

1. Login:
 - a. Open a browser and open https://tes.collegesource.com/TES_login.aspx
 - b. Enter your username and password you established upon receiving access from Kristin Mauro.
 - c. Click Log In
2. **Honor System:** it is challenging to ensure that TES and Banner match. To allow you to use TES for evaluation requests we are reliant on the following:
 - a. Only submit evaluation tasks
 - b. Do not add, edit or delete equivalencies
 - c. We monitor changes to TES, we will contact you if we identify inappropriate activity.
3. Search for an institution:
 - a. Enter the institution name
 - b. Click the Search button
 - c. Select the institution from the list



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.



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



Manage
Administer your TES account. Add users, set user rights, customize your public display, export equivalencies, view usage statistics, and more.

Get the most out of TES

TES Basic Certification is an intensive online workshop held over two half-days, with hands-on instruction and exercises to complete. This training is offered monthly, and there are 15 slots available.

"I like walking through every one of the features and being given examples of how we might use them. I also like the 'try this' opportunities and the homework assignments. Gives us a chance to practice what we just saw. Not as easy as it sounds."

[View sessions and register](#)

INSTITUTION SEARCH:

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

 Search

INSTITUTION	CITY	STATE
 SOUTH PUGET SOUND COMMUNITY COLLEGE	OLYMPIA	WA

4. Search by course:

- a. There is no need to select a particular catalog; the system will return the course for all catalog years.
 - i. Note: the Cover-to-Cover Catalog option loads a pdf of the entire catalog, which you can search, but you cannot submit an evaluation task from the pdf.
- b. Enter the Course Code or Course Title to enter the course information; we recommend using the course code if available.
- c. Click the Search button

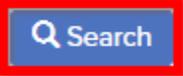
SOUTH PUGET SOUND COMMUNITY COLLEGE OLYMPIA, WA 

DATA SET:

SEARCH ALL DATA SETS:

Course Code Course Title



COVER-TO-COVER CATALOG:

5. Select the desired course click View:

Course Finder 5

INSTITUTION → DATA SET → COURSE LIST

SOUTH PUGET SOUND COMMUNITY COLLEGE OLYMPIA, WA

Search term: art 270

COURSE CODE	COURSE TITLE	UNITS	DATA SET	
ART				
<input type="checkbox"/> ART 270	INTERMEDIATE DIGITAL PHOTOGRAPHY	5	2019-2020	
<input checked="" type="checkbox"/> ART 270	INTERMEDIATE DIGITAL PHOTOGRAPHY	5	2018-2019	
<input type="checkbox"/> ART 270	INTERMEDIATE DIGITAL PHOTOGRAPHY	5	2017-2018	
<input type="checkbox"/> ART 270	INTERMEDIATE DIGITAL PHOTOGRAPHY	5	2016-2017	
<input type="checkbox"/> ART 270	INTERMEDIATE DIGITAL PHOTOGRAPHY	5	2015-2016	
<input type="checkbox"/> ART 270	INTERMEDIATE DIGITAL PHOTOGRAPHY	5	2014-2015	
<input type="checkbox"/> ART 270	INTERMEDIATE DIGITAL PHOTOGRAPHY	5	2013-2014	

Total: 7

6. Click the Search For Equivalent Course icon:

- a. Select the corresponding WOU catalog from the drop-down menu
- b. Select "Course contains ONE of the checked terms" and click Search
 - i. Alternatively, you may select browse mode and select the department related to the course being evaluated.

INSTITUTION → DATA SET → COURSE LIST → COURSE DETAIL

SOUTH PUGET SOUND COMMUNITY COLLEGE OLYMPIA, WA
SOUTH PUGET SOUND COMMUNITY COLLEGE 2018-2019



ART 270 INTERMEDIATE DIGITAL PHOTOGRAPHY
Digital photographic concepts and techniques beyond the Introductory level to develop proficiency in print and electronic media. Independent projects and exercises will focus on advanced camera operations and editing techniques, presentations, the history of photography, constructive critiques, individual expression and the development of a personal portfolio.

