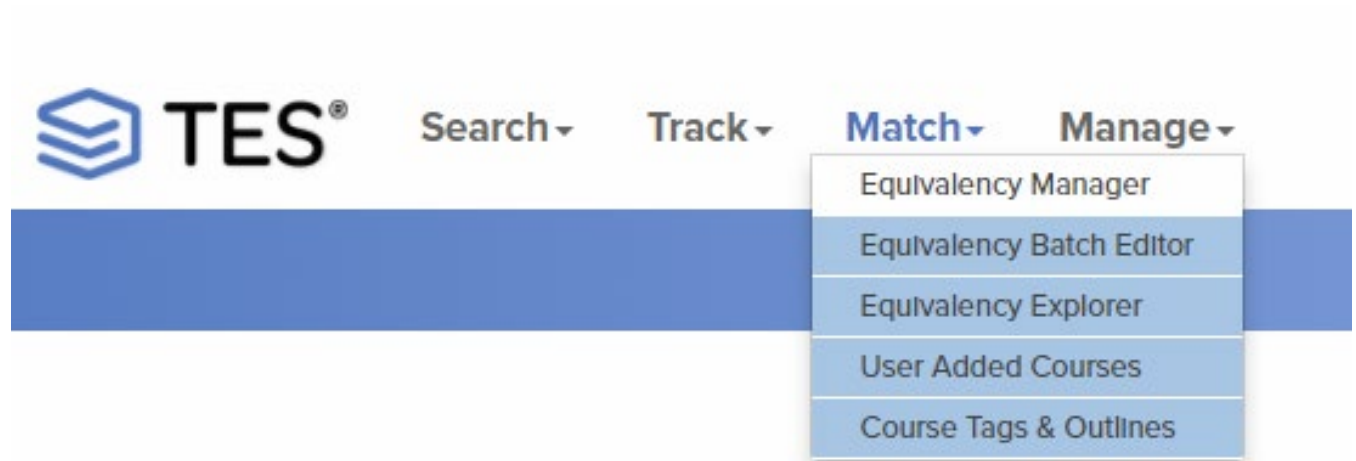
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## Creating Evaluation Requests

### Equivalency Manager Option

Select **Match** → **Equivalency Manager** from the dropdown menu at the top of the screen:



Type the name of the institution in the **Institution Search Box** and select **Search**:

**INSTITUTION SEARCH:**

U.S. Schools  Non U.S. Schools  All

Select the  button next to the school's name:

INSTITUTION	CITY	STATE
 SINCLAIR COMMUNITY COLLEGE	DAYTON	OH

Select the  button from the list:

Equivalency Manager

INSTITUTION → EQUIVALENCY LIST

SINCLAIR COMMUNITY COLLEGE

## Selecting Coursework

Leave **Single EQ Mode** checked (**NEVER CHANGE THIS**).


Select your **Catalog Year** and **Department Code** for both institutions from the dropdown menu:

INSTITUTION → EQUIVALENCY LIST → COURSE SELECTION

Single EQ Mode  Batch EQ Mode

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Please select transfer courses below.


SINCLAIR COMMUNITY COLLEGE 

SINCLAIR COMMUNITY COLLEGE 2017-2018

ART


Please select equivalent courses below.

WRIGHT STATE UNIVERSITY-MAIN CAMPUS 

WRIGHT STATE UNIVERSITY 2017-2018 


ART


**NOTE:** You can leave WSU's side blank if you do not know the equivalent course.

Add courses to the request by pressing the  button next to the desired courses.

