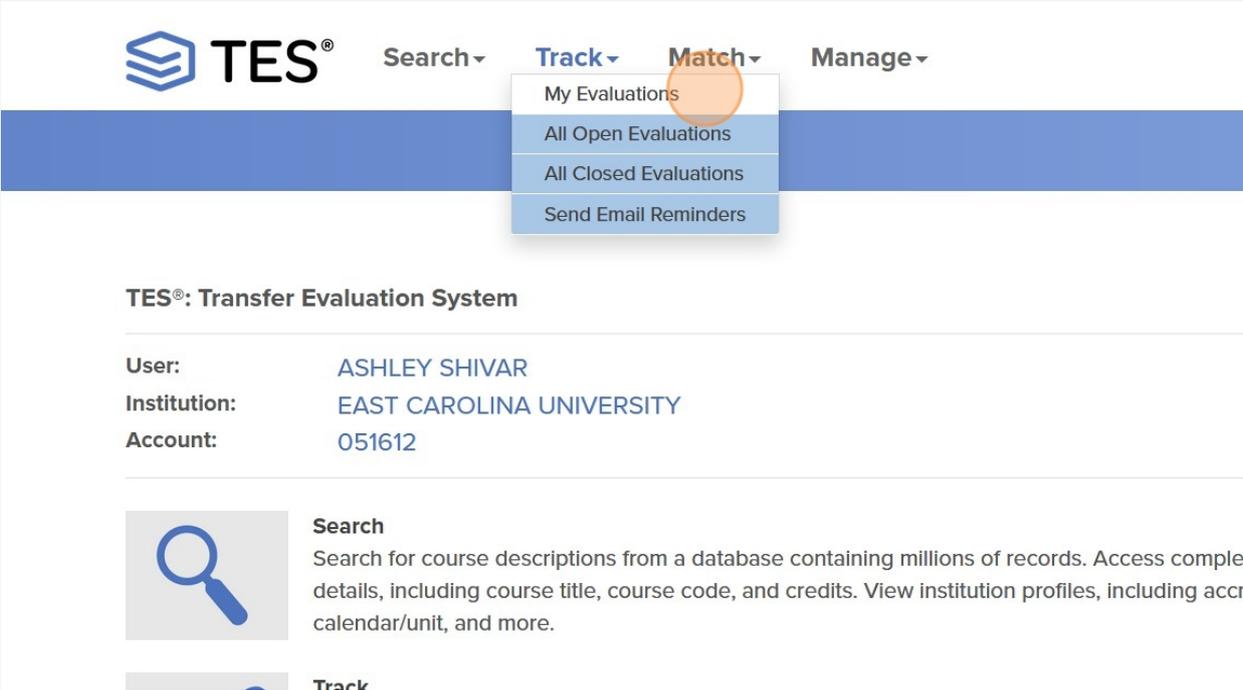


Approving an Evaluation Task

Reviewers will be assigned Evaluation Tasks by users. This guide walks through how to view your tasks and approve them.

1 Navigate to "My Evaluations" under "Track."



2

Any tasks needing attention will show under "My Evaluations." This area is defaulted to "Assigned to Me" so you only see things assigned to you. If you are also creating tasks for evaluation, you can see any "Created by Me" here as well.

Click on the arrow/play button next to an institution to view all tasks for that institution.

My Evaluations

Assigned to me Created by me

INSTITUTION	EVAL COUNT	CITY
 HILLSBOROUGH COMMUNITY COLLEGE	2	TAMI
 UNIVERSITY OF PITTSBURGH-BRADFORD	1	BRAI

Select an institution



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3

To address individual courses, select each one using the arrow/play button.

My Assigned Evaluations

MY QUEUE → EVALUATION LIST

UNIVERSITY OF PITTSBURGH-BRADFORD

SEND COURSE(S)	PROPOSED COURSE(S)	LAST ACTION NOTES	LAST ACTION DATE	ASSIGNE
 HIST 0106	HIST 1050 + HIST 1051	Request initiated. Assigned to Ashley Shivar	04/03/2025	SHIVAR, .

Edit evaluation



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4

Read and compare the transfer course's description as it is paired with the ECU course description (s).

Then, "Select an Action."

