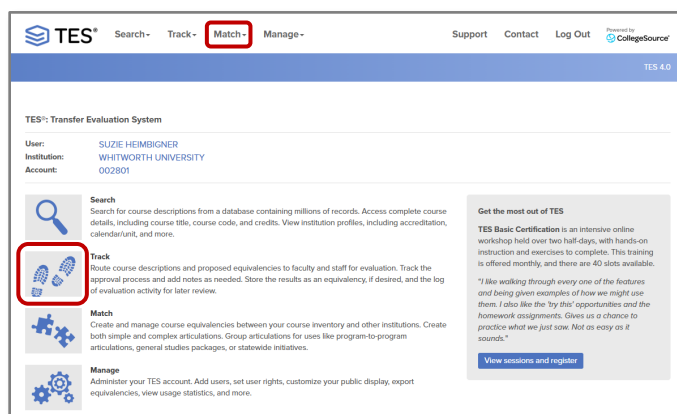
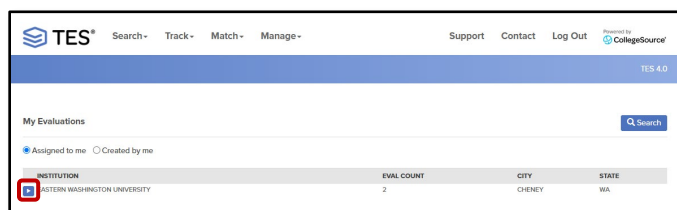


TES: Evaluation Tracker Workflow -- Process for Establishing Transfer Course Equivalencies

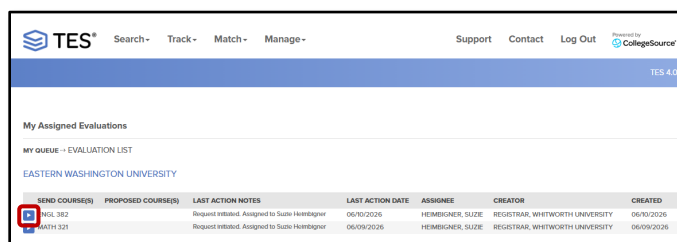
Once signed in, select **My Evaluations** under the **Track** menu to view your assigned evaluation task or click on the footsteps icon in the center of the page.



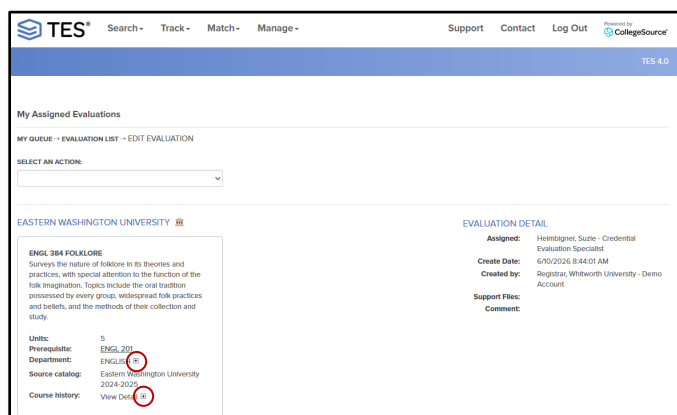
Click on the institution.



To open the evaluation task, click on the arrow next to the course name.

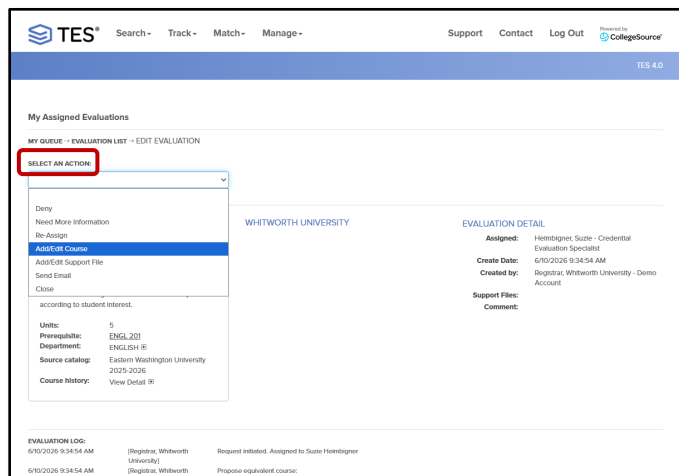


On this screen, the following resources are available to the evaluator:

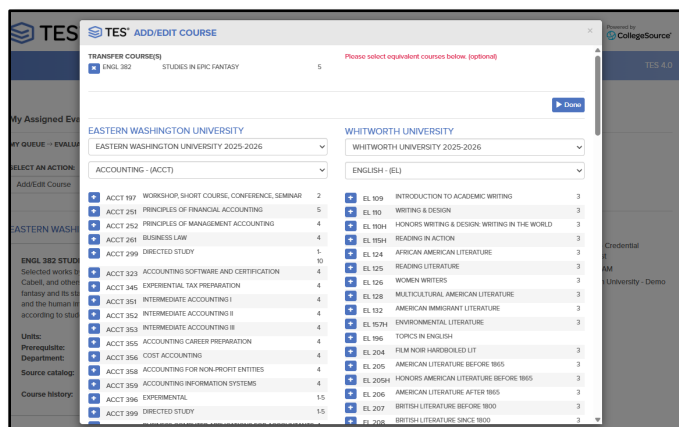


- **Course history:** displays each description of this same course for all the catalogs available in TES. *Click on the "+" sign to view details.*
- **Source catalog:** indicates the data set this specific course was selected from
- **Department:** this link shows the full sequence of courses for the department
- **Course description:** including units, prerequisites, corequisites, etc.
- The name of the transfer institution – which includes a pop up that provides access to:
 - The TES profile (using the building icon next to the institution name)
 - The institution website (using the globe icon in the profile)
 - The transcript key (using the key icon in the profile)

Next, select **Add/Edit Course** from the **Select An Action** drop-down menu.

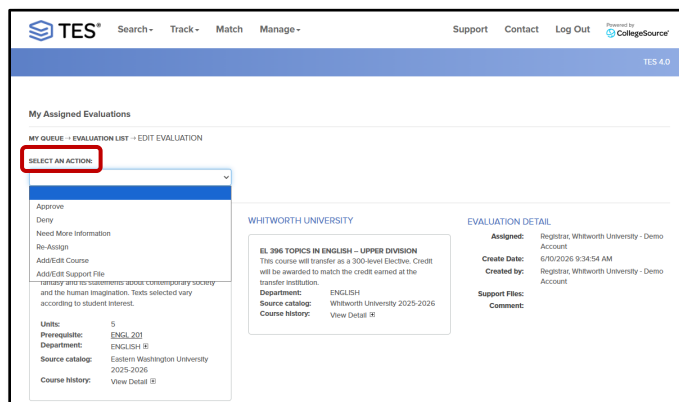


On the Whitworth menu, select your department and add the equivalent course(s).



Then, select from the list of actions:

- **Approve** the proposed equivalency
- **Deny** the proposed equivalency (Subject, Level, Lab, Sequence, or for own reason)
- **Need more information:** request a syllabus; in the notes section indicate the information you are seeking
- **Re-assign** an evaluation task to another reviewer if necessary. For example: the initial task was sent to the wrong reviewer/department.



Once approved or denied, you can send comments in the notes section and/or edit an email alert. Select **Confirm** to complete the task.

The task will now be routed back to the original creator (Credential Evaluation Specialist). If the **Send Email** box is checked, the creator will get an email alert that there is a task in their queue.

- The approved equivalency will be created and available to view in TES
- TES updates to Transferology through an overnight process; the new equivalency will be viewable the following day

The Evaluation Log tracks every step through the process and is available to users so the process can be reviewed whenever necessary.