As you select courses, a course list will auto-populate above the catalog information:







TRANSFER COURSE(S):

 ART 1101      2-D FOUNDATIONS      3      2017 - 2018


SINCLAIR COMMUNITY COLLEGE 


SINCLAIR COMMUNITY COLLEGE 2017-2018


ART

COURSE CODE	COURSE TITLE	UNITS
 ART 1101	2-D FOUNDATIONS	3
 ART 1102	3-D FOUNDATIONS	3
 ART 1107	BEGINNING PHOTOSHOP	3
 ART 1110	ART APPRECIATION - INTRODUCTION TO ART & ART MEDIA	3
 ART 1111	DRAWING I	3
 ART 1112	DRAWING II	3







EQUIVALENT COURSE(S):


 ART 2090      2D FOUNDATIONS      3      2017 - 2018

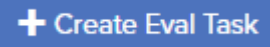
WRIGHT STATE UNIVERSITY-MAIN CAMPUS 

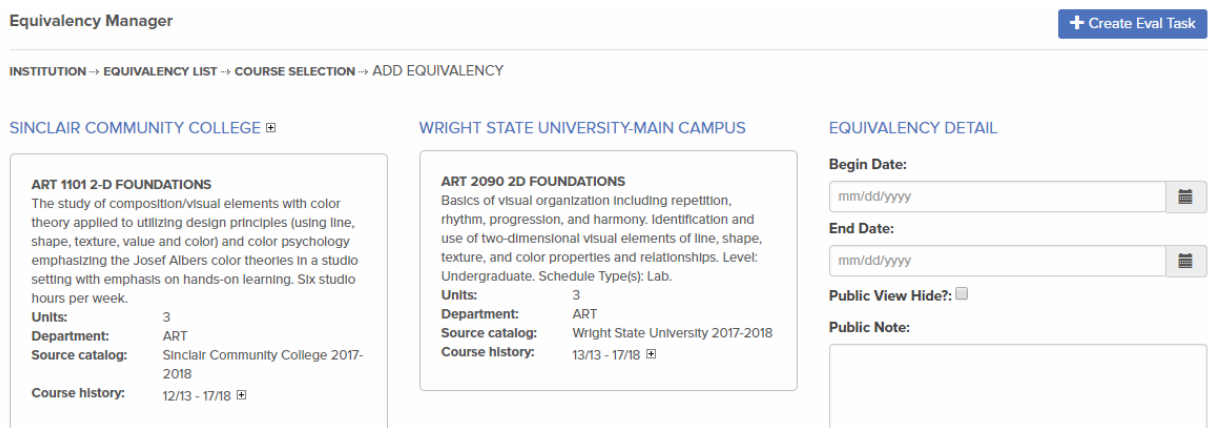
WRIGHT STATE UNIVERSITY 2017-2018 

ART

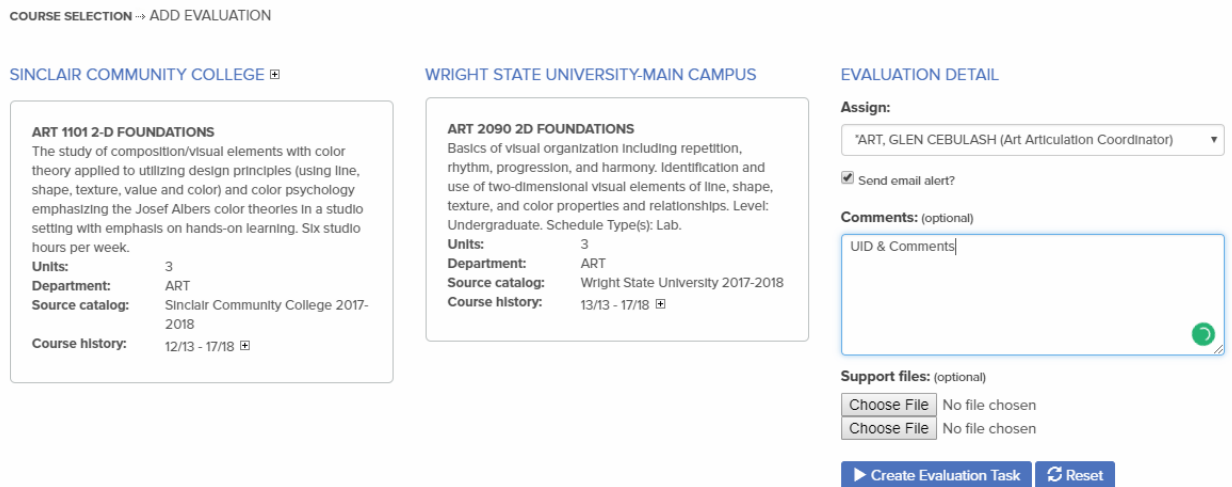
COURSE CODE	COURSE TITLE	UNITS
 ART @****	GENERAL ELECTIVE	
 ART 2000	STUDIES IN ART	3
 ART 2060	DRAWING I	3
 ART 2070	PHOTOGRAPHY I	3
 ART 2080	3D FOUNDATIONS	3
 ART 2090	2D FOUNDATIONS	3