TES 4.0

My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION: 

UNIVERSITY OF PITTSBURGH-BRADFORD

HIST 0106 UNITED STATES HISTORY 1
A survey of U.S. history from the age of discovery to the end of the Civil War. Emphasis will be on the causes of the American Revolution, the political and geographic development of the nation, and the nature of the sectional and economic differences which led to the Civil War. Academic Career: Undergraduate. Course Component: Lecture. General Education: History. Minimum Credits: 3. Maximum Credits: 3.

Units: 3
Department: HISTORY
Source catalog: University of Pittsburgh Bradford 2024-2025
Course history: View Detail

EAST CAROLINA UNIVERSITY

HIST 1050 AMERICAN HISTORY TO 1877
History of US from discovery of America in 1492 to end of Reconstruction. May receive credit for one of HIST 1050, HIST 1550. General Education: Humanities, Domestic Diversity.
Units: 3
Department: HISTORY
Source catalog: East Carolina University Undergraduate 2024-2025
Course history: View Detail

HIST 1051 AMERICAN HISTORY SINCE 1877
History of US from Reconstruction to present. May receive credit for one of HIST 1051, HIST 1551. General Education: Humanities, Domestic Diversity.
Units: 3
Department: HISTORY
Source catalog: East Carolina University Undergraduate 2024-2025
Course history: View Detail

EVALUATION DETAIL

Assigned: Shivar, Ashley - GENERAL EDUCATION REVIEWER
Create Date: 4/3/2025 11:10:06 AM
Created by: Shivar, Ashley - GENERAL EDUCATION REVIEWER
Support Files:
Comment:

EVALUATION LOG:

5

If a course needs to be removed or added, you may do so here before clicking "Approve."

My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:

Approve

Deny

Need More Information

Re-Assign

Add/Edit Course

Create Equivalency and Close

Add/Edit Support File

Send Email

Close

EAST CAROLINA UNIVERSITY

HIST 1050 AMERICAN HISTORY TO 1877
History of US from discovery of America in 1492 to end of Reconstruction. May receive credit for one of HIST 1050, HIST 1550. General Education: Humanities, Domestic Diversity.
Units: 3
Department: HISTORY
Source catalog: East Carolina University Undergraduate 2024-2025
Course history: View Detail

HIST 1051 AMERICAN HISTORY SINCE 1877
History of US from Reconstruction to present. May receive credit for one of HIST 1051, HIST 1551. General Education: Humanities, Domestic Diversity.
Units: 3
Department: HISTORY
Source catalog: East Carolina University

EVALUATION DETAIL

Assigned: Shivar, Ashley - GENERAL EDUCATION REVIEWER
Create Date: 4/3/2025 11:10:06 AM
Created by: Shivar, Ashley - GENERAL EDUCATION REVIEWER
Support Files:
Comment:

- 6 If adding or editing a course option, you will be brought to the preview screen. You can simply click the "x" to delete a course and then choose a replacement course from the catalog using the "+."

TES® ADD/EDIT COURSE

TRANSFER COURSE(S):

<input checked="" type="checkbox"/>	HIST 0106	UNITED STATES HISTORY 1	3
-------------------------------------	-----------	-------------------------	---

EQUIVALENT COURSE(S):

<input checked="" type="checkbox"/>	HIST 1050	AMERICAN HISTORY TO 1877	3
<input checked="" type="checkbox"/>	HIST 1051	AMERICAN HISTORY SINCE 1877	3

UNIVERSITY OF PITTSBURGH-BRADFORD

UNIVERSITY OF PITTSBURGH BRADFORD 2024-2025

ACCOUNTING - (ACCT)

<input checked="" type="checkbox"/>	ACCT 0197	DIRECTED STUDY	1-6
<input checked="" type="checkbox"/>	ACCT 0201	FINANCIAL ACCOUNTING CONCEPTS	4
<input checked="" type="checkbox"/>	ACCT 0202	MANAGERIAL ACCOUNTING CONCEPTS	3
<input checked="" type="checkbox"/>	ACCT 1301	INTERMEDIATE ACCOUNTING 1	3
<input checked="" type="checkbox"/>	ACCT 1302	INTERMEDIATE ACCOUNTING 2	3
<input checked="" type="checkbox"/>	ACCT 1303	STRATEGIC COST MANAGEMENT	3
<input checked="" type="checkbox"/>	ACCT 1304	FEDERAL INCOME TAXES	3
<input checked="" type="checkbox"/>	ACCT 1305	AUDITING	3

