

Learner Pathways System – TCES How-to Guide

Using the Learner Pathways System Transfer Credit Evaluation System (TCES) Application

Version 1.0 (September 2017)



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Purpose

This document is a step-by-step guide for post-secondary institution ACAT Contact Persons, academic advisors, and other institution/organization users to support their **use of the Learner Pathways Transfer Credit Evaluation System (TCES) application** within Alberta's Learner Pathways System (LPS). The TCES allows users to view and manage their own institution's data, as well as view other institutions' information and data in the LPS.

Background

Alberta's Learner Pathways System (**LPS**) is comprised of stakeholders, including post-secondary institution staff and students, and all of the identified ACAT-related technology systems and tools that support learner pathways and mobility. LPS systems and tools currently consist of the following:

- Secure Identity & Access Management System (SIAMS) for secure user access
- Learner Pathways Data Collection and Reporting (DCaR) modules for mass uploading course, program, and transfer agreements/decisions data into the Catalog
- **Learner Pathways Transfer Credit Evaluation System (TCES) for viewing/managing LPS institutions' course, program, and transfer agreement/decision data and related information (the focus of this How-to Guide)**
- Learner Pathways Catalog (Catalog) for managing and storing data as a central repository, including a Settings (administration) tool for institutions and ACAT
- Transfer Alberta website, Search Tool, and Mobile App for publicly sharing Catalog data and learner pathways information with students and other stakeholders
- ACAT website for ease of accessing all LPS-related applications and information, including the data dictionary and data standards (e.g., CSV File Formats and templates).

This how-to guide focuses on use of the TCES for LPS users to for view/manage their institutions' course, program, and transfer agreement/decision data and related information (the focus of this How-to Guide). However, for additional support, including other how-to guides and training videos for LPS applications, please see the ACAT website and Transfer Alberta YouTube Channel.

Important:

How-to guides to support use of LPS Catalog, DCaR, and TCES applications can be found on **ACAT's website on the Learner Pathways System page** at: <http://acat.gov.ab.ca>.

Video tutorials to support these how-to guides are accessible on ACAT's

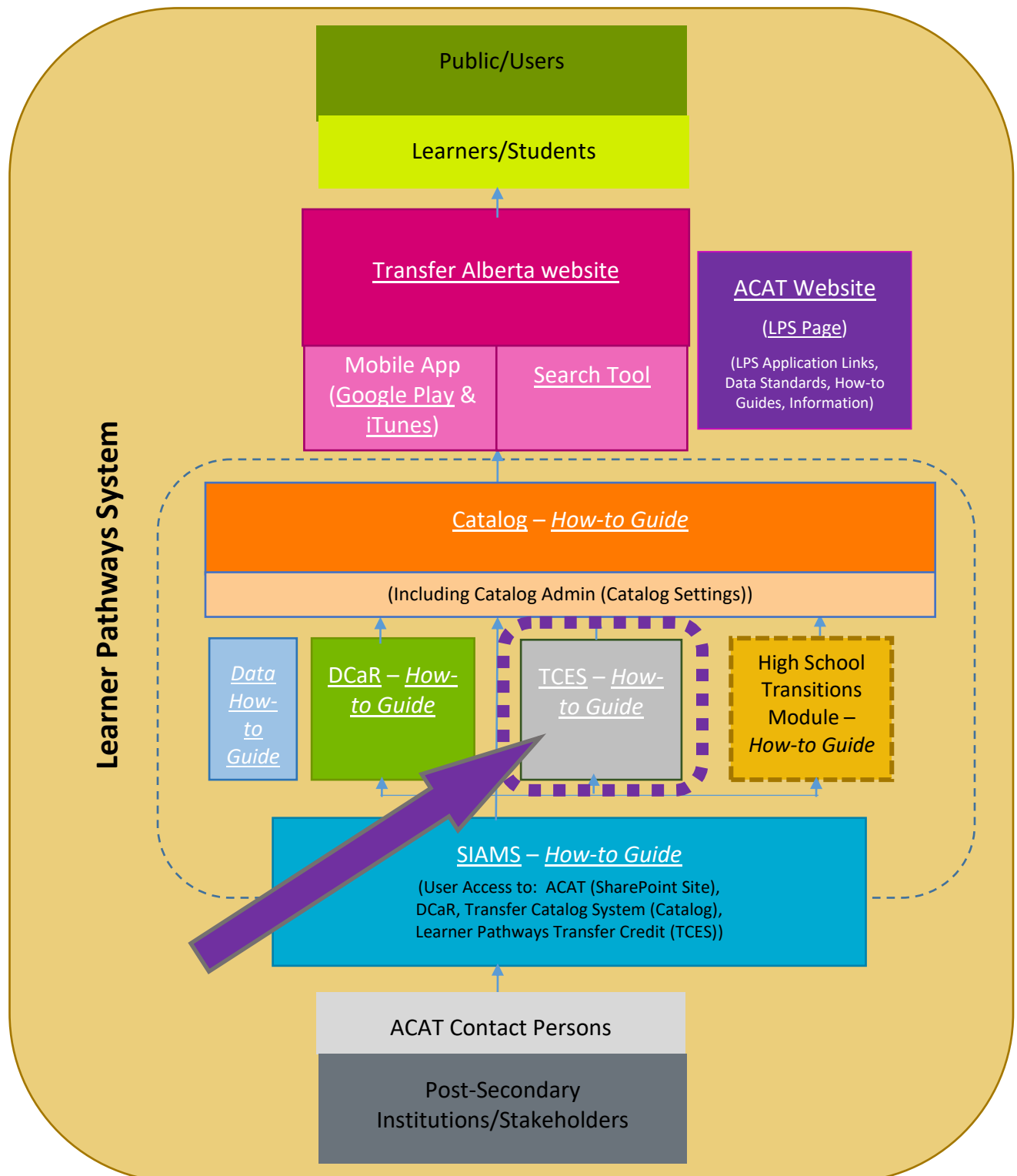
Transfer Alberta YouTube Channel at:

https://www.youtube.com/channel/UCr8sUaJBrdt8C3_MZcmxFRw.

ACAT will add new videos and updated versions of the current videos as needed.

Learner Pathways System (LPS)

Important: See how-to video—[LPS Overview](#).



What is the Learner Pathways Transfer Credit Evaluation System (TCES) and how is it used in the LPS?

LPS TCES, Data, and Training:

The **Learner Pathways Transfer Credit Evaluation System (TCES)** provides post-secondary LPS member institutions the ability to view and manage their LPS data. Depending on the permissions granted for their authorized access (i.e., read/write or read only), users can view/search for already published course/program offerings and transfer agreements data from the Catalog (LPS central repository), create new or edit existing course/program offerings and transfer agreements Catalog data, and add/negotiate/articulate and publish final transfer agreements/decisions into the Catalog.

Following ACAT approval, the Catalog data is then shared with students/the public via the Transfer Alberta website, search tool, and mobile app, helping to inform learners regarding post-secondary pathways and mobility. This data can be used for student enquiries, learner pathways reporting, business intelligence, and data analysis.

Data that can be viewed and managed in the TCES include institutions':

- LPS notifications and works in progress for course/program offerings and transfer agreements
- Contact information, course outlines, course/program offerings, and transfer agreements for your own and other LPS member institutions
- Opportunities for developing new transfer agreements for your institution through identified reciprocity and triangulation data drawn from other existing agreements in the Catalog.

The Learner Pathways System (LPS) was designed so that institutions' systems/data are the source of truth, allowing institutions to directly manage and approve the data they share from their institutions' source of truth via DCaR, TCES, Catalog, and Transfer Alberta. ACAT Contact Persons are responsible for ensuring their institutions' data in the Catalog is accurate and complete. All data submitted to the Catalog via DCaR or TCES is entered/approved by **TO-institutions** (institutions receiving the students and awarding credit).