Units: 5
Prerequisite: ART 170 or Instructor's permission
Department: ART
Source catalog: South Puget Sound Community College 2018-2019
Course history: View Detail

SEARCH FOR EQUIVALENT COURSE?

EQUIVALENCY HISTORY
There are no data records found.

EVALUATION HISTORY
There are no data records found.

INSTITUTION → DATA SET → COURSE LIST → COURSE DETAIL → COURSE EQ SEARCH

SOUTH PUGET SOUND COMMUNITY COLLEGE OLYMPIA, WA



WESTERN OREGON UNIVERSITY MONMOUTH, OR

BROWSE MODE

WESTERN OREGON UNIVERSITY 2018-2019

FIND COURSES CONTAINING THE FOLLOWING KEYWORD(S):

Un-check items to exclude OR enter new keywords.

INTERMEDIATE	<input checked="" type="checkbox"/>
DIGITAL	<input checked="" type="checkbox"/>
PHOTOGRAPHY	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

- Course contains ALL of the checked terms
 Course contains ONE of the checked terms

Search

Course Equivalency Search

INSTITUTION → DATA SET → COURSE LIST → COURSE DETAIL → COURSE EQ SEARCH

SOUTH PUGET SOUND COMMUNITY COLLEGE OLYMPIA, WA



WESTERN OREGON UNIVERSITY MONMOUTH, OR

BROWSE MODE

WESTERN OREGON UNIVERSITY 2018-2019

ART - (A)

ART 270 INTERMEDIATE DIGITAL PHOTOGRAPHY

Digital photographic concepts and techniques beyond the Introductory level to develop proficiency in print and electronic media. Independent projects and exercises will focus on advanced camera operations and editing techniques, presentations, the history of photography, constructive critiques, individual expression and the development of a personal portfolio.

Units: 5
Prerequisite: ART 170 or instructor's permission
Department: ART
Source catalog: South Puget Sound Community College 2018-2019
Course history: [View Detail](#)

COURSE CODE	COURSE TITLE	UNITS	View
-------------	--------------	-------	----------------------

ART		
<input type="checkbox"/>	A 1XX	LOWER DIVISION ELECTIVE
<input type="checkbox"/>	A 2XX	LOWER DIVISION ELECTIVE
<input type="checkbox"/>	A 3XX	UPPER DIVISION ELECTIVE
<input type="checkbox"/>	A 4XX	UPPER DIVISION ELECTIVE
<input type="checkbox"/>	A 5XX	GRADUATE ELECTIVE

7. Select the course(s) that may be equivalent and click View to compare:

SOUTH PUGET SOUND COMMUNITY COLLEGE OLYMPIA, WA



WESTERN OREGON UNIVERSITY MONMOUTH, OR

BROWSE MODE

WESTERN OREGON UNIVERSITY 2018-2019

ART - (A)

ART 270 INTERMEDIATE DIGITAL PHOTOGRAPHY

Digital photographic concepts and techniques beyond the Introductory level to develop proficiency in print and electronic media. Independent projects and exercises will focus on advanced camera operations and editing techniques, presentations, the history of photography, constructive critiques, individual expression and the development of a personal portfolio.

Units: 5
Prerequisite: ART 170 or instructor's permission
Department: ART
Source catalog: South Puget Sound Community College 2018-2019
Course history: [View Detail](#)

