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 "N	/ly Evaluations"	under "Track."	
S TE	S [®] Search≁	Track - Match - My Evaluations	Manage -
		All Open Evaluations	
		All Closed Evaluations	
		Send Email Reminders	
TES®: Transfe	Evaluation Syster	n	
User:	ASHLEY SHIVA	AR	
Institution:	EAST CAROLIN	NA UNIVERSITY	
Account:	051612		
Q	Search Search for course o details, including co calendar/unit, and r	lescriptions from a database ourse title, course code, and nore.	e containing millions of records. Access comple credits. View institution profiles, including accr
	The sta		
	IFACK		

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	C
HILLSBOROUGH COMMUNITY COLLEGE	2	T
UNIVERSITY OF PITTSBURGH-BRADFORD	1	B
Conversion © 2025 College Sources las All ciphts researed Deb		Contact About
Copyright © 2025 CollegeSource, Inc. All rights reserved. I Priv	icy Policy Disclaimer Terms of Use Site Map Accessibility	Contact About

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

My Assigned Evalua	ations			
	ON LIST			
UNIVERSITY OF PIT	TSBURGH-BRADFORD			
SEND COURSE(S)	PROPOSED COURSE(S)	LAST ACTION NOTES	LAST ACTION DATE	ASS
Edit evaluation	HIST 1050 + HIST 1051	Request initiated. Assigned to Ashley Shivar	04/03/2025	SHIV
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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."

My Assigned Evaluations MY OUEUE → EVALUATION LIST → EDIT EVALUATION SELECT AN ACTION		
HIVERSITY OF PITTSBURGH-BRADFORD The second secon	EAST CAROLINA UNIVERSITY HISTOSO AMERICAN HISTORY TO 1877 HISTORY O'A Morica In 1492 to end of Reconstruction. May receive credit for one of HIST 1050, HIST 1550. General Education: Humanities. Domestic Diversity. Units: B Department: HISTORY Department: HISTORY Department: HISTORY Course catalog: East Conina University HIGTORY Course history: View Detail &	EVALUATION DETAIL Assigned: Shivar, Ashley - GENERAL EDUCATION REVIEWER Create Date: 4/3/2025 H3:060 AM Create Day: Shivar, Ashley - GENERAL EDUCATION REVIEWER Support Files: Comment:
Source catalog: University of Pittsburgh Bradford 2024-2025 Course history: View Detail (B	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 B	

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

IY QUEUE → EVALUATI	ON LIST \rightarrow EDIT EVALUATION				
ELECT AN ACTION:	~				
Approve Deny	-	EAST CAROLINA U	JNIVERSITY	EVALUATION DE	ETAIL
Need More Informatic Re-Assign Add/Edit Course Create Equivalency a Add/Edit Support File Send Email Close Minimum Credits: 3. Units:	nd Close Maximum Credits: 3.	HIST 1050 AMERIC History of US from of Reconstruction. I 1050, HIST 1550. G Domestic Diversity. Units: Department: Source catalog: Course history:	CAN HISTORY TO 1877 discovery of America in 1492 to end May receive credit for one of HIST eneral Education: Humanities. 3 HISTORY East Carolina University Undergraduate 2024-2025 View Detail 🕑	Assigned: Create Date: Created by: Support Files: Comment:	Shivar, Ashley - GENERAL EDUCATIC REVIEWER 4/3/2025 11:10:06 AM Shivar, Ashley - GENERAL EDUCATIC REVIEWER
Source catalog: Course history:	HisTork ⊞ University of Pittsburgh Bradford 2024-2025 View Detail ⊞	HIST 1051 AMERIC History of US from receive credit for oi Education: Humani Units: Department: Source catalogy	AN HISTORY SINCE 1877 Reconstruction to present. May ne of HIST 1051, HIST 1551. General lies. Domestic Diversity. 3 HISTORY Eact Carolina University.		

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 "+."

