

Attaching a Syllabus to an Evaluation Task

1 Begin your Evaluation Task as normal--choose "Course Finder" under Search.

TES®: Transfer Evaluation System

User: ASHLEY SHIVAR
Institution: EAST CAROLINA UNIVERSITY
Account: 051612

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

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

2

Type in the college or university where the course was taken, and then click "Search."

Course Finder 1

INSTITUTION SEARCH:

U.S. Schools Non U.S. Schools All

Enter a keyword



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Choose the institution from the list that populates by clicking the arrow/play button.

Course Finder 1

INSTITUTION SEARCH:

U.S. Schools Non U.S. Schools All

Claflin

INSTITUTION	CITY	STATE	DATASET	CATALOG	SHARED
CLAFLIN COLLEGE <i>See: CLAFLIN UNIVERSITY</i>	ORANGEBURG	SC	✓	✓	
 CLAFLIN UNIVERSITY	ORANGEBURG	SC	✓	✓	



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4

Either type in your course and search, or select the data set (top option) to manually search for the course.

Course Finder 2

INSTITUTION → DATA SET

CLAFLIN UNIVERSITY ORANGEBURG, SC

DATA SET:

CLAFLIN UNIVERSITY 2024-2026

Select

SEARCH ALL DATA SETS:

Course Code Course Title

Enter search term

Search

CATALOG:

CLAFLIN COLLEGE 2000-2003

Select

If information is not available: [check a catalog's status](#), [manage a watchlist](#), or [request a catalog be added to TES](#).

5

Either type in your course and search, or select the data set (top option) to manually search for the course.

Course Finder 2

INSTITUTION → DATA SET

CLAFLIN UNIVERSITY ORANGEBURG, SC

DATA SET:

CLAFLIN UNIVERSITY 2024-2026

Select

Select

SEARCH ALL DATA SETS:

Course Code Course Title

CHM 292

Search

CATALOG:

CLAFLIN COLLEGE 2000-2003

Select

6

Click the check box to select your course for the evaluation task, then click "View."

CHEMISTRY

<input type="checkbox"/>	CHEM 101	PHYSICAL SCIENCE	3
<input type="checkbox"/>	CHEM 101L	PHYSICAL SCIENCE LABORATORY	1
<input type="checkbox"/>	CHEM 103	EARTH SCIENCE	4
<input type="checkbox"/>	CHEM 111	PRINCIPLES OF CHEMISTRY	4
<input type="checkbox"/>	CHEM 121	GENERAL CHEMISTRY I	4
<input type="checkbox"/>	CHEM 121H	HONORS GENERAL CHEMISTRY I	4
<input type="checkbox"/>	CHEM 122	GENERAL CHEMISTRY II	4
<input type="checkbox"/>	CHEM 122H	HONORS GENERAL CHEMISTRY II	4
<input type="checkbox"/>	CHEM 200	SPECIAL TOPICS	2
<input type="checkbox"/>	CHEM 201	ANALYTICAL CHEMISTRY	4
<input type="checkbox"/>	CHEM 211	INTRODUCTION TO FORENSIC CHEMISTRY	4
<input type="checkbox"/>	CHEM 231	ORGANIC CHEMISTRY I	4
<input type="checkbox"/>	CHEM 232	ORGANIC CHEMISTRY II	4
<input type="checkbox"/>	CHEM 291	SOPHOMORE SEMINAR I	0.5
<input checked="" type="checkbox"/>	CHEM 292	SOPHOMORE SEMINAR II	0.5
<input type="checkbox"/>	CHEM 300	MATHEMATICS FOR CHEMISTRY	3
<input type="checkbox"/>	CHEM 301	ANALYTICAL METHODS IN GEOSPATIAL CHEMISTRY	3
<input type="checkbox"/>	CHEM 303	NUCLEAR AND RADIOCHEMISTRY	4
<input type="checkbox"/>	CHEM 304	INORGANIC CHEMISTRY	4
<input type="checkbox"/>	CHEM 305	PHYSICAL CHEMISTRY I	4
<input type="checkbox"/>	CHEM 306	PHYSICAL CHEMISTRY II	4
<input type="checkbox"/>	CHEM 391	JUNIOR SEMINAR I	0.5

7

If no Evaluation History or Equivalency History appears, continue to "EQ Search."

Finder 4

HOME → DATA SET → COURSE LIST → COURSE DETAIL

CLIFLIN UNIVERSITY ORANGEBURG, SC
CLIFLIN UNIVERSITY 2024-2026



CHEM 292 SOPHOMORE SEMINAR II

Weekly sessions designed to introduce sophomore chemistry students to the scientific method, scientific writing and problem solving. Assignments and discussions will concentrate on basic science skills, including scientific experimentation and analyses, reading comprehension for scientific literature, writing and problem-solving skills. Reviews preparation for departmental and standardized exams will be covered. Final grades will be based upon attendance and completion of assignments.

Credits: 0.5
Prerequisite: Academic advisement in the Department of Chemistry or academic advisement in Student Support Services with an intended major amongst those offered by the Department of Chemistry
Department: CHEMISTRY [⊞](#)
Course catalog: Cliflin University 2024-2026
Course history: [View Detail](#) [⊞](#)

EQUIVALENCY HISTORY

There are no data records found.

EVALUATION HISTORY

There are no data records found.

[EQ Search](#)



Tip: If a course pairing shows up under Evaluation History, that means someone has already submitted the course for evaluation. If a course pairing shows up under Equivalency History, an equivalency has already been established.

If the course is showing the equivalency as an elective ("XXX") or no credit ("NOCR"), you may proceed to create a new evaluation task and attach a syllabus.