Important:

- Support for institutions' data management in the LPS is available via the [LPS Data Management How-to Guide](#).
- Institutions can also request LPS data and applications training for their Contact Persons/institution from the ACAT Secretariat by emailing ae.lps@gov.ab.ca.
- The [Learner Pathways System page](#) on the [ACAT website](#) also includes links to all LPS-related information (e.g., links to all applications, overview, how-to guides, videos, data standards and templates, etc.).

LPS TCES Users and Access:

This **TCES How-to Guide** focuses on supporting Contact Persons (CPs), academic advisors, and other institution/organization users in their use of the TCES within the LPS.

Once users are approved and authenticated, those **users who manage data in the LPS** (e.g., Contact Persons) would be granted SIAMS PINs that allow them the ability to view and edit data (*read/write access*) in the **Catalog**, **DCaR**, and **TCES**.

Other authenticated users who view data in the LPS to support their work with students (e.g., academic advisors, other institution/organization users) would be granted SIAMS PINs that allow them the ability to view data in the **Catalog** and **TCES** (*read only access*). The ability to run customized reports in the Catalog for institutions' course and program offerings and transfer agreements/decisions and to view available course outlines and offerings and agreements searches in the TCES may be key areas of interest to advisors.

Regarding LPS access:

- If you are an existing user or Contact Person, you will have received three SIAMS PIN letters to date – one for the Catalog, one for DCaR, and one for the TCES, including instructions regarding using your SIAMS log in.
- If you are a new ACAT Contact Person at your institution, please email the ACAT Secretariat to request SIAMS PINs for read/write access for LPS applications (e.g., Catalog, DCaR, TCES) at ae.lps@gov.ab.ca.
- If you are an academic advisor or PSI representative who would like to request read-only access to the Catalog and TCES to support your work, please contact your institution's Contact Persons in the articulation/transfer office at your institution. Once they authenticate your need for access, they can forward institution-approved requests to the ACAT Secretariat at ae.lps@gov.ab.ca, who would then issue SIAMS PINs to the new authenticated users.
- If you represent other education stakeholders who wish to request read-only access to view data in the Catalog and TCES to support your work with students, please contact the ACAT Secretariat at ae.lps@gov.ab.ca to request permission for SIAMS PINs for the **Catalog** and **TCES**. Your identity and purpose for access will be authenticated by the Secretariat prior to PINs being issued.

NOTE: The following user information must be provided in your request in order to request SIAMS PINs for an LPS application user account:

- First and last name
- Institution/organization role
- Institution/organization name
- Institution/organization email address
- Institution/organization phone number
- Type of access requested based on your role (e.g., read/write or read only).

After receiving PIN letters via email, you can set up/enrol your SIAMS user account and authenticate your user access for each LPS application using the instructions provided.

Important:

- **Each application has its own SIAMS PIN and URL and each PIN needs to be enrolled separately** to gain access to its corresponding application.
- The **same username** and **password** can be used for all LPS applications.
- Support regarding activating your SIAMS PIN and accessing your user accounts is available in the [LPS SIAMS How-to Guide](#).

LOGGING IN

Follow the steps listed below to enrol your user account and access the TCES LPS application.
The same SIAMS username and password can be used for all LPS applications.

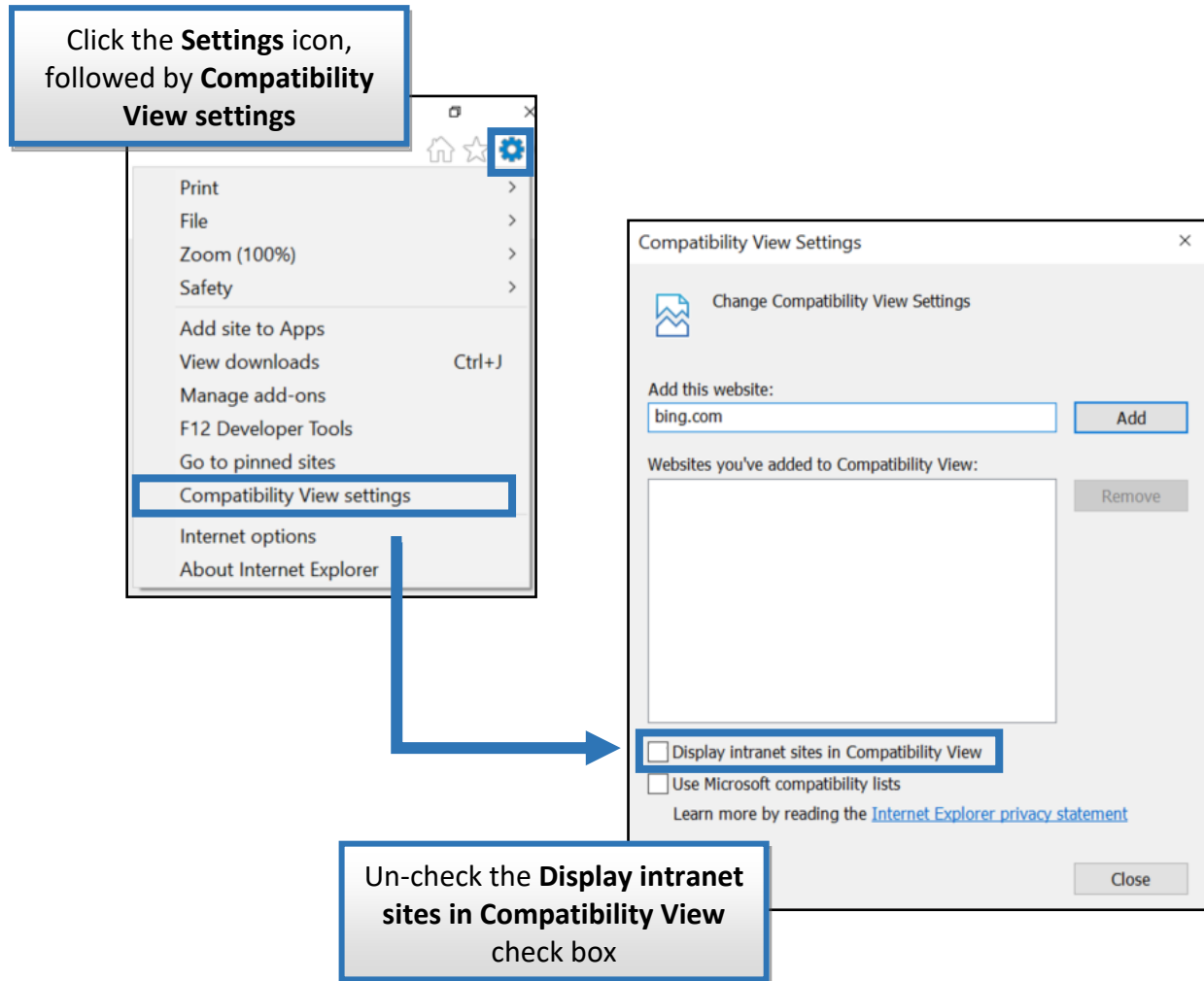
1. Launch an internet browser (e.g., Google Chrome, Internet Explorer).

NOTE: The **Learner Pathways System (LPS)** applications may function better in *Google Chrome*. You may wish to access the **TCES** using the same browser you intend to use for **DCaR** and the **Catalog**.

If you are using Internet Explorer, in order for the **TCES** and **Catalog** to display properly, please complete the following steps in your browser's compatibility settings.

Compatibility mode in Internet Explorer:

- Navigate to and click on **Settings** (⚙️).
- Click the **Compatibility View Settings** option.
- Un-check the **Display intranet sites in Compatibility View** check box.
- Click the **Close** button.



2. Copy and paste the URL of the TCES application in the browser address bar. The URL will also be included in your SIAMS PIN letter:

- **Learner Pathways Transfer Credit Evaluation System (TCES)** –
<https://tces.ae.alberta.ca> .

OR

- Paste the following SIAMS Application Dashboard URL into your browser's address bar and **select the correct application ("Learner Pathways Transfer Credit")** from the Business Partner Applications drop down list and click **Go**:

<https://adfs.siams.alberta.ca/adfs/ls/Dashboard.aspx?Signin>



SIAMS Application Dashboard

This Dashboard allows you to go to one of the Services listed below.
You can go to a Service (or return to the Service you were using) by clicking a link below.

