Document Summary
TES (Transfer Evaluation System) allows us to create a workflow for articulation proposals, track and record faculty decisions. This document outlines how to use TES for reviewing articulation proposals.

Step by Step: One-time account set-up
1. Depending on your spam email filters, you may need to add tes@collegesource.com to your filters and mark “never send it to Spam” in Gmail
2. You will receive your login credentials via email
3. Go to http://tes.collegesource.com and login
4. Select Manage → User Preferences
5. In User Preferences you can set a new password.
6. Next, within “Set My Homepage” go to Track and select My Evaluations ☺

Step by Step: Course Finder
If you ever need to simply search for a course description to help answer a student question or review a student petition, try Course Finder:
1. Click Search → Course Finder
2. Enter name of institution or abbreviation
3. Click the “>” button next to the school
4. From the drop down, select the Data Set for the catalog year that the student took the course in question. Click Select.
5. In Course Code, enter prefix and/or number or try searching by course title. Click Search. Alternatively, you can choose to Display Courses by Department and just click the department you would like.
6. You will find a list of all offerings matching your search. Select the course you want to see and click the View.
Step by Step: My Evaluations

1. **Notification:** When an evaluation is ready, you will get an email with the subject “TES Evaluation Tracker Alert”

2. **Login** to TES at http://tes.collegesource.com
   a. If needed, click “Forgot your password?” or email articulation@humboldt.edu

3. **View Pending Decisions:** From the “My Evaluations” page (set as the homepage during set-up steps), you will see all open evaluations tasks assigned to you.

4. **Select Institution:** Click “>” next to institution

5. **Select Course:** click “>” to select course

6. **Review proposal:** review comments, activity log, course descriptions side-by-side and, if available, course outlines under “Support Files.” (screenshot in right column)

7. **Make a Decision:** Enter your choice in the Select an Action drop down, available choices: Approve, Deny, Need more information, Add/Edit Equivalent Course (if you wish to select a different HSU course for articulation). Please do not use re-assign, contact articulation@humboldt.edu if needed.

8. **Leave comments if needed.**

9. Click **CONFIRM** and your work is done!

Questions?
TES provides helpful how-to videos: Evaluation Tracker (11 minutes) and Course Finder (7 minutes)

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