

Transfer Evaluation System (TES)

Helpful Tip: Consider making the “My Evaluations” page your default page. This can be completed by going into Manage – User Preferences and under “Set My Home Page” choose My Evaluations – Submit.

When a course evaluation task has been assigned to your TES queue, please click on the link provided and log in.

1. Hover over Track
2. Click on My Evaluations
3. This page will show you every course you have been asked to review for equivalency. Click on arrow next to institution name
4. Click on arrow next to course name
5. You will see the transfer course description and a suggested IWU course equivalency. (If you want to see all course offerings within the transfer institution department, click on the + sign next to Department. The list will not only show you course progression but also course descriptions and any prerequisites.)
6. After reviewing the transfer course and IWU’s course suggestion, Click on the down arrow for “Select an Action”
 - a. Choose “Approve” if you agree with the suggested course equivalency.
 - b. Choose “Need More Information” if you need more information such as a syllabus before rendering a decision.
 - c. Choose “Reassign” if you received this review accidentally or perhaps you are on leave/sabbatical. Reassign the course back to the Registrar’s office and we will take care of it.
 - d. Choose “Deny – _____” if the course is not the right Subject, not the right Level, does not contain a Lab, is out of Sequence, or Other equivalence reason.
 - e. Choose “Add/Edit Course” if a different IWU course should be the equivalency.
SEE BELOW FOR MORE DETAILS ON EDITING A COURSE
7. Once you make a selection, you will immediately be prompted with a free form text box. Please include any messages that we should be aware of.
 - a. If **Denied**, state the exact reason the course is being denied.
 - b. If **Needing More Information**, state exactly what you need.
8. Press “Confirm”
9. Click on Track – My Evaluations to return to the main screen
10. If more evaluations are present, Repeat steps 3-8
11. If no other Institutions are present, you are finished and you may Log Out.

Add/Edit Course

1. If a more appropriate IWU course, than what was suggested, should be the equivalency, Click on the down arrow for “Select an Action” and choose “Add/Edit Course”
2. A pop-up box will appear with the transfer institution course listing on the left and IWU course listing on the right. Ensure you are on the current IWU catalog.
 - a. Choose the appropriate IWU department.
 - b. Click on the + sign to identify a potential course equivalency.
 - i. The course will appear at the top. Ensure there is only one course listed.
 - ii. Click Done

****NOTE: If no true equivalency exists but you would accept the course as an Elective within the subject area, Choose course# 1TR for 100 level elective or 3TR for 300 level elective.**

3. The pop-up box will disappear and you should now see course descriptions for both courses. After reviewing your choice a decision will need to be rendered. Click on “Select an Action”
 - a. Choose “Add/Edit Course” if you would like to choose another IWU course as the equivalency.
 - b. Choose “Approve” if you agree with the new course equivalency.
 - c. Choose “Need More Information” if you need more information such as a syllabus before rendering a decision.
 - d. Choose “Deny – _____” if the course is not the right Subject, not the right Level, does not contain a Lab, is out of Sequence, or Other equivalence reason.
4. Once you make a selection, you will immediately be prompted with a free form text box. Please include any messages that we should be aware of.
 - a. If **Denied**, state the exact reason the course is being denied.
 - b. If **Needing More Information**, state exactly what you need.
5. Click “Confirm”
6. Click on Track – My Evaluations to return to the main screen
7. If more evaluations are present, Repeat steps 3-8 on page 1.
8. If no other Institutions are present, you are finished and you may Log Out.