COURSE CODE	COURSE TITLE	UNITS	View
-------------	--------------	-------	----------------------

ART		
<input type="checkbox"/>	A 1XX	LOWER DIVISION ELECTIVE
<input type="checkbox"/>	A 2XX	LOWER DIVISION ELECTIVE
<input type="checkbox"/>	A 3XX	UPPER DIVISION ELECTIVE
<input type="checkbox"/>	A 4XX	UPPER DIVISION ELECTIVE
<input type="checkbox"/>	A 5XX	GRADUATE ELECTIVE
<input type="checkbox"/>	A 100	ART TOPICS: VARIOUS 2
<input type="checkbox"/>	A 100T	LOWER DIVISION ELECTIVE
<input type="checkbox"/>	A 115	BEGINNING DESIGN: TWO-DIMENSIONAL 4
<input type="checkbox"/>	A 116	BEGINNING DESIGN: THREE-DIMENSIONAL 4
<input checked="" type="checkbox"/>	A 119	DIGITAL PRESENTATION FOR ARTISTS 4
<input type="checkbox"/>	A 120	FOUNDATIONS OF DIGITAL ART & DESIGN 4
<input type="checkbox"/>	A 130	BEGINNING DRAWING 4
<input type="checkbox"/>	A 199	SPECIAL STUDIES 1-4
<input type="checkbox"/>	A 200T	LOWER DIVISION ELECTIVE
<input type="checkbox"/>	A 204	ART HISTORY: PREHISTORIC THROUGH LATE ANTIQUITY 4
<input type="checkbox"/>	A 205	ART HISTORY: MIDDLE AGES THROUGH RENAISSANCE 4
<input type="checkbox"/>	A 206	ART HISTORY: BAROQUE THROUGH CONTEMPORARY 4
<input type="checkbox"/>	A 220	INTRODUCTION TO TYPOGRAPHY 4
<input type="checkbox"/>	A 230	INTRODUCTION TO LIFE DRAWING 4
<input type="checkbox"/>	A 250	INTRODUCTION TO CERAMICS 4
<input checked="" type="checkbox"/>	A 262	DIGITAL IMAGES & PHOTOGRAPHY I 4

8. Compare the options and if an equivalency is identified create an Evaluation Task by clicking the "+EVAL Add" button
 - a. **DO NOT click "+EQ Add"!**
 - i. The add option will create the equivalency in TES, but that does not update Banner and therefore would not impact student evaluations.

TES COURSE DETAIL
×

+ EQ Add

+ EVAL Add

✉ Email

🖨 Print

SOUTH PUGET SOUND COMMUNITY COLLEGE

ART 270 INTERMEDIATE DIGITAL PHOTOGRAPHY
 Digital photographic concepts and techniques beyond the introductory level to develop proficiency in print and electronic media. Independent projects and exercises will focus on advanced camera operations and editing techniques, presentations, the history of photography, constructive critiques, individual expression and the development of a personal portfolio.

Units: 5
Prerequisite: ART 170 or Instructor's permission
Department: ART
Source catalog: South Puget Sound Community College 2018-2019
Course history: View Detail ⊕

WESTERN OREGON UNIVERSITY

A 119 DIGITAL PRESENTATION FOR ARTISTS
 Course Includes fundamentals of documenting work through digital photography and scanning, basic image editing, building a portfolio website, writing artist statements, and crucial digital presentation techniques for working artists and designers.

Units: 4
Prerequisite: A 115
Department: ART
Source catalog: Western Oregon University 2018-2019
Course history: View Detail ⊕

A 262 DIGITAL IMAGES & PHOTOGRAPHY I
 Project-based course engages the critical role of digital images and photography in contemporary visual culture. Builds skills in creative process, composition, camera and software technique, conceptual development, and communication. Introduces theory.

Units: 4
Prerequisite: A 115 and A 119 or A 120 and A 130
Department: ART
Source catalog: Western Oregon University 2018-2019
Course history: View Detail ⊕

9. Remove any course(s) that were compared, but not equivalent by clicking the "X" icon, until only the equivalent course remains.
 - a. Click "Preview" then select View Detail for the WOU and transfer course to check for significant changes (course description, title, or credits since the selected academic year) to the courses over time.

Add Evaluation Task 1 👁 Preview

Single Eval Mode Batch Eval Mode

TRANSFER COURSE(S):	EQUIVALENT COURSE(S):
✕ ART 270 INTERMEDIATE DIGITAL PHOTOGRAPHY 5 2018 - 2019	✕ A 119 DIGITAL PRESENTATION FOR ARTISTS 4 2018 - 2019 ✕ A 262 DIGITAL IMAGES & PHOTOGRAPHY I 4 2018 - 2019

COURSE SELECTION → ADD EVALUATION

SOUTH PUGET SOUND COMMUNITY COLLEGE

ART 270 INTERMEDIATE DIGITAL PHOTOGRAPHY

Digital photographic concepts and techniques beyond the introductory level to develop proficiency in print and electronic media. Independent projects and exercises will focus on advanced camera operations and editing techniques, presentations, the history of photography, constructive critiques, individual expression and the development of a personal portfolio.