STES" ADD/EDIT COURSE			×
TRANSFER COURSE(S) Image: Mist 0106 UNITED STATES HISTORY 1	3	EQUIVALENT COURSE(S): X HIST 1050 AMERICAN HISTORY TO 1877 X HIST 1051 AMERICAN HISTORY SINCE 1877 Delete course	3 3
UNIVERSITY OF PITTSBURGH-BRADFORD	~	EAST CAROLINA UNIVERSITY	me
ACCOUNTING - (ACCT)	~	ACCOUNTING - (ACCT)	~
ACCT 0197 DIRECTED STUDY ACCT 0201 FINANCIAL ACCOUNTING CONCEPTS	1-6 4	+ ACCT 1XXX ELECTIVE + ACCT 2XXX ELECTIVE	1-5
ACCT 10202 INTERMEDIATE ACCOUNTING CONCEPTS ACCT 1301 INTERMEDIATE ACCOUNTING 1 ACCT 1302 INTERMEDIATE ACCOUNTING 2	3	ACCT 3XXX ELECTIVE ACCT 2101 SURVEY OF FINANCIAL AND MANAGERIAL ACCOUNTING ACCT 2401 FINANCIAL ACCOUNTING	3
ACCT 1303 STRATEGIC COST MANAGEMENT ACCT 1304 FEDERAL INCOME TAXES	3	ACCT 2521 MANAGERIAL ACCOUNTING ACCT 3101 FRAUD EXAMINATION	3
+ ACCT 1305 AUDITING	3	ACCT 3551 INTERMEDIATE ACCOUNTING I	3

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

TES [®] ADD/EDIT COURSE			
RANSFER COURSE(S)		EQUIVALENT COURSE(S):	
X HIST 0106 UNITED STATES HISTORY 1	3	HIST 1050 AMERICAN HISTORY TO 1877	3
			one
UNIVERSITY OF PITTSBURGH-BRADFORD		EAST CAROLINA UNIVERSITY	one
UNIVERSITY OF PITTSBURGH BRADFORD 2024-2025	~	EAST CAROLINA UNIVERSITY UNDERGRADUATE 2024-2025	~
ACCOUNTING - (ACCT)	~	ACCOUNTING - (ACCT)	~
ACCT 0197 DIRECTED STUDY	1-6	+ ACCT 1XXX ELECTIVE	1-5
ACCT 0201 FINANCIAL ACCOUNTING CONCEPTS	4	+ ACCT 2XXX ELECTIVE	1-
+ ACCT 0202 MANAGERIAL ACCOUNTING CONCEPTS	3	+ ACCT 3XXX ELECTIVE	1-
+ ACCT 1301 INTERMEDIATE ACCOUNTING 1	3	+ ACCT 2101 SURVEY OF FINANCIAL AND MANAGERIAL ACCOUNTING	G 3
+ ACCT 1302 INTERMEDIATE ACCOUNTING 2	3	+ ACCT 2401 FINANCIAL ACCOUNTING	3
+ ACCT 1303 STRATEGIC COST MANAGEMENT	3	+ ACCT 2521 MANAGERIAL ACCOUNTING	3
+ ACCT 1304 FEDERAL INCOME TAXES	3	+ ACCT 3101 FRAUD EXAMINATION	3
+ ACCT 1305 AUDITING	3	+ 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: \sim UNIVERSITY OF PITTSBURGH-BRADFORD EAST CAROLINA UNIVERSITY **EVALUATIC** Assigr HIST 0106 UNITED STATES HISTORY 1 HIST 1050 AMERICAN HISTORY TO 1877 Create D A survey of U.S. history from the age of discovery to the History of US from discovery of America in 1492 to end Created end of the Civil War. Emphasis will be on the causes of of Reconstruction. May receive credit for one of HIST the American Revolution, the political and geographic 1050, HIST 1550. General Education: Humanities. Domestic Diversity. development of the nation, and the nature of the Support Fi Units: sectional and economic differences which led to the 3 Comm Civil War. Academic Career: Undergraduate. Course Department: HISTORY East Carolina University Component: Lecture. General Education: History. Source catalog: Minimum Credits: 3. Maximum Credits: 3. Undergraduate 2024-2025 Course history: View Detail 🗄 Inite



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

		E	
	Note: (optional)		
My	/ Assigned Eva Assign: Send Email?:	SHIVAR, ASHLEY (Evaluation Task Creator)
MY SEL	QUEUE → EVALUA LECT AN ACTION: pprove	Confirm Cancel	
U	IVERSITY OF PITTSBURGH-BRADF	RD 🚊 EAST CAROLINA UI	NIVERSITY
	HIST 0106 UNITED STATES HISTORY 1 A survey of U.S. history from the age of disc end of the Civil War. Emphasis will be on the the American Revolution, the political and g	HIST 1050 AMERICA History of US from di auses of of Reconstruction. M ographic 1050, HIST 1550. Get	IN HISTORY TO 1877 scovery of America in 1492 to end ay receive credit for one of HIST neral Education: Humanities.

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.