Public Applications

Select the one you wish to access:

[ApplyAlberta \(Alberta Post-Secondary Application System\)](#)
[Employment Standards Complaint](#)
[myAlbertaSupports](#)
[MyTradesecrets](#)
[Online Claims Reimbursement](#)
[Personal Directive Registry](#)
[Students Finance System \(SFS\)](#)



Business Partner Applications

Select the one you wish to access:

Learner Pathways Transfer Credit

Go

3. Enter your **Username** and **Password**.
4. Click the **Sign In** button.

Important: If an incorrect **Username** and **Password** combination is entered, you are presented with a message asking you to try again. If you continue to experience issues you can use the **Forgot Username or Password** links.

The screenshot shows the SIAMS (Secure Identity & Access Management System) login page. At the top, there is a banner for the Government of Alberta with the SIAMS logo. Below the banner, there are two main sections: 'I have an existing SIAMS ID/Username' and 'New to SIAMS? Sign-up!'. The 'I have an existing SIAMS ID/Username' section contains a login form with fields for 'Username' and 'Password', both marked with an asterisk to indicate they are required. A 'Login' button is at the bottom of the form. A red error message box is overlaid on the form, stating: 'There was an error with your submission. The Username or Password you have entered is incorrect. Please try again or contact the Help Desk for more information.' Below the error message, there is a link for 'Forgot Username or Password ?'. To the right of the login form, there is a vertical line with the word 'Or' in the center. To the right of the 'Or' line, the 'New to SIAMS? Sign-up!' section is visible, which includes a list of services and a 'Create a new account' button. At the bottom of the page, there is a 'SECURITY TIP: For security, change your password every 3 months.'

5. Retrieve your PIN Number from the PIN Enrolment Letter contained in the email sent to you by the ACAT Secretariat.

- Enter your PIN Number from the PIN letter on the Verify Account page on the SIAMS Login screen and Click the Next button.

- Following successful PIN enrolment and login with your username and password, the screen will reload to show the LPS TCES dashboard.

Notifications

NOTIFICATION DATE	FROM INSTITUTION	TITLE	TYPE	IMPORTANT
2017-07-24	Northern Lakes College	Request for Information	Request For Information	No
2017-07-17	NAIT	Agreement Change Notification	Change Alert	No
2017-07-17	NAIT	Agreement Change Notification	Change Alert	No
2017-07-17	NAIT	Agreement Change Notification	Change Alert	No
2017-07-14	NAIT	Request for Information	Request For Information	No
2017-07-14	Keyano College	Proposal from [Keyano College]	Proposal For Review	No
2017-07-14	ACAT	Request for Information	Request For Information	No

Showing 1 to 7 of 7 entries

WIP Offerings

CODE	NUMBER	TITLE	CREDIT	CREDIT TYPE	CATEGORIES	EFFECTIVE START DATE	EFFECTIVE END DATE	ACTIONS
------	--------	-------	--------	-------------	------------	----------------------	--------------------	---------

Navigation and Use

TCES Dashboard and Admin Menu:

Important: See how-to video—TCES Dashboard and Administration Menu (once video is available).

- Once you have successfully logged into the TCES, the **TCES Dashboard and Admin menu** will appear. **Contact Persons/Institutions** can directly manage, use, view, and update information and data using the dashboard and administration menu features.

LPS - Transfer Credit Evaluation System (TCES)

John Doe3 Log Out

Notifications

Show 10 entries

Notification Date	From Institution	Title	Type	Batch Name
2017-07-24	Northern Lakes College	Request for Information	Request For Information	No
2017-07-17	NAIT	Agreement Change Notification	Change Alert	No
2017-07-17	NAIT	Agreement Change Notification	Change Alert	No
2017-07-17	NAIT	Agreement Change Notification	Change Alert	No
2017-07-14	NAIT	Request for Information	Request For Information	No
2017-07-14	Keyano College	Proposal from Keyano College	Proposal For Review	No
2017-07-14	ACAT	Request for Information	Request For Information	No

Showing 1 to 7 of 7 entries

WIP Offerings

Show 10 entries

Code	Number	Title	Credit	Credit Type	Categories	Effective Start Date	Effective End Date	Actions
No data available in table								

Showing 0 to 0 of 0 entries

WIP Agreements

Show 10 entries

Agreement Type	Agreement #	From Institution	To Institution	From Offerings	To Offerings	Start Date	End Date	Action
Specific Course	714AR1	Keyano College	MacEwan University	ACCT 102	ACCT 214	2005-05-01	2599-05-01	Details
Specific Course	d5f6dc3-5b14529-0076-b8c0ea055659	Alberta College of Art + Design	MacEwan University	AHIS 110	ARTE 101			Details

Showing 1 to 2 of 2 entries

The screenshot displays the TCES Dashboard with a sidebar on the left and three main content areas on the right.

Sidebar:

- Dashboard
- Contacts
- Course Outline
- Request Info
- Search
- Agreements
- Offerings
- Connections
- Triangulation
- Reciprocity
- External Links
- LPS Catalog
- LPS DCAR

Notifications Section:

Show 10 entries Search:

NOTIFICATION DATE	FROM INSTITUTION	TITLE	TYPE	IMPORTANT
2017-07-24	Northern Lakes College	Request for Information	Request For Information	No

WIP Offerings Section:

Show 10 entries Search:

CODE	NUMBER	TITLE	CREDIT	CREDIT TYPE	CATEGORIES	EFFECTIVE START DATE	EFFECTIVE END DATE	ACTIONS
TEST	399	Testing Course	6	Credit	Accounting	2017-09-01		Details

WIP Agreements Section:

Show 10 entries Search:

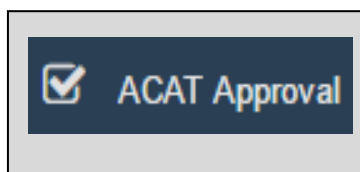
AGREEMENT TYPE	AGREEMENT #	FROM INSTITUTION	TO INSTITUTION	FROM OFFERINGS	TO OFFERINGS	START DATE	END DATE	ACTION
Specific Course	714AR1	Keyano College	MacEwan University	ACCT 102	ACCT 214	2005-09-01	2599-09-01	Details

2. From the **TCES Dashboard**, you can **view and manage the following LPS information**:

- **LPS Notifications** providing a summary listing of all current/active LPS notifications received by the LPS Contact Person email address listed in the Catalog for your institution
 - **NOTE:** This section is currently a list of LPS notifications that have been sent to your institution and not copies of the details of the actual email notifications themselves. It is important that you keep copies of the actual emails for the details/action items required. Updates to this section of the TCES dashboard may occur in a future release to let you view more information about your LPS notifications from this screen.
- **WIP Offerings** providing an editable list of all of your institution's course and program offerings Works in Progress (WIPs) in the TCES
- **WIP Agreements** providing an editable list of all of your institution's course and program transfer agreements/decisions Works in Progress (WIPs) in the TCES as either a "From" or a "To" institution

- **TCES Dashboard Admin menu** providing key TCES functionality located along the left-hand side of the Dashboard
 - **Contacts** available/searchable for all LPS member post-secondary institutions as identified in the Catalog
 - **Course Outlines** available/searchable for courses for which institutions have provided outlines, including current and historical versions of outlines
 - **Request Info** function available to request information from other institutions regarding course/program offerings
 - **Search for Agreements and Offerings** from the Catalog to view and edit existing current and historical versions of courses, programs, and transfer agreements/decisions and be able to add new course/program offerings and transfer agreements/decisions
 - **Connections for Triangulation and Reciprocity** of transfer agreements to be able to view potential opportunities for adding new agreements/decisions for your institution based on reciprocity and triangulation of other existing Catalog agreements data
 - **External links to LPS Catalog and LPS DCaR** located at the bottom of the TCES Admin Menu to support ease of use among the three applications.
 - **NOTE:** The redesigned ACAT website (estimated release October 2017) will also provide access to all LPS applications, information, and supports from one location—Learner Pathways System page.
3. LPS users can **access the TCES and/or DCaR applications to publish data into the Catalog.**
4. After you have **published** your institution's data into the Catalog via:
- articulation of individual course, program, or agreement records using the TCES (see supporting information in **this TCES How-to Guide**).
 - course, program, or agreement CSV files using the Learner Pathways DCaR modules (see [Learner Pathways DCaR How-to Guide](#)).
 - editing/adding high school transitions data (IB, AP, Upgrading), institution information and reference data, transfer credits awarded data, and course outlines to applicable sections in the Catalog (see [Learner Pathways Catalog How-to Guide](#)).

the **ACAT Secretariat reviews and approves** your published records in the Catalog, so that the data can be shared publicly via Transfer Alberta.