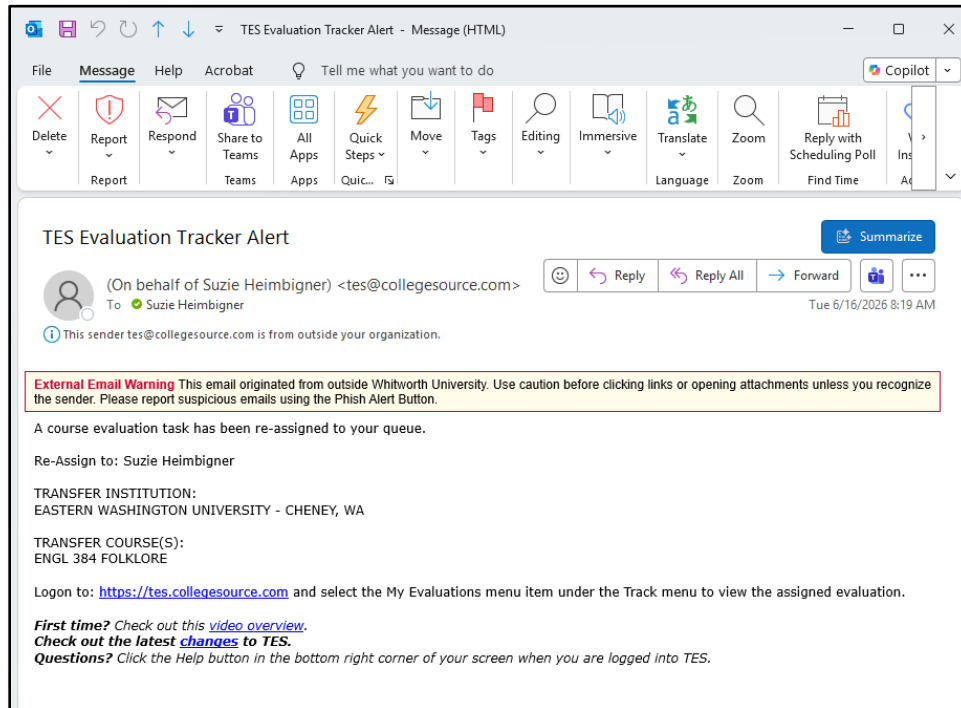
EASTERN WASHINGTON UNIVERSITY ENGL 382 STUDIES IN EPIC FANTASY Select works by Tolkien, Lewis, C.S. Lewis, C.S. Lewis, Cabel, and others, with emphasis on the function of fantasy and its statements about contemporary society and the human imagination. Texts selected vary according to student interest. Units: 5 Prerequisite: ENGL 201 Department: ENGLISH II Source catalog: Eastern Washington University 2025-2026 Course history: View Detail II	WHITWORTH UNIVERSITY EL 396 TOPICS IN ENGLISH – UPPER DIVISION This course will transfer as a 300-level Elective. Credit will be awarded to match the credit earned at the transfer institution. Department: ENGLISH Source catalog: Whitworth University 2025-2026 Course history: View Detail II	EVALUATION DETAIL Assigned: Registrar, Whitworth University - Demo Account Create Date: 6/10/2026 9:34:54 AM Created by: Registrar, Whitworth University - Demo Account Support Files: Comment:
EVALUATION LOG: 6/10/2026 2:07:59 PM [Heimbigner, Suzie] Re-Open: Assigned to Heimbigner, Suzie 6/10/2026 9:07:15 AM [Heimbigner, Suzie] Close 6/10/2026 9:04:06 AM [Heimbigner, Suzie] Send EVAL alert email to sheimbigner@whitworth.edu, registrar@whitworth.edu 6/10/2026 8:58:45 AM [Townsend, Ashley] Approve 6/10/2026 8:58:45 AM [Townsend, Ashley] Re-Assign to Suzie Heimbigner 6/10/2026 8:58:20 AM [Townsend, Ashley] Add equivalent course: EL 396 6/10/2026 8:45:46 AM [Heimbigner, Suzie] Re-Assign to Ashley Townsend 6/10/2026 8:44:07 AM [Registrar, Whitworth University] Request initiated. Assigned to Suzie Heimbigner 6/10/2026 8:44:01 AM [Registrar, Whitworth University] Propose equivalent course:		

ADDITIONAL DETAILS

- Evaluation task reminders
 - During the academic year, a reminder email will be sent if an evaluation task has not been completed within one week of assignment.
 - One week after the email reminder, any outstanding tasks will be reassigned to the department's Associate Dean.
- Shared Curriculum Recommendations
 - Department elective credit equivalencies will be routed to the Shared Curriculum Director for review.

EXAMPLE EMAIL NOTIFICATION ONCE EVALUATION TASK IS ASSIGNED

If you are assigned more than one course to review from the same institution, you'll receive one email to alert you instead of separate emails for every task assignment.



ADDITIONAL COLLEGESOURCE RESOURCES CAN BE FOUND HERE:

<https://tes-support.collegesource.com/category/593-creating-evaluation-tasks>