Once you have selected appropriate courses, you must hit the  button at the top of the screen to proceed.

Select  to request that an evaluator review your course.



## Selecting an Evaluator

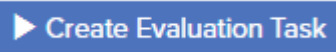


Select your evaluator from the dropdown menu under **Assign**. All evaluators are listed with their departments in front of their names.

Leave **Send email alert** checked.

In the **Comments** box, please include the student's UID (or prospective student) and any questions you may have.

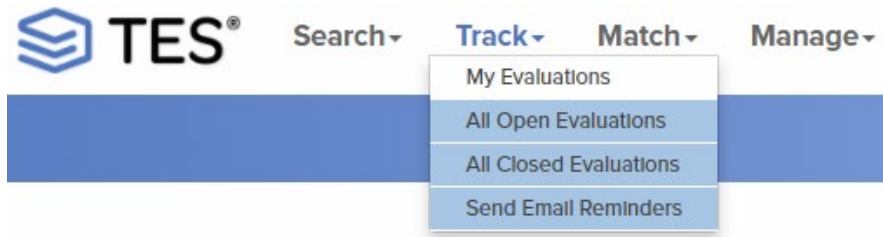
Upload the syllabus by selecting the  button.

Hit  to submit your request.

## Tracking Evaluations

**NOTE:** In TES 4.0, you will receive an e-mail when an evaluator re-assigns, approves, denies, or requests more information for your evaluation request.

Select **Track** → **My Evaluations** from the dropdown at the top of the screen.





















You can review evaluations that are currently **assigned to you** and evaluations that have been **created by you** by toggling the button next to the respective text.

Select the institution by pressing the  button next to the school's name:

**My Evaluations**

Assigned to me  Created by me

INSTITUTION	# COURSE	CITY	STATE
 AMERICAN COUNCIL ON EDUCATION	2	WASHINGTON	DC
 BALL STATE UNIVERSITY	1	MUNCIE	IN
 BOWLING GREEN STATE UNIVERSITY-MAIN CAMPUS	1	BOWLING GREEN	OH
 CALIFORNIA STATE UNIVERSITY-FULLERTON	3	FULLERTON	CA
 CHAFFEY COLLEGE	1	RANCHO CUCAMONGA	CA
 COLLEGE OF CHARLESTON	1	CHARLESTON	SC
 CORNERSTONE UNIVERSITY	3	GRAND RAPIDS	MI
 GRACE COLLEGE AND SEMINARY	6	WINONA LAKE	IN
 INDIANA STATE UNIVERSITY	1	TERRE HAUTE	IN
 MORRISVILLE STATE COLLEGE	1	MORRISVILLE	NY
 OHIO CHRISTIAN UNIVERSITY	1	CIRCLEVILLE	OH
 SINCLAIR COMMUNITY COLLEGE	1	DAYTON	OH
 THE UNIVERSITY OF FINDLAY	2	FINDLAY	OH
 UNIVERSITY OF KENTUCKY	1	LEXINGTON	KY
 UNIVERSITY OF PHOENIX-CHICAGO CAMPUS	1	SCHAUMBURG	IL
 UNIVERSITY OF PHOENIX-INDIANAPOLIS CAMPUS	1	INDIANAPOLIS	IN
 WALSH UNIVERSITY	1	NORTH CANTON	OH

Selecting the  button will provide you with all evaluations either assigned to you or created by you for a specific school.