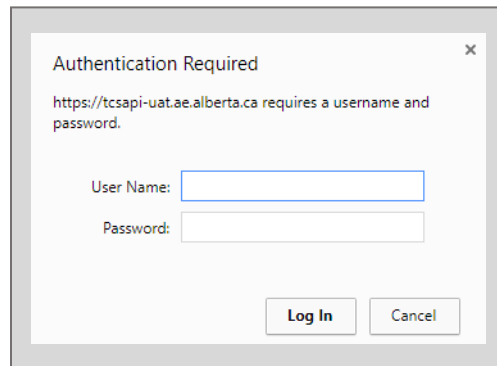
5. Once the Catalog data is approved, it becomes **publicly available** for students, institutions, and other users in the [Transfer Alberta Search Tool](#) and **Mobile App** ([Google Play](#) & [iTunes](#)).

The screenshot shows the 'Transfer Alberta Search' web application. At the top is the Alberta Government logo and a navigation bar with a search icon and a menu icon. Below the header, the title 'Transfer Alberta Search' is followed by the description 'Find out whether courses or programs are transferable between post-secondary institutions'. A navigation bar contains three tabs: 'Search' (active), 'Saved Searches' (with a count of 0), and 'Contacts'. The 'Search' section has a progress bar with five steps: 'ABOUT YOU', 'SEARCH TYPE' (current step), 'INSTITUTIONS', 'PROGRAMS / COURSES', and 'RESULTS'. Under 'I would like to...', there are two radio button options: 'check whether my planned or completed courses / program will transfer' (selected) and 'explore high school transitions or upgrading for admission to post-secondary'. At the bottom of the search section are 'BACK' and 'NEXT' buttons. Below the search section is a 'Reset Search' link with a circular arrow icon.

NOTE: While working in the TCES, you will be **moving back and forth between applications, notably between the TCES and Catalog.**

If your screen activity becomes **inactive for a time while using the applications**, when you begin to use the application, again, you will receive error messages:

- An **“Authentication Required” log in box** in the TCES.



Authentication Required

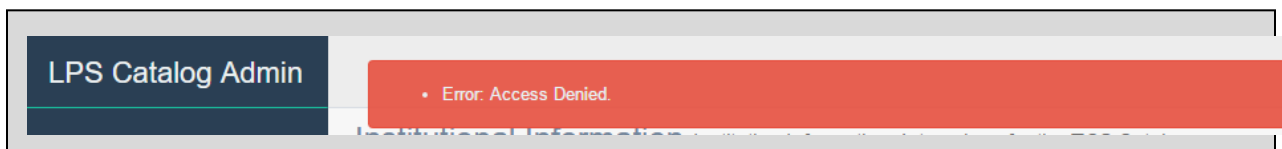
https://tcsapi-uat.ae.alberta.ca requires a username and password.

User Name:

Password:

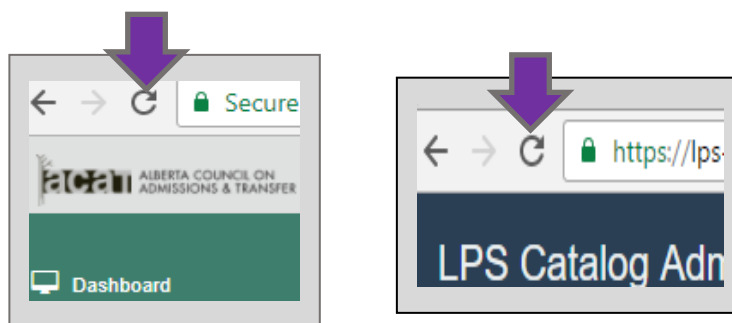
Log In Cancel

- A **red error message** at the top of your TCES or Catalog screen stating **“Error: Access Denied”**.



If you receive either of these error messages:

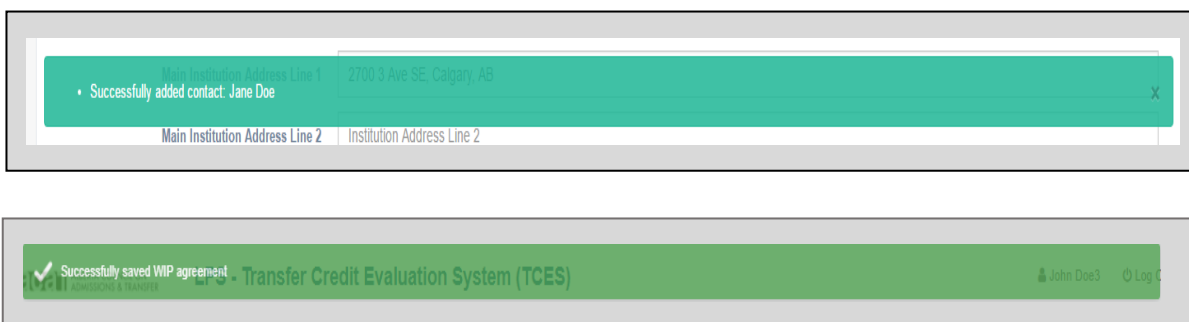
- **Close the box** provided and **Click on refresh** in your browser’s address bar.



- Once the browser refreshes, it will make the TCES or Catalog active for your use, again.

- However, if an extended time has elapsed, instead of being able to refresh and continue to work in the TCES or Catalog, you may need to log in, again, with your Username and Password. (If you require assistance with logging in, see [Logging In](#)).

NOTE: Each time you **successfully submit/add/save new information directly within the sections of the TCES or Catalog**, at the top of your screen, you will receive a **green “Successfully...” completed message** related to the item you have edited. For example:



To continue using the TCES or Catalog, either close the message by clicking on the “x” in the right corner of the message (Catalog) or wait a few seconds for the message to fade (TCES), and continue with your work.

Using the TCES Dashboard Features:

Important: See how-to video—Using the TCES Dashboard and Administration Menu (once video is available).

The **three main features in the TCES Dashboard** allow Contact Persons/institutions the ability to **directly view, manage, and edit your post-secondary institution's**:

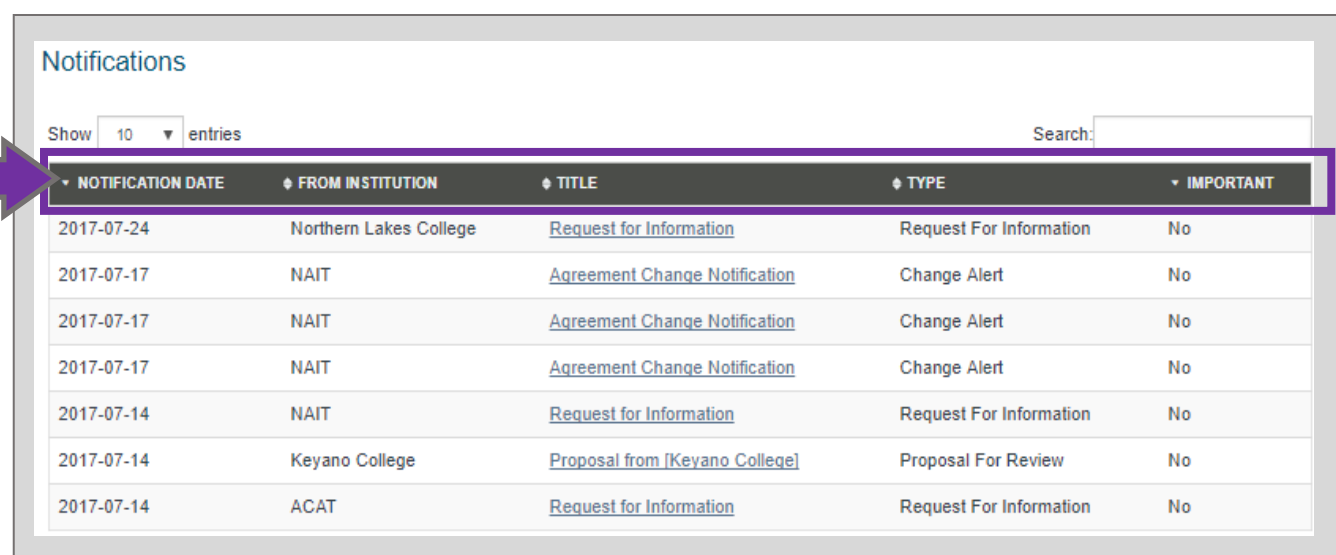
- **LPS Notifications** – This section provides a summary listing of all current/active LPS notifications received by the LPS Contact Person email address listed in the Catalog. This feature allows Contact Persons/Institutions to view a list and prioritize these LPS Notifications in the TCES.
- **WIP Offerings** – This section provides an editable list of all of your institution's course and program offerings Works in Progress (WIPs) in the TCES. This feature allows Contact Persons/Institutions to manage WIP Offerings by printing/downloading, editing and saving, deleting, or validating and publishing these course/program offerings to the Catalog.
- **WIP Agreements** – This section provides an editable list of all of your institution's course and program transfer agreements/decisions Works in Progress (WIPs) in the TCES as either a "From" or a "To" institution. This feature allows Contact Persons/Institutions to manage WIP Agreements by printing/downloading, editing and saving, rejecting and deleting a proposal, sending as a proposal, or validating and publishing these agreements to the Catalog.

NOTE: When creating, validating, and publishing course/program offerings and agreements data using the TCES, please ensure that you consider publishing data for **Courses** and **Programs**, first, then **Agreements**. This is because agreements/decisions rely on the courses and programs data to create the needed relationship in the system.

LPS NOTIFICATIONS

LPS Notifications provides a summary listing of all current/active LPS notifications received by the LPS Contact Person email address listed in the Catalog. This feature allows Contact Persons/Institutions to view a list and prioritize these LPS Notifications in the TCES.

- **NOTE:** This section is currently a list of LPS notifications that have been sent to your institution and not copies of the details of the actual email notifications themselves. It is important that you keep copies of the actual emails for the details/action items required. Updates to this section of the TCES dashboard may occur in a future release to let you view more information about your LPS notifications from this screen.
1. For each notification, Contact Persons/institutions can **review** the notification dates, from institutions, title of the notification, and type of notification, as well as assign a priority/level of importance to the notification.

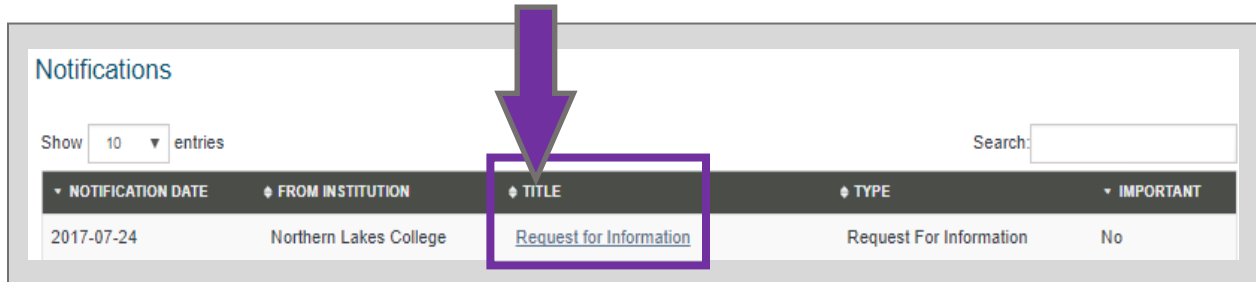


NOTIFICATION DATE	FROM INSTITUTION	TITLE	TYPE	IMPORTANT
2017-07-24	Northern Lakes College	Request for Information	Request For Information	No
2017-07-17	NAIT	Agreement Change Notification	Change Alert	No
2017-07-17	NAIT	Agreement Change Notification	Change Alert	No
2017-07-17	NAIT	Agreement Change Notification	Change Alert	No
2017-07-14	NAIT	Request for Information	Request For Information	No
2017-07-14	Keyano College	Proposal from [Keyano College]	Proposal For Review	No
2017-07-14	ACAT	Request for Information	Request For Information	No

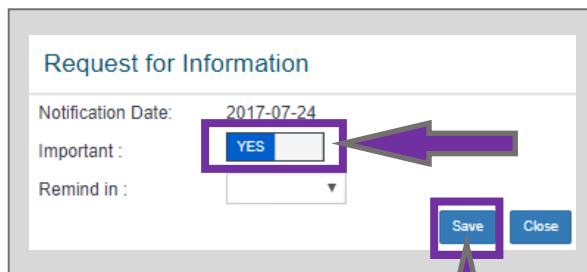
2. Contact Persons/Institutions can correlate each notification in the TCES Dashboard list with the detailed email notification messages you/your institution has received to confirm the details of each notification.
 - **NOTE:** There is a correlating number, institution reference, or other parallel reference in the “Title” field description (e.g., Proposal from (Keyano College))” that will help link each TCES Dashboard notification to its specific LPS notification email that was received and the action to be taken.

Providing further correlating details for the notifications in the TCES Dashboard is also under discussion for a possible future release.

3. Contact Persons/Institutions can assign a **priority/level of importance** for each notification by:
- **Clicking on the underlined “Title”** for each notification under the “Title” column header
 - Selecting “YES” and “Save” to keep the notification visible and high priority OR
 - Selecting “NO” and a number of days for a reminder (e.g., 1 – 30 days) and “Save” to have the notification be hidden during that time and re-appear after the number of days has elapsed.



NOTIFICATION DATE	FROM INSTITUTION	TITLE	TYPE	IMPORTANT
2017-07-24	Northern Lakes College	Request for Information	Request For Information	No

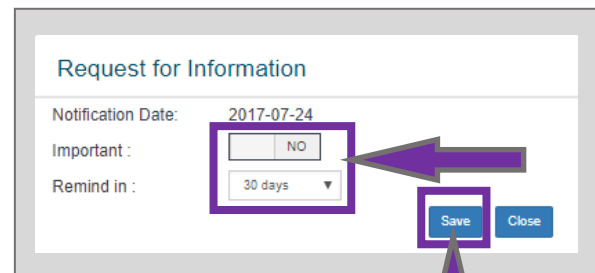


Request for Information

Notification Date: 2017-07-24

Important : ☒ YES

Remind in :



Request for Information

Notification Date: 2017-07-24

Important : ☐ NO

Remind in : 30 days

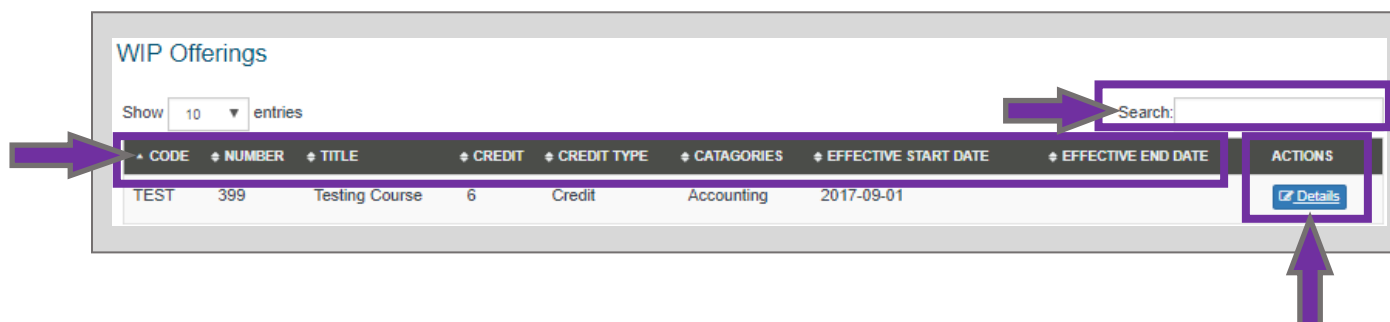
WIP OFFERINGS

WIP Offerings provides an editable list of all of your institution's course and program offerings Works in Progress (WIPs) that you are developing using the TCES. This feature allows Contact Persons/Institutions to manage WIP Offerings by printing/downloading, editing and saving, deleting, or validating and publishing these course/program offerings to the Catalog.

