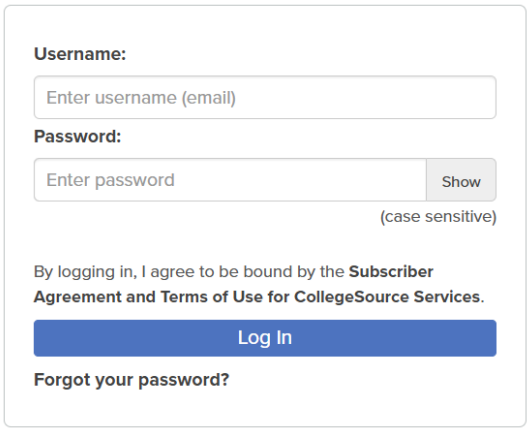
TES Tracker Guide for Faculty

Use TES to review and return assigned transfer-articulation evaluations. Complete each step below, then return the evaluation to the Articulation Officer.

STEP 1

Log into your TES account using your Cal Poly email address.

- If you forgot your password, select **Forgot your password** and TES (College Source) will email password-reset instructions to your Cal Poly email address.
- Notify articulation@calpoly.edu if other members of the department need access to the TES platform.



STEP 2

Select **TRACK** and **MY EVALUATIONS** to open your assigned articulations for review.

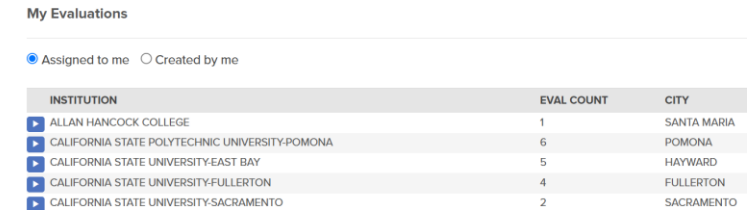


STEP 3

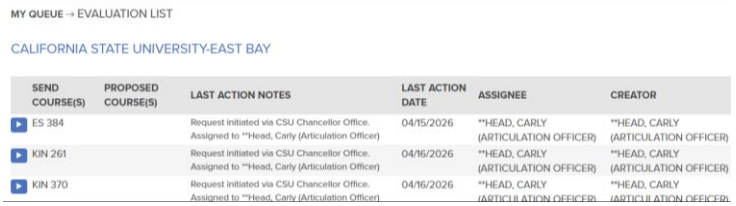
Select the **blue arrow** next to an institution to open its request.

Then select the **blue arrow** next to the sending course to view the course description and proposed articulation.









STEP 4

Review the course descriptions for both institutions. The Course Outlines of Record (COR) can be found in support files, under "**EVALUATION DETAIL"**

- For California Community Colleges (CCC), there will always be a COR
- Select the PDF icon to open the syllabus or course outline, when available.

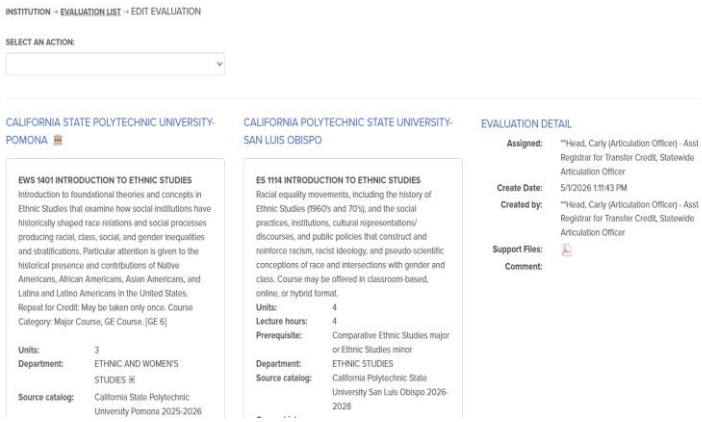


STEP 5

Click on **SELECT AN ACTION** (at the top of the page) once a decision is reached. Options to choose from:

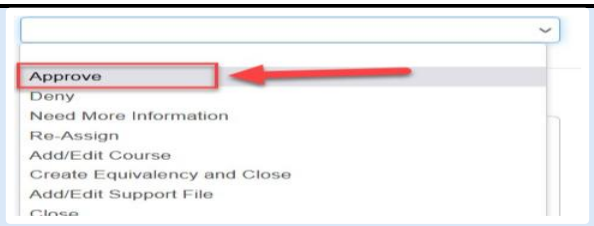
- Approve
- Deny
- Add/Edit course
- Re-assign