TES 4.0 also provides an overview of the last action, which in the example below is **Approve**. Other examples include Need More Information, Deny, and Re-Assigned.

**My Assigned Evaluations**

MY QUEUE → EVALUATION LIST

SINCLAIR COMMUNITY COLLEGE

SEND COURSE(S)	PROPOSED COURSE(S)	LAST ACTION NOTES	LAST ACTION DATE	ASSIGNEE	CREATOR	CREATED
 ART 1101	ART 2090	Approve:	11/09/2017	#TERNENT WITTENBACH, JUSTIN	#TERNENT WITTENBACH, JUSTIN	11/09/2017

Select the  next to your evaluation to open the request.

## My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:

### SINCLAIR COMMUNITY COLLEGE

#### ART 1101 2-D FOUNDATIONS

The study of composition/visual elements with color theory applied to utilizing design principles (using line, shape, texture, value and color) and color psychology emphasizing the Josef Albers color theories in a studio setting with emphasis on hands-on learning. Six studio hours per week.

**Units:** 3  
**Department:** ART  
**Source catalog:** Sinclair Community College 2017-2018  
**Course history:** 12/13 - 17/18

### WRIGHT STATE UNIVERSITY-MAIN CAMPUS

#### ART 2090 2D FOUNDATIONS

Basics of visual organization including repetition, rhythm, progression, and harmony. Identification and use of two-dimensional visual elements of line, shape, texture, and color properties and relationships. Level: Undergraduate. Schedule Type(s): Lab.

**Units:** 3  
**Department:** ART  
**Source catalog:** Wright State University 2017-2018  
**Course history:** 13/13 - 17/18

### EVALUATION DETAIL

**Assigned by:** #Terment Wittenbach, Justin - Transfer Articulation and Degree Audit Encoder

**Create Date:** 11/9/2017 1:00:53 PM

**Created by:** #Terment Wittenbach, Justin - Transfer Articulation and Degree Audit Encoder

**Comment:** UID and Comments

### EVALUATION LOG:

11/9/2017 1:03:35 PM [#Terment Wittenbach, Justin] Approve:  
11/9/2017 1:00:53 PM [#Terment Wittenbach, Justin] Request initiated. Assigned to Justin #Terment Wittenbach  
11/9/2017 1:00:53 PM [#Terment Wittenbach, Justin] Proposed equivalent course: ART 2090

The request will have an Evaluation Log at the bottom which keeps track of any actions taken on this request. As the course is re-assigned, approved, and denied, the list will grow. In our example above, the course was approved.

You may see the following in the evaluation log:

**Approved:** The courses have been approved as equivalent.

**Deny:** The courses are not equivalent. Evaluators will provide feedback as to why.

**Need More Information:** Equivalency cannot be determined. The evaluator will request specific information in the Evaluation Log.

## What do I do with Approved Courses?

When approved, select the dropdown menu under **Select an Action** and select **Re-Assign**:

### My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:

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

A new window will open where you can select the first name listed (will have a # in front of name – currently Marybeth Leeper):

The screenshot shows a window titled "TES RE-ASSIGN". It features a "Re-Assign:" dropdown menu with the selected option "#LEEPER, MARYBETH (Academic Records & Transfer C)". To the right of the dropdown is a checked checkbox labeled "Send email alert?". Below the dropdown is a "Note: (optional)" text area containing the text "UID Comments". At the bottom right of the window are two buttons: "Confirm" and "Cancel".

**NOTE:** If you did not include the UID in your initial request, please submit it here. Failure to include a UID will result in the request being re-assigned to you, which halts the process.

Press **Confirm** once you are finished. The window will close automatically, but it may take a moment.

### What do I do with Denied Courses?

If a course is denied equivalency, we still wish to record this vital information. Do NOT close any equivalency on your own.

