

TES Tracker Guide for Faculty

- 1) Use TES to review and return assigned transfer-articulation evaluations. Complete each step below, then return the evaluation to the Articulation Officer.
 - If you forgot your password, select **Forgot your password** and TES (College Source) will email password-reset instructions to your Cal Poly email address.

Username:

Password:

(case sensitive)

By logging in, I agree to be bound by the **Subscriber Agreement and Terms of Use for CollegeSource Services.**

[Forgot your password?](#)

- 2) Once logged into TES account, go to the top menu and select **TRACK** and **MY EVALUATIONS** to open the articulation evaluations assigned to you.



Search

Track

Match

Manage

My Evaluations

All Open Evaluations

Approved Evaluations

Send Email Reminders

TES®: Transfer Evaluation System

User: CARLY (ARTICULATION OFFICER) **HEAD

Institution: CALIFORNIA POLYTECHNIC STATE UNIVERSITY-SAN LUIS OBISPO

Account: 003422



Search

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



Track

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



Match

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

1

- 3) Select the **blue arrow** next to an institution to open its request. Then select the **blue arrow** next to the sending course to view the course description and proposed articulation.

My Evaluations

☒ Assigned to me ☐ Created by me

INSTITUTION	EVAL COUNT
 CALIFORNIA STATE POLYTECHNIC UNIVERSITY-POMONA	17
 CALIFORNIA STATE UNIVERSITY-CHICO	4
 CALIFORNIA STATE UNIVERSITY-EAST BAY	9

Next screen to review specific course

MY QUEUE → EVALUATION LIST

CALIFORNIA STATE POLYTECHNIC UNIVERSITY-POMONA

SEND COURSE(S)	PROPOSED COURSE(S)	LAST ACTION NOTES	LAST ACTION DATE	ASSIGNEE	CREATOR	CREATED
 ANT 1120		Request initiated via CSU Chancellor Office. Assigned to **Head, Carly (Articulation Officer)	04/30/2026	**HEAD, CARLY (ARTICULATION OFFICER)	**HEAD, CARLY (ARTICULATION OFFICER)	04/30/2026

- 4) Select the **PDF icon** to open the syllabus or course outline, when available.

MT. SAN ANTONIO COLLEGE

FRCH 1 ELEMENTARY FRENCH

Extensive exposure to the French culture and the cultures of the Frenchspeaking countries. Beginning course for students without prior exposure to French. Begins to develop the ability to converse, read, and write in French. Emphasis is on oral proficiency. Includes the study of principles of language learning, pronunciation, basic vocabulary, and grammatical structures. (Degree Applicable, CSU, UC). (May be taken for option of letter grade or Pass/No Pass). Lecture: 72.

Units: 4
 Department: FRENCH 
 Source catalog: Mount San Antonio College 2025-2026
 Course history: View Detail 

CALIFORNIA STATE POLYTECHNIC UNIVERSITY-POMONA

FRE 1111 ELEMENTARY FRENCH I

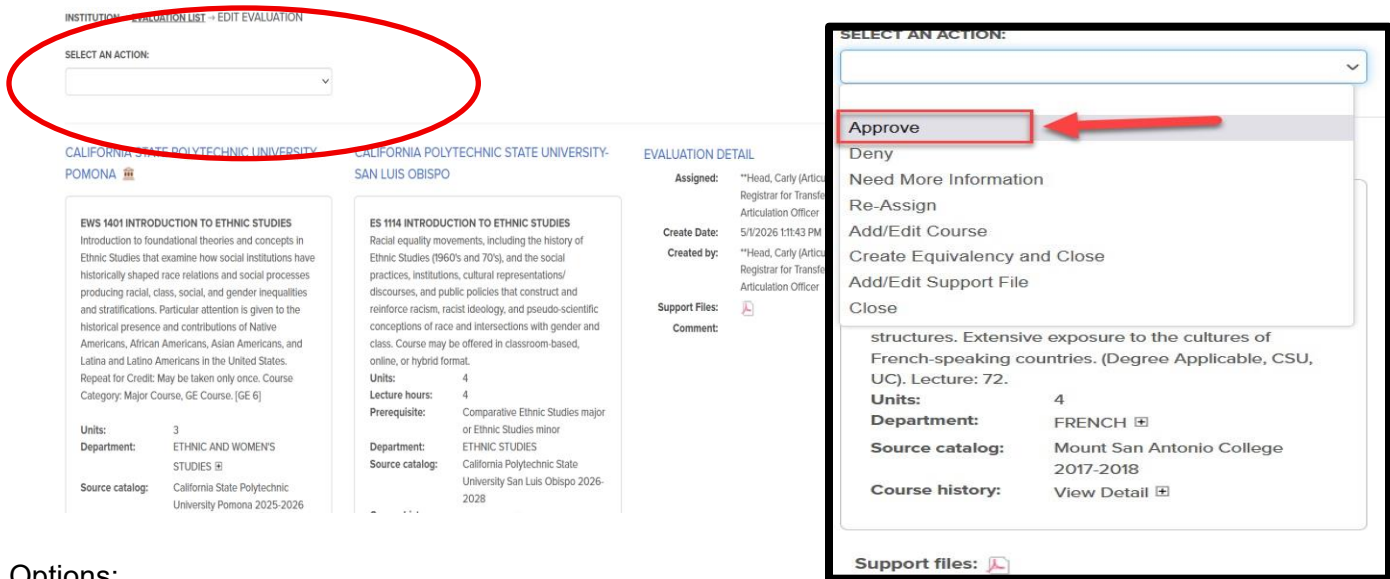
Essentials of the spoken and written language for the beginner. Fundamentals of pronunciation, intonation and grammar within a cultural context. Repeat for Credit: May be taken only once. [GE 3B].