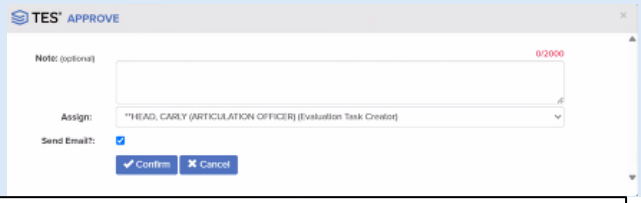
Learn more about these options below.



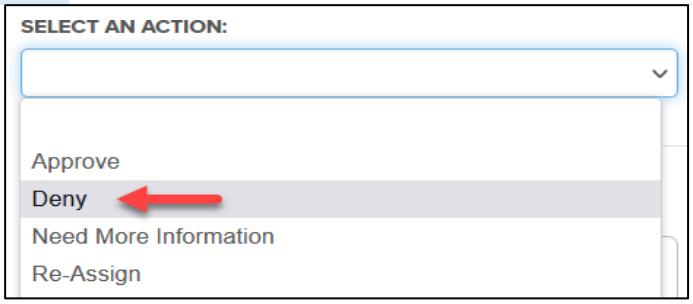
Select **APPROVE** and then **CONFIRM** if a course is deemed equivalent to a Cal Poly course.

- Once confirmed, final decisions are routed to the Articulation Officer. If a request needs to be routed to a different individual, select that person as the recipient.



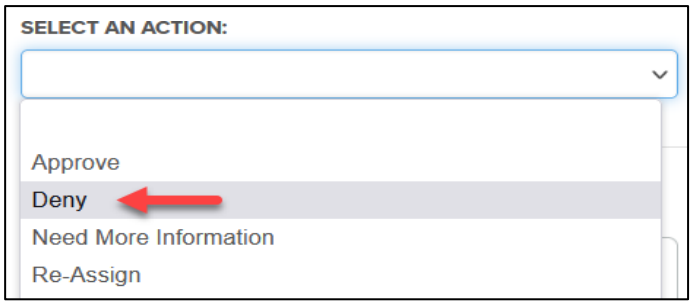


Click **DENY** if the articulation is not equivalent and include a reason for denial. Then select **CONFIRM**.



If the department selects an alternative course to best fit the articulation criteria, follow the ADD/EDIT cours listed below. The alternative course prefix, number, title, and units need to be included in the notes section, and the

Articulation Officer will update to what is indicated in the notes section.