1. After using the "[Search](#)" and "[Connections](#)" sections of the TCES to create drafts of course/program offerings and saving these drafts as works in progress (WIPs), these WIPs will then appear in the **WIP Offerings screen on the Dashboard**.

In WIP Offerings, you can **review, edit, and publish to the Catalog** your institution's available course/program WIP Offerings by **clicking on "Details"** in the "**Actions**" column for each WIP Offering.

You can also **sort** your WIP offerings by **clicking on the arrows/titles (e.g., **NUMBER**) at the top of each column**, and **use the search feature to locate a specific WIP offering if you have many in progress**.



2. **Once you have clicked on “Details”** in the “**Actions**” column for each WIP Offering, you will be able to **manage** your institution’s WIP Offerings by:
 - **adding to and editing** the details in the available data fields
 - **NOTE:** The same data fields/data standards that are used to complete the CSV templates (including mandatory and elective fields) to import, validate, and publish course/program and agreement data records using DCaR are also being used to validate and publish course/program and agreement records in the TCES.
 - clicking on “**Validate Institution Course ID**” to confirm if the ID for the offering is/isn’t already being used by another existing course/program offering in the Catalog (database)
 - if the ID is already in use, confirming if this is appropriate as you are updating/creating a new version of an existing course/program
 - if this is an error and needs to be changed before you publish the record as you were intending to add a new, unique course/program
 - **NOTE:** If the ID is a long number/letter sequence resembling the following configuration `d5fec6c9-5f8f-f629-0076-b8ceea965659`, this is an LPS-generated unique ID. It can be replaced/changed using your institution’s unique ID structure or can be left as is as an LPS-generated unique ID.
 - clicking on “**Print**” to print/download a copy of the WIP, such as for sharing with another representative/academic reviewer at your institution
 - clicking on “**Save**” to save the WIP and come back later to continue/complete it
 - clicking on “**Validate and Publish**” to validate and publish these course/program offerings to the Catalog, so that ACAT can review/approve them to make them accessible for creation of new agreements that would then be shared via Transfer Alberta
 - clicking on “**Delete WIP**” to delete the WIP if it is no longer needed or available for your institution’s offerings
 - clicking on “**Close**” to close the WIP offering and come back later to edit/complete.

Course: -

Institution

Institution Course ID

Validate Institution Course ID

Code

Number

Title

Instruction Type

Instruction Qualification

Credit Value

Credit Type

Credentials

Categories

Description

Pre-Requisites

Co-Requisites

Outline URL

Comment

Review Date

Effective Start Dates

Effective End Date

Print

Save

Validate and Publish

Delete WIP

Close

NOTE: There are a **number of reference data sets used in the LPS** regarding system data, institution data, high school courses data, and guide periods (academic years (Sept. 1 – Aug. 31)). **Reference data is located in the Catalog and is information that defines the set of permissible values that can be used by institutions/users in identified data fields in the LPS**, such as the reference data that is defined by institutions and ACAT and is used in the TCES drop down menus for adding/editing courses, programs, and agreements.

You **may see some repetition in your institution's TCES drop down menu options for Categories when adding a new course or program offering**. If so, you will need to go to the Catalog to **edit your Institution Reference Data section for categories (values)**, as that is your institution's source for this information in the TCES.

Examples of reference data managed in the Catalog include:

Categories, credentials, credit types, agreement types.

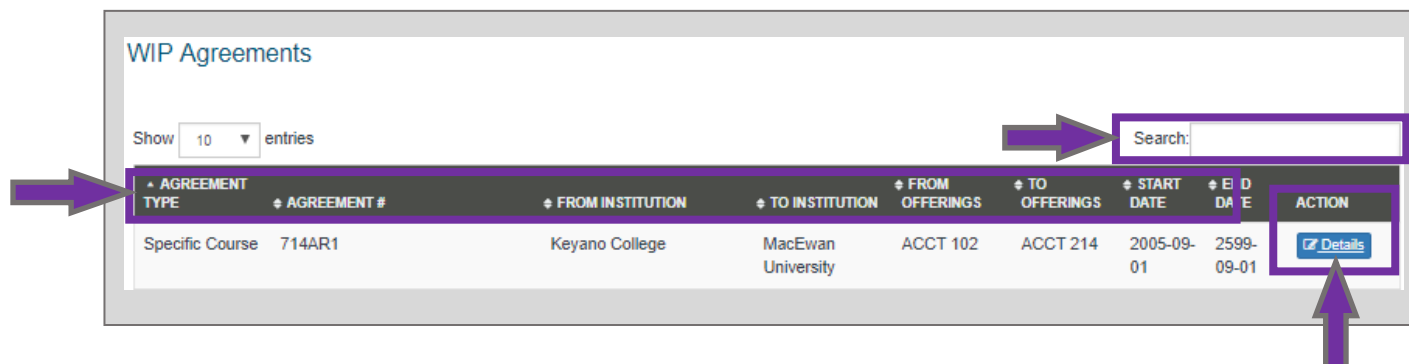
WIP AGREEMENTS

WIP Agreements provides an editable list of all of your institution's course and program transfer agreements/decisions Works in Progress (WIPs) in the TCES **as either a "From" or a "TO" institution**. This feature allows Contact Persons/Institutions to manage WIP Agreements by printing/downloading, editing and saving, rejecting and deleting a proposal, sending as a proposal, or validating and publishing these agreements to the Catalog.

1. After using the "[Search](#)" and "[Connections](#)" sections of the TCES to create drafts of course/program agreements/decisions and saving these drafts as works in progress (WIPs), these WIPs will then appear in the **WIP Agreements screen on the Dashboard**.

In WIP Agreements you can **review, edit, and publish to the Catalog** your institution's available course/program WIP Agreements by **clicking on "Details"** in the "**Actions**" column for each WIP Agreement.

You can also **sort** your WIP agreements by **clicking on the arrows/titles (e.g., **AGREEMENT #**) at the top of each column**, and **use the search feature to locate a specific WIP agreement if you have many in progress**.