Units: 5
Prerequisite: ART 170 or instructor's permission
Department: ART
Source catalog: South Puget Sound Community College 2018-2019
Course history: View Detail

WESTERN OREGON UNIVERSITY

A 262 DIGITAL IMAGES & PHOTOGRAPHY I

Project-based course engages the critical role of digital images and photography in contemporary visual culture. Builds skills in creative process, composition, camera and software technique, conceptual development, and communication. Introduces theory.

Units: 4
Prerequisite: A 115 and A 119 or A 120 and A 130
Department: ART
Source catalog: Western Oregon University 2018-2019
Course history: View Detail

EVALUATION DETAIL

Assign:

 Send email alert?
Comments: (optional)
Support files (PDF Only < 4MB): (optional)

Choose File No file chosen
 Choose File No file chosen

Create Evaluation Task Reset

SOUTH PUGET SOUND COMMUNITY COLLEGE

ART 270

ART 270 INTERMEDIATE DIGITAL PHOTOGRAPHY

Digital photographic concepts and techniques beyond the introductory level to develop proficiency in print and electronic media. Independent projects and exercises will focus on advanced camera operations and editing techniques, presentations, the history of photography, constructive critiques, individual expression and the development of a personal portfolio.

Units: 5
Prerequisite: ART 170 or instructor's permission
Department: ART
Source catalog: South Puget Sound Community College 2019-2020

ART 270 INTERMEDIATE DIGITAL PHOTOGRAPHY

Digital photographic concepts and techniques beyond the introductory level to develop proficiency in print and electronic media. Independent projects and exercises will focus on advanced camera operations and editing techniques, presentations, the history of photography, constructive critiques, individual expression and the development of a personal portfolio.

Units: 5
Prerequisite: ART 170 or instructor's permission
Department: ART
Source catalog: South Puget Sound Community College 2018-2019

10. Assign the task:

- Select the Compliance Coordinator from the Assign drop-down box
- Make sure the "Send email alert?" box is checked
- Click the Create Evaluation Task button

SOUTH PUGET SOUND COMMUNITY COLLEGE 

WESTERN OREGON UNIVERSITY

EVALUATION DETAIL

ART 270 INTERMEDIATE DIGITAL PHOTOGRAPHY
 Digital photographic concepts and techniques beyond the introductory level to develop proficiency in print and electronic media. Independent projects and exercises will focus on advanced camera operations and editing techniques, presentations, the history of photography, constructive critiques, individual expression and the development of a personal portfolio.
Units: 5
Prerequisite: ART 170 or instructor's permission
Department: ART 
Source catalog: South Puget Sound Community College 2019-2020
Course history: View Detail 

A 262 DIGITAL IMAGES & PHOTOGRAPHY I
 Project-based course engages the critical role of digital images and photography in contemporary visual culture. Builds skills in creative process, composition, camera and software technique, conceptual development, and communication. Introduces theory.
Units: 4
Prerequisite: A 115 and A 119 or A 120 and A 130
Department: ART
Source catalog: Western Oregon University 2019-2020
Course history: View Detail 

Assign:
 DRYER, KYLER (Veterans Certifying Official & Compliance ▾)

Send email alert?

Comments: (optional)

Support files (PDF Only < 4MB): (optional)
 Choose File No file chosen
 Choose File No file chosen

[▶ Create Evaluation Task](#) [↻ Reset](#)

11. The assigned person will be notified via email of the pending request.
 - a. If there are any questions the task will be assigned back to you with a written note. In that instance, you must re-assign the task back to the Compliance Coordinator with a note answering the question(s).
 - b. TES and Banner will be updated by the Compliance Coordinator so that future evaluations of transfer courses will apply the new rule.
 - i. Note existing articulations on student records are not impacted. Email the Compliance Coordinator the V# of any students that need their articulation updated manually.