EAST CAROLINA UNIVERSITY

EAST CAROLINA UNIVERSITY UNDERGRADUATE 2024-2025

ACCOUNTING - (ACCT)

<input checked="" type="checkbox"/>	ACCT 1XXX	ELECTIVE	1-5
<input checked="" type="checkbox"/>	ACCT 2XXX	ELECTIVE	1-5
<input checked="" type="checkbox"/>	ACCT 3XXX	ELECTIVE	1-5
<input checked="" type="checkbox"/>	ACCT 2101	SURVEY OF FINANCIAL AND MANAGERIAL ACCOUNTING	3
<input checked="" type="checkbox"/>	ACCT 2401	FINANCIAL ACCOUNTING	3
<input checked="" type="checkbox"/>	ACCT 2521	MANAGERIAL ACCOUNTING	3
<input checked="" type="checkbox"/>	ACCT 3101	FRAUD EXAMINATION	3
<input checked="" type="checkbox"/>	ACCT 3551	INTERMEDIATE ACCOUNTING I	3

- 7 Once you are happy with the "Transfer" and "Equivalent" courses, click "Done."

TES® ADD/EDIT COURSE

TRANSFER COURSE(S):

<input checked="" type="checkbox"/>	HIST 0106	UNITED STATES HISTORY 1	3
-------------------------------------	-----------	-------------------------	---

EQUIVALENT COURSE(S):

<input checked="" type="checkbox"/>	HIST 1050	AMERICAN HISTORY TO 1877	3
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UNIVERSITY OF PITTSBURGH-BRADFORD

UNIVERSITY OF PITTSBURGH BRADFORD 2024-2025

ACCOUNTING - (ACCT)

<input checked="" type="checkbox"/>	ACCT 0197	DIRECTED STUDY	1-6
<input checked="" type="checkbox"/>	ACCT 0201	FINANCIAL ACCOUNTING CONCEPTS	4
<input checked="" type="checkbox"/>	ACCT 0202	MANAGERIAL ACCOUNTING CONCEPTS	3
<input checked="" type="checkbox"/>	ACCT 1301	INTERMEDIATE ACCOUNTING 1	3
<input checked="" type="checkbox"/>	ACCT 1302	INTERMEDIATE ACCOUNTING 2	3
<input checked="" type="checkbox"/>	ACCT 1303	STRATEGIC COST MANAGEMENT	3
<input checked="" type="checkbox"/>	ACCT 1304	FEDERAL INCOME TAXES	3
<input checked="" type="checkbox"/>	ACCT 1305	AUDITING	3

EAST CAROLINA UNIVERSITY

EAST CAROLINA UNIVERSITY UNDERGRADUATE 2024-2025

ACCOUNTING - (ACCT)

<input checked="" type="checkbox"/>	ACCT 1XXX	ELECTIVE	1-5
<input checked="" type="checkbox"/>	ACCT 2XXX	ELECTIVE	1-5
<input checked="" type="checkbox"/>	ACCT 3XXX	ELECTIVE	1-5
<input checked="" type="checkbox"/>	ACCT 2101	SURVEY OF FINANCIAL AND MANAGERIAL ACCOUNTING	3
<input checked="" type="checkbox"/>	ACCT 2401	FINANCIAL ACCOUNTING	3
<input checked="" type="checkbox"/>	ACCT 2521	MANAGERIAL ACCOUNTING	3
<input checked="" type="checkbox"/>	ACCT 3101	FRAUD EXAMINATION	3
<input checked="" type="checkbox"/>	ACCT 3551	INTERMEDIATE ACCOUNTING I	3

8 When ready to "Approve," once again "Select an Action."

My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:

UNIVERSITY OF PITTSBURGH-BRADFORD 

HIST 0106 UNITED STATES HISTORY 1

A survey of U.S. history from the age of discovery to the end of the Civil War. Emphasis will be on the causes of the American Revolution, the political and geographic development of the nation, and the nature of the sectional and economic differences which led to the Civil War. Academic Career: Undergraduate. Course Component: Lecture. General Education: History. Minimum Credits: 3. Maximum Credits: 3.