WIP Agreements

Show 10 entries

AGREEMENT TYPE	AGREEMENT #	FROM INSTITUTION	TO INSTITUTION	FROM OFFERINGS	TO OFFERINGS	START DATE	END DATE	ACTION
Specific Course	714AR1	Keyano College	MacEwan University	ACCT 102	ACCT 214	2005-09-01	2599-09-01	Details

2. **Once you have clicked on “Details”** in the **“Actions”** column for each WIP Agreement, you will be able to **manage** your institution’s WIP Agreements by:
 - **adding to and editing** the details in the available data fields for your WIPs, including for proposals that your institution has received as the **“TO”** institution from other **“FROM”** institutions
 - **NOTE:** The same data fields/data standards that are used to complete the CSV templates (including mandatory and elective fields) to import, validate, and publish course/program and agreement data records using DCaR are also being used to validate and publish course/program and agreement records in the TCES.
 - clicking on **“Validate Institution Course ID”** to confirm if the ID for the agreement is/isn’t already being used by another existing course/program agreement in the Catalog (database)
 - if the ID is already in use, confirming if this is appropriate as you are updating/creating a new version of an existing course/program agreement
 - if this is an error and needs to be changed before you publish the record as you were intending to add a new, unique course/program agreement
 - **NOTE:** If the ID is a long number/letter sequence resembling the following configuration `d5fec6c9-5f8f-f629-0076-b8ceea965659`, this is an LPS-generated unique ID. It can be replaced/changed using your institution’s unique ID structure or can be left as is as an LPS-generated unique ID.
 - clicking on **“Print”** to print/download a copy of the WIP, such as for sharing with another representative/academic reviewer at your institution
 - clicking on **“Save as WIP”** to save the WIP and come back later to continue/complete it
 - for WIP agreements where your institution is the **“TO” institution only:**
 - clicking on **“Validate and Publish”** to validate and publish these course/program agreements/decisions to the Catalog, so that ACAT can review/approve them for sharing via Transfer Alberta
 - clicking on **“Reject and Delete WIP”** to delete the WIP if it is not approved by your **“TO”** institution or is no longer needed or available for your institution’s agreements
 - for WIP agreements where your institution is the **“FROM” institution only:**
 - clicking on **“Send”** to send these course/program agreement proposals to an LPS **“TO”** institution, so that it can review/edit and validate and publish the agreement to the Catalog or reject and delete the WIP proposal.
 - clicking on **“Delete WIP”** to delete the WIP if it is not no longer needed or applicable/accurate as a proposal for agreements with your institution
 - clicking on **“Close”** to close the WIP agreement and come back later to edit/complete.

Edit WIP Agreement: 714AR1

From Institution
Keyano College

To Institution
MacEwan University

Agreement #
714AR1

Credits
6

Agreement Type
Specific Course

Effective Start Date
2005-09-01

From Offerings
ACCT 102

To Offerings
ACCT 214

Credit Type
Credit

Credential
Undergraduate Degree

Effective End Date
2599-09-01

Review Date

Comment

Articulation Notes

Validate Institution Agreement ID

Print Save as WIP Validate and Publish Reject and Delete WIP Close

OR

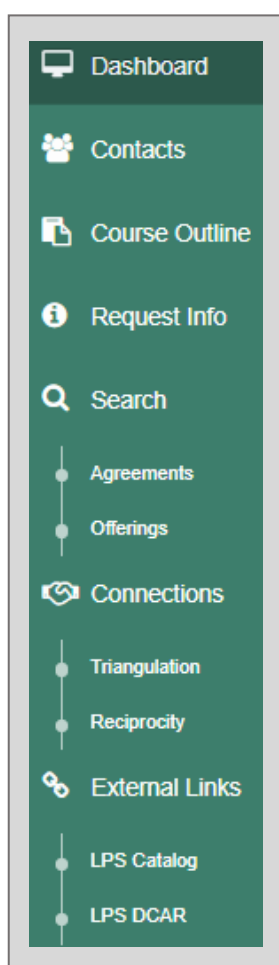
From Institution
MacEwan University

To Institution
University of Alberta

Print Save as WIP Send Delete WIP Close

Using the TCES Dashboard Admin Menu Features:

Important: See how-to video—Using the TCES Dashboard and Administration Menu (once video is available).



The **TCES Dashboard Admin Menu** provides key TCES functionality located along the left-hand side of the Dashboard:

- **Contacts** – LPS institution contact information from the Catalog is viewable/searchable for all LPS member post-secondary institutions in the TCES Contacts section. This information includes institutions' public-facing contact information that is shared out via Transfer Alberta and their internal contact information that is shared internally with LPS users via institution contacts and Contact Person email for LPS notifications. Users can also link out to the Catalog from this section to edit your institution's contact information.
- **Course Outlines** – Available LPS member post-secondary institutions' identified Course Outlines (URLs or documents) are viewable/searchable in the TCES for courses for which institutions have provided outlines, including current and historical versions of outlines. Related learning outcomes and course description information may also be available in this section.
- **Request Info** – Available for LPS member post-secondary institutions to be able to request information from other institutions regarding their course/program offerings to help inform the building of transfer agreements. Key mandatory and elective data fields information can be requested via request details, as well as custom request information, which includes reference to institution-specific information and/or conversations related to the request.
- **Search for Agreements and Offerings** – View and edit existing current and historical versions of institutions' offerings and agreements from the Catalog; add and save as WIP new course/program offerings and transfer agreements for your institution; and send proposals for courses, programs, and transfer agreements from your institution to another institution.
- **Connections for Triangulation and Reciprocity** – Opportunities for Connections for Triangulation and Reciprocity of transfer agreements is present in the TCES, allowing Contact Persons/institutions to be able to view potential opportunities for adding new agreements for your institution based on reciprocity and triangulation of other existing Catalog agreements data. You can view, save as WIP, and validate and publish new potential transfer agreements for your "TO" institution. You can create these new agreements by reviewing and selecting agreements from the LPS-identified triangulation and reciprocity agreement opportunities, which are based on related existing Catalog agreements.
- **External links to LPS Catalog and LPS DCaR** located at the bottom of the TCES Admin Menu to support ease of use among the three applications.

CONTACTS

LPS institution contact information from the Catalog is viewable/searchable for all LPS member post-secondary institutions in the TCES Contacts section. This information includes institutions' public-facing contact information that is shared out via Transfer Alberta and their internal contact information that is shared internally with LPS users via institution contacts and Contact Person email for LPS notifications. Users can also link out to the Catalog from the TCES Contacts section to edit your institution's contact information.

Contacts

Institutions

Show entries
 Search:

INSTITUTION NAME
Alberta College - Edmonton
Alberta College of Art + Design
Alliance University College
Ambrose University
Athabasca University
Augustana University College
Aurora College
Banff Centre
Bow Valley College
Burman University

Showing 1 to 10 of 53 entries

Previous
1
2
3
4
5
6
Next

NAIT's Information

SHORT NAME: NAIT
MAIN INSTITUTION ADDRESS LINE 1: 11762 106 St NW, Edmonton, AB
MAIN INSTITUTION ADDRESS LINE 2:
CITY: Edmonton
PROVINCE / STATE: Alberta, Canada
POSTAL / ZIP CODE: T5G 2R1
COUNTRY: Canada
CONTACT PHONE: 1-877-333-6248
CONTACT PERSON EMAIL: articulations@nait.ca
ADMISSION WEBSITE: www.nait.ca
TRANSFER WEBSITE: www.nait.ca

Show entries
 Search:

NAME	POSITION	DEPARTMENT	PHONE	EMAIL
Lori Downer	Articulations & Transfer Coordinator	Office of the Registrar	780-378-8266	lorid@nait.ca
Tasha Klimchuk	Administrative Assistant to the Registrar	Office of the Registrar	780-471-7558	tashak@nait.ca

Showing 1 to 2 of 2 entries

Previous
1
Next

Important:

When starting to use the TCES, it is **recommended** that you **first** review your **institution's Contact information** to confirm all is accurate, clicking on **Edit** if changes are needed. You will automatically be taken to **Catalog Settings** to allow you to edit and save this information. Then, you can click back on the TCES hyperlink to go back to your work in the TCES.

It is very important that you **keep your institution's Contacts up-to-date**, specifically your **Institution Info** and your **Institution Reference Data**. The data in these sections **directly affects**:

- **information that is publicly shared**
- **data that others can view in the TCES for your institution and that you can add to/manage** in the Catalog
- **the ability for other Contact Persons/users to contact your institution**, and
- **all the notifications your institution will receive** regarding your and other institutions' activity in the Catalog, DCaR, and the TCES.

COURSE OUTLINES

Available **LPS member post-secondary institutions' identified Course Outlines (URLs or documents)** are viewable/searchable in the TCES for courses for which institutions have provided outlines, including current and historical versions of outlines. Related learning outcomes and course description information may also be available in this section.