Select the dropdown menu under **Select an Action** and select **Re-Assign**:

The screenshot shows a dropdown menu titled "SELECT AN ACTION:". The menu is open, displaying a list of options: "Approve", "Deny", "-- Subject", "-- Level", "-- Lab", "-- Sequence", "-- Other", "Need More Information", "Re-Assign", "Add/Edit Course", "Create Equivalency and Close", "Add/Edit Support File", and "Close". The "Re-Assign" option is highlighted with a blue background.

A new window will open where you can select the first name listed (will have a # in front of name – currently Marybeth Leeper):

This screenshot is identical to the one above, showing the "TES RE-ASSIGN" window with the "Re-Assign:" dropdown menu set to "#LEEPER, MARYBETH (Academic Records & Transfer C)", the "Send email alert?" checkbox checked, and the "Note: (optional)" text area containing "UID Comments".

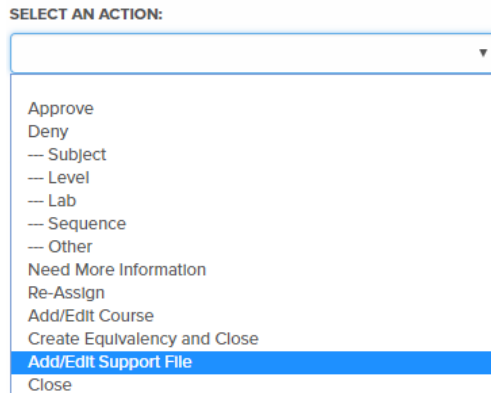
**NOTE:** If you did not include the UID in your initial request, please submit it here. Failure to include a UID will result in the request being re-assigned to you, which halts the process

Press **Confirm** once you are finished. The window will close automatically, but it may take a moment.

### How do I add more information when it is requested?

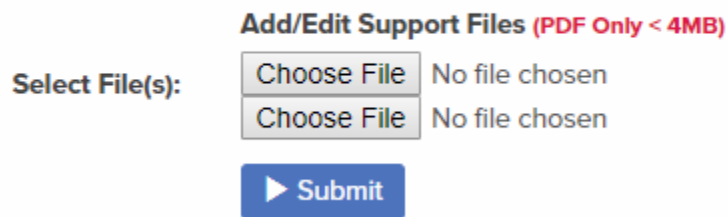
If an evaluator selects **Need More Information**, they will inform you of exactly what is needed. The student is responsible for procuring additional information.

Once you have the necessary information, select **Add/Edit Support File** from the **Select an Action** dropdown menu:



At this point, you can select **Choose File** (some may see **Browse**) and upload your documentation. It **MUST** be a PDF, and each PDF must be under 4MB.

**MY QUEUE** → **EVALUATION LIST** → **EDIT EVALUATION** → **FILE-UPLOAD**



Once you have uploaded your document, press **Submit**.

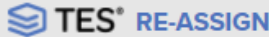
Select the dropdown menu under **Select an Action** and select **Re-Assign**:



SELECT AN ACTION:

- Approve
- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign
- Add/Edit Course
- Create Equivalency and Close
- Add/Edit Support File
- Close

A new window will open where you can select the evaluator's name:


×

**Re-Assign:** \*ART, GLEN CEBULASH (Art Articulation Coordinator) ▾  Send email alert?

**Note:** (optional) Documentation Added G

✔ Confirm
✘ Cancel

Select your evaluator from the dropdown menu, input any notes or questions, and press **Confirm**. Leave the Send Email Alert box checked.

Once this evaluation comes back to you with an **Approve or Deny**, follow the steps above to finish your request.

### Finalizing the Request

Once the course is reassigned to Marybeth Leeper, she will add the course to uAchieve, Transferology, TES, and update the student's record.

Updated records take one day to show on the student's transcript.

**NOTE:** Marybeth **will not** update a record if it is for that student only. Those must be done via exception.

If you have any questions about articulation, please contact Marybeth at [marybeth.leeper@wright.edu](mailto:marybeth.leeper@wright.edu).