Units: 3
 Department: FRENCH
 Source catalog: California State Polytechnic University Pomona 2025-2026
 Course tag(s): FONL-NS CSU-GE-3B
 Course outline: 
 Course history: View Detail 

EVALUATION DETAIL

Assigned: BRONCO, BILLY (Test User) - AVP, Test Accounts (TES)
 Create Date: 10/22/2025 2:26:55 PM
 Created by: *Lozano, Jose - University Articulation Officer
 Support Files: 
 Comment:

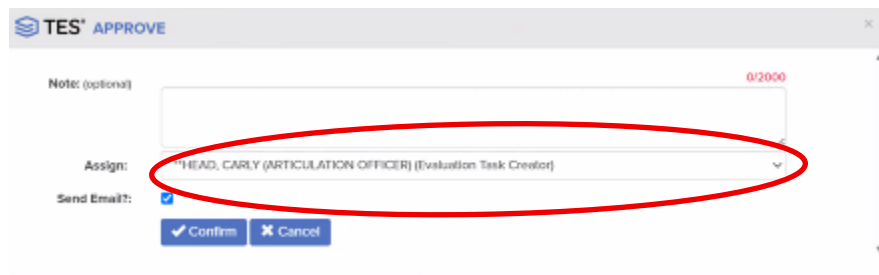
- 5) When you are ready to record your decision, open the **SELECT AN ACTION** drop-down menu.



The screenshot shows the TES Tracker interface. On the left, there's a sidebar with 'INSTITUTION' and 'EVALUATION LIST - EDIT EVALUATION'. The main area displays course details for 'EWS 1401 INTRODUCTION TO ETHNIC STUDIES' and 'ES 1114 INTRODUCTION TO ETHNIC STUDIES'. On the right, there's an 'EVALUATION DETAIL' section. The 'SELECT AN ACTION' dropdown menu is open, showing options: Approve, Deny, Need More Information, Re-Assign, Add/Edit Course, Create Equivalency and Close, Add/Edit Support File, and Close. The 'Approve' option is highlighted with a red box and a red arrow.

Options:

- **APPROVE** and then select **CONFIRM**



The screenshot shows the TES TRACKER interface. The 'Assign' field is set to 'HEAD, CARLY (ARTICULATION OFFICER) (Evaluation Task Creator)' and is circled in red. The 'Send Email?' checkbox is checked. There are 'Confirm' and 'Cancel' buttons at the bottom.

Leave the default recipient in the **Assign** field unchanged unless the evaluation should be returned to someone other than the person who created. If your Evaluator sends the articulation, then return to them. If it came from Articulation Officer, please return to them.

- **DENY** please add comments and then select **CONFIRM**
- **NEED MORE INFORMATION** – For California Community Colleges, we will always attach a course outline of record. For out of system schools, it may be more difficult to get a syllabus or course outline of record
- **Re-Assign-** If you would like someone else in your department to review, you can send this request to them. If a department chair/head routes this to a colleague, the request will need to come back to you and you give final approval/send to articulation officer.

To deny the proposed equivalency, select **DENY**. Provide a reason in the comments field, or select an available general reason for denial, then select **CONFIRM**.

SELECT AN ACTION:

- Approve
- Deny**
- Need More Information
- Re-Assign

Type: (optional)

Note: (required)

Assign:

Send Email?:

General reasons for denial

TES[®] DENY

Type: (optional)

Note: (required)

Assign:

Send Email?: ☒

- If you want to change the course you want to articulate, you can select **EDIT** and find the course you want. If that causes any issues for you, you could always select Deny but put in the notes the course you would want it to articulate to. Send it back to Articulation Officer and she will make the edit you want and close the request.

- 6) To request additional documentation, select **NEED MORE INFORMATION**. Specify exactly what is needed (for example, a syllabus or course outline), then select **CONFIRM**.
- California Community Colleges will almost always include a course outline of record (COR). Out of system schools can be more difficult to obtain a COR

SELECT AN ACTION:

- Approve
- Deny
- Need More Information**
- Re-Assign

TES[®] NEED MORE INFORMATION

Note: (required)

Assign:

Send Email?: ☒

- 7) If you would like to **Re-Assign** the review of the articulation to someone in your department, you can do that. You will need to make sure they have been issued an account through Articulation Officer. The final approval still needs to come from the department chair/head/designated approver.

Additional support resources can be found at the top of the TES page (once you are logged in). Select **Support**.

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Questions about using the TES can be directed to Articulation Officer, Carly Head, at **cehead@calpoly.edu**.