8

Once you have chosen your potential equivalent, click "EVAL Add."

TES[®] COURSE DETAIL

+ EQ Add + **EVAL Add** Email Print

CLAFLIN UNIVERSITY

CHEM 292 SOPHOMORE SEMINAR II
Weekly sessions designed to introduce sophomore chemistry students to the scientific method, scientific writing and problem solving. Assignments and discussions will concentrate on basic science skills, including scientific experimentation and analyses, reading comprehension for scientific literature, writing and problem-solving skills. Reviews in preparation for departmental and standardized exams will be covered. Final grades will be based upon attendance and completion of assignments.

Units: 0.5
Prerequisite: Academic advisement in the Department of Chemistry or academic advisement in Student Support Services with an intended major amongst those offered by the Department of Chemistry
Department: CHEMISTRY [▾](#)
Source catalog: Claflin University 2024-2026
Course history: [View Detail](#) [▾](#)

EAST CAROLINA UNIVERSITY

CHEM 2XXX ELECTIVE
This course does not directly match an existing ECU course. Credit will be given for the course as an elective. Petitions to have the course count as a direct credit may be considered by your Academic Advisor.

Units: 1-5
Department: CHEMISTRY
Source catalog: East Carolina University Undergraduate 2024-2025
Course history: [View Detail](#) [▾](#)

9 On the next screen, make sure everything looks correct, then click "Preview."

Search Track Match Manage Support Contact Log Out CollegeSource

TES 4.0

on Task 1 Preview

Mode Batch Eval Mode Sequence Eval Mode

ISE(S): SOPHOMORE SEMINAR II 0.5 2024 - 2026 EQUIVALENT COURSE(S): CHEM 2XXX ELECTIVE 1-5 2024 - 2025

UNIVERSITY EAST CAROLINA UNIVERSITY Search

UNIVERSITY 2024-2026 EAST CAROLINA UNIVERSITY UNDERGRADUATE 2024-2025

-(ACCT) ACCOUNTING - (ACCT)

DE	COURSE TITLE	UNITS	COURSE CODE	COURSE TITLE	UNITS
	FINANCIAL ACCOUNTING	3	+ ACCT 1XXX	ELECTIVE	1-5
	MANAGERIAL ACCOUNTING	3	+ ACCT 2XXX	ELECTIVE	1-5
	INTERMEDIATE ACCOUNTING I	3	+ ACCT 3XXX	ELECTIVE	1-5
	INTERMEDIATE ACCOUNTING III	3	+ ACCT 2101	SURVEY OF FINANCIAL AND MANAGERIAL ACCOUNTING	3
	FRAUD EXAMINATION	3	+ ACCT 2401	FINANCIAL ACCOUNTING	3
	FEDERAL TAXATION I	3	+ ACCT 2521	MANAGERIAL ACCOUNTING	3
	FEDERAL TAXATION II	3	+ ACCT 3101	FRAUD EXAMINATION	3

10 On the next screen, you'll be able to add a syllabus (or other materials) for review. Click "Browse" to find your file and upload it.

EAST CAROLINA UNIVERSITY

CHEM 2XXX ELECTIVE
 This course does not directly match an existing ECU course. Credit will be given for the course as an elective. Petitions to have the course count as a direct credit may be considered by your Academic Advisor.
Units: 1-5
Department: CHEMISTRY
Source catalog: East Carolina University Undergraduate 2024-2025
Course history: View Detail

EVALUATION DETAIL

Assign:

Send email alert?

Comments: (optional)

Support file (PDF Only < 10MB/File, 20MB Total): (optional)

Browse.. No file selected.
Browse.. File upload

11 Click "Open" to add your file to the Evaluation Task.

The screenshot shows a web application interface for adding a file to an evaluation task. On the left, a PDF document titled "Syllabus" for "CHEM 292-02 Sophomore Seminar II Spring 2024" is displayed. The syllabus includes contact information for Instructor Thomas Ralph and an assurance statement. A file manager window is open over the document, with the "Open" button highlighted by an orange circle. On the right, the "EVALUATION DETAIL" form is visible, featuring an "Assign:" dropdown menu, a "Send email alert?" checkbox, a "Comments:" text area, and "Support file" upload buttons. The "Create Evaluation Task" button is also present.

12 You will still need to "Assign" the task after adding a syllabus.

You'll be able to see the file has loaded by looking in the "Support File" area.

This screenshot shows the "EVALUATION DETAIL" form with the syllabus file successfully loaded. On the left, a course card for "CHEM 2XXX ELECTIVE" is displayed, providing details about the course's elective status, units, department, and source catalog. The "EVALUATION DETAIL" form on the right has the "Assign:" dropdown menu highlighted with an orange circle. The "Support file" section now shows the loaded file: "Syllabus_CHEM_292_01_sophomore_seminar_II_Spring_2024.docx.pdf". The "Send email alert?" checkbox is checked, and the "Create Evaluation Task" button is visible.

13

Once you have assigned the Evaluation Task and ensured the syllabus is attached, click "Create Evaluation Task."

credit may be considered by your Academic Advisor.

Units: 1-5
Department: CHEMISTRY
Source catalog: East Carolina University
Undergraduate 2024-2025
Course history: [View Detail](#)

Comments: (optional)

Support file (PDF Only < 10MB/File, 20MB Total): (optional)

Syllabus_CHEM_292_01_sophomore_seminar_II_Spring_2024.docx.pdf

No file selected.



Alert!

If you are attaching a syllabus because the department asked for more information, make sure you re-assign the task once you've uploaded the file. Otherwise, no one knows you uploaded the syllabus!