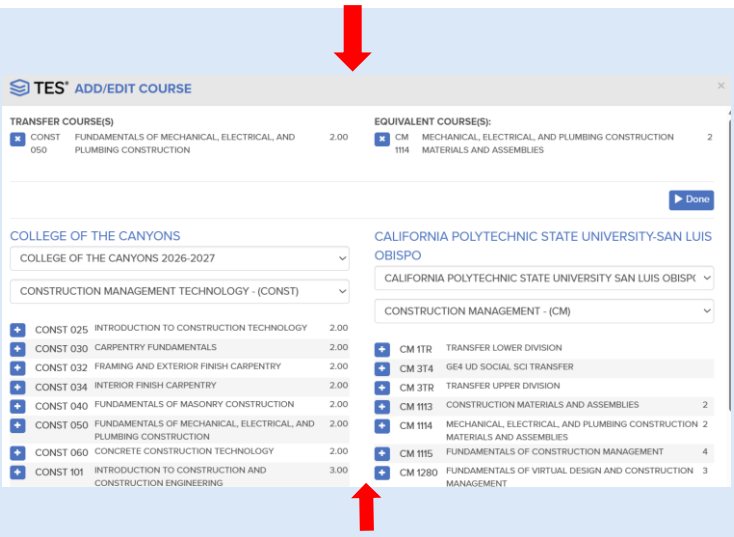




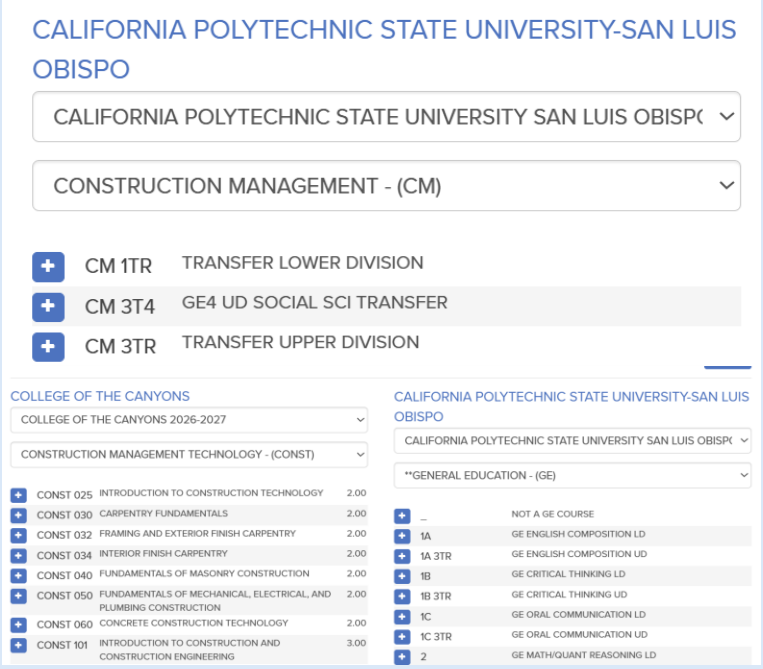


For an alternative course option, click **Add/Edit course** and change the existing course(s), add additional course(s), or removed existing course(s) from the original request.

- The current courses listed at the top under "Transfer Course(s)".
- Click the X next to the course to be removed.
- Add the alternative course by selecting the current catalog year and department. Cal Poly courses will appear, then click + to add the alternative course to the **TRANSFER COURSE(S)** section.

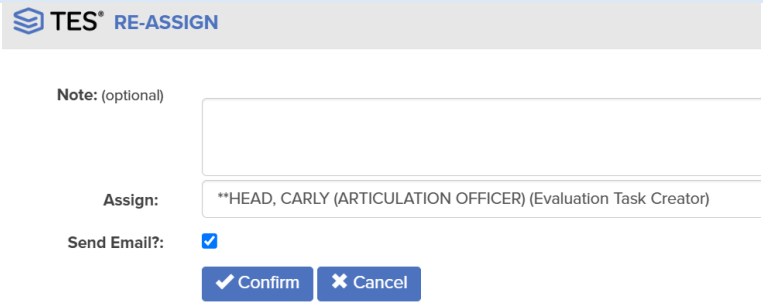


- If the course is not a direct articulation but could be listed as 1TR (lower division department credit) or 3TR (upper division department credit), select that option at the top of the courses listed
- If the course changes to a GE requirement (non-major specific), then click the first option in the drop-down menu and select the proper GE option.



If you are unable to select the course that best reflects your decision, please indicate the correct course or outcome in the comments box when approving or denying the request. The Articulation Officer can update the articulation based on your notes. We do not want system limitations to prevent the department's intended decision from being reflected accurately.

If a request needs to be reviewed by a different department or subject-matter expert, click **Re-Assign,** select department/name, then select **CONFIRM.**



- A request to reassign is possible if the other individual has a TES account established. If the individual needs to establish a TES account, contact articulation@calpoly.edu to request access.
- Final approval of the initial request must be submitted by the Department Chair/Head or designated approver.

Need More Information

- Please do not select this option in the drop down.. Articulation guidelines are available at registrar.calpoly.edu/registrar_articulation and we are asked to go off of the course outline of record for articulation decisions.
- Articulated courses do not need to be exact equivalents to Cal Poly courses. They should be comparable in scope and content, or acceptable in lieu of the Cal Poly course, and provide students with sufficient preparation to continue to the next level of coursework without a significant gap in

learning.

- When a course outline of record (COR) is provided, it is considered sufficient documentation for reviewing the request under established articulation guidelines. If, after reviewing the COR, you determine you do not have the information for a decision, please select **Deny** and provide the rationale in the comments box.

Resources & Questions

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





TES questions can be directed to Carly Head, Articulation Officer at cehead@calpoly.edu.