Course Outlines

Notice: The course outlines available are for articulation purposes.

Please make sure you have the latest versions in the lps catalog along with the following information

- Learning Outcomes
- Course Description

Show entries

Search:

COURSE NAME	COURSE OUTLINE	OUTLINE URL	LEARNING OUTCOME	LAST MODIFIED DATE
ACCT 1XXX - Accounting Junior Level Unspecified	No outline found	No URL found		
ACCT 2110 - The Language of Business: Accounting Made Easy	ACCT 2110	No URL found		2009-02-12
ACCT 2120 - Principles of Accounting	No outline found	No URL found		
ACCT 2121 - Financial Accounting Concepts	ACCT 2121	No URL found		2010-09-15

ACCT 2121 - Financial Accounting Concepts Outline History

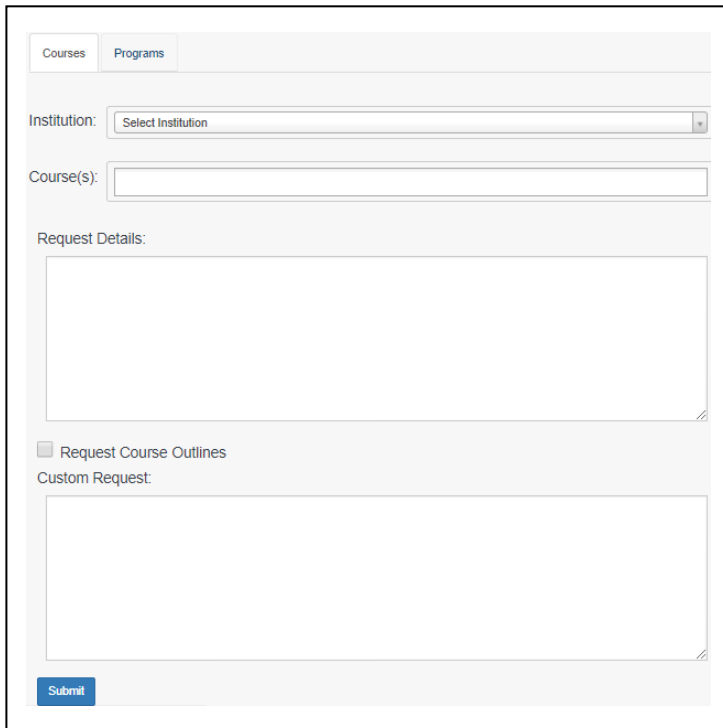
Show entries

Search:

OUTLINE URL	FILE	LEARNING OUTCOME	START DATE	END DATE
No URL found	ACCT 2121		2011-09-26	2999-12-31
No URL found	ACCT 2121		2011-09-26	2012-08-31
No URL found	ACCT 2121		2010-09-15	2012-08-31
No URL found	ACCT 2121		2010-09-15	2999-12-31

REQUEST INFO

Request Info feature is available for LPS member post-secondary institutions to be able to request information from other institutions regarding their course/program offerings to help inform the building of transfer agreements. Key mandatory and elective data fields information can be requested via request details, as well as custom request information, which includes reference to institution-specific information and/or conversations related to the request.



The screenshot displays a web form titled "Request Info". At the top, there are two tabs: "Courses" and "Programs". Below the tabs, the form contains the following fields and sections:

- Institution:** A dropdown menu with the placeholder text "Select Institution".
- Course(s):** A text input field.
- Request Details:** A large, empty text area for providing details about the request.
- ☐ **Request Course Outlines**: A checkbox option.
- Custom Request:** A large, empty text area for providing custom request information.
- Submit**: A blue button located at the bottom left of the form.

SEARCH FOR AGREEMENTS AND OFFERINGS

Search for Agreements and Offerings provides the ability to view and edit existing current and historical versions of institutions' offerings and agreements from the Catalog; add and save as WIP new course/program offerings and transfer agreements for your institution; and send proposals for courses, programs, and transfer agreements from your institution to another institution.

SEARCH FOR AGREEMENTS

Search Agreements

Courses Programs

From Institution (Required): **To Institution:**

From Offering: **To Offering:**

[+ Add Agreement](#) [Q Search](#)

Agreements

CSV

Show 10 entries

AGREEMENT TYPE	AGREEMENT #	FROM INSTITUTION	TO INSTITUTION	FROM OFFERINGS	TO OFFERINGS	START DATE	END DATE	ACTION
Specific Course	71126	Medicine Hat College	Athabasca University	CPSC 203	COMP 200	1995-01-25	2999-12-31	Details
Specific Course	70807	Medicine Hat College	Athabasca University	MKTG 171	MKTG 306	2004-09-01	2999-12-31	Details
Specific Course	103059	Medicine Hat College	Athabasca University	CHEM 250	CHEM 350	2004-09-01	2999-12-31	Details
Specific Course	71007	Medicine Hat College	Athabasca University	GEOG 201	GEOG 265	1998-09-01	2999-12-31	Details
Specific Course	102886	Medicine Hat College	Athabasca University	BIOL 331	BIOL 401	2000-01-01	2999-12-31	Details
Specific Course	116710	Medicine Hat College	Athabasca University	ANTH 203	ANTH 275	1996-02-29	2999-12-31	Details

Courses Programs

From Institution (Required): **To Institution:**

From Offering: **To Offering:**

[+ Add Agreement](#) [Q Search](#)

Agreements

CSV

Show 10 entries

Search:

AGREEMENT TYPE	AGREEMENT #	FROM INSTITUTION	TO INSTITUTION	FROM OFFERINGS	TO OFFERINGS	START DATE	END DATE	ACTION
No data available in table								

Showing 0 to 0 of 0 entries

[First](#) [Previous](#) [Next](#) [Last](#)

Search Agreements

Courses Programs

From Institution (Required): To Institution:

From Offering: To Offering:

[+ Add Agreement](#) [Q Search](#)

Agreements

[CSV](#)

Show entries Search:

AGREEMENT TYPE	AGREEMENT #	FROM INSTITUTION	TO INSTITUTION	FROM OFFERINGS	TO OFFERINGS	START DATE	END DATE	ACTION
Unspecified Course	116272	Northern Lakes College	Alhabasca University	ABST 2100	INST 200	2005-09-01	2999-12-31	Details

Add Agreement

From Institution:

To Institution:

Agreement # [Validate Institution Agreement ID](#)

Credits: Credit Type:

Agreement Type: Credential:

Effective Start Date: Effective End Date:

From Offerings:

To Offerings:

Review Date:

Comment:

Articulation Notes:

[Save as WIP](#) [Validate and Publish](#) [Close](#)

SEARCH FOR OFFERINGS

Search Offerings

Courses

Institution:

MacEwan University

Select Course:

ACCT 184

New Course

Courses

Show 10 entries

CODE	NUMBER	TITLE	CREDIT	CREDIT TYPE	CATEGORIES	EFFECTIVE START DATE	EFFECTIVE END DATE	ACTIONS
ACCT	184	Information Technology II	3	Credit	Accounting	2008-09-01	2012-08-31	Details Outline Outline

Showing 1 to 1 of 1 entries

WIP Courses

Show 10 entries

CODE	NUMBER	TITLE	CREDIT	CREDIT TYPE	CATEGORIES	EFFECTIVE START DATE	EFFECTIVE END DATE	ACTIONS
------	--------	-------	--------	-------------	------------	----------------------	--------------------	---------

No data available in table

Showing 0 to 0 of 0 entries

Institution

MacEwan University

Institution Course ID

221e00c2-adcc-2595-d19b-d58b4ed1a94a

Validate Institution Course ID

Code

Number

Title

Instruction Type

Instruction Qualification

Credit Value

Credit Type

Credentialed

Categories

Description

Pre-Requisite

Co-Requisite

Outline URL

Comment

Revision Date

Effective Start Dates

Effective End Date

Save as WIP

Validate and Publish

Close

You can view, save as WIP, and validate and publish new potential transfer agreements