Units: 3

EAST CAROLINA UNIVERSITY

HIST 1050 AMERICAN HISTORY TO 1877

History of US from discovery of America in 1492 to end of Reconstruction. May receive credit for one of HIST 1050, HIST 1550. General Education: Humanities. Domestic Diversity.

Units: 3

Department: HISTORY

Source catalog: East Carolina University
Undergraduate 2024-2025

Course history: [View Detail](#)

EVALUATION LIST

Assign

Create Document
Created

Support File
Comment

9 Click "Approve"

My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:

- Approve
- Deny
- Need More Information
- Re-Assign
- Add/Edit Course
- Create Equivalency and Close
- Add/Edit Support File
- Send Email
- Close

EAST CAROLINA UNIVERSITY

HIST 1050 AMERICAN HISTORY TO 1877

History of US from discovery of America in 1492 to end of Reconstruction. May receive credit for one of HIST 1050, HIST 1550. General Education: Humanities. Domestic Diversity.

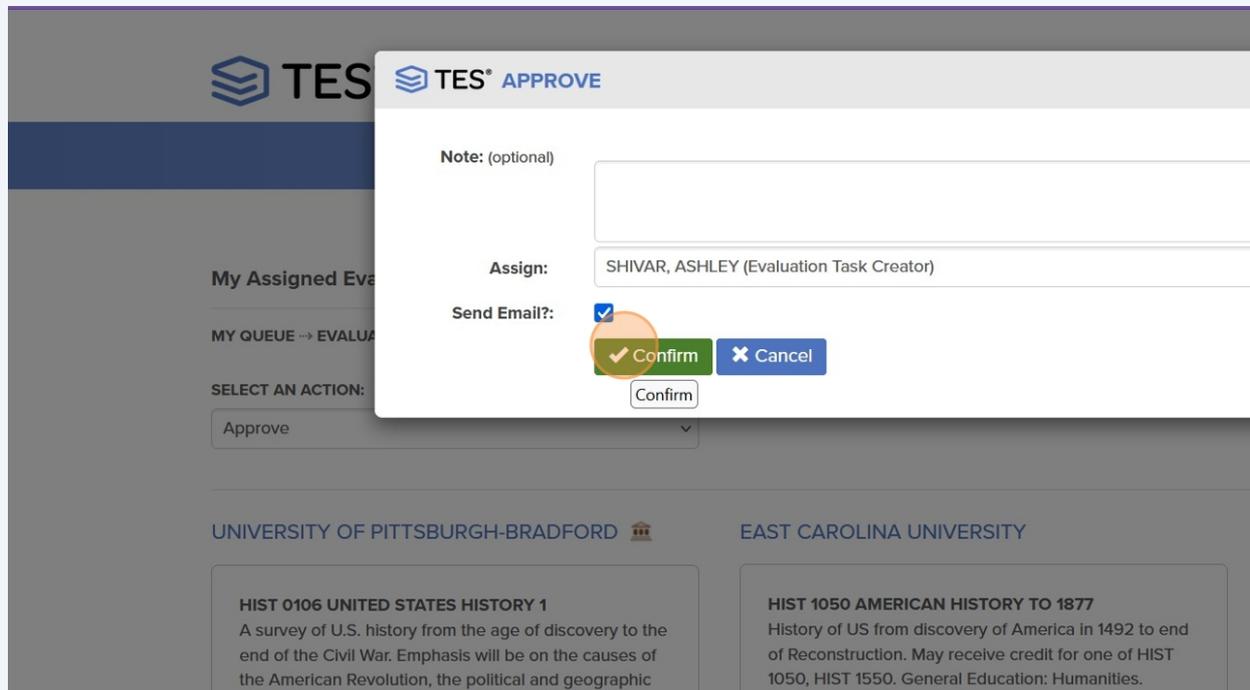
Units: 3

Department: HISTORY

Source catalog: East Carolina University
Undergraduate 2024-2025

Course history: [View Detail](#)

10 You do not have to enter any notes when using "Approve."



11 No other action is required of you once you reach this point.

You have completed an approval of a task.

The Evaluation Task will disappear from your "My Evaluations" section.

You'll need to complete this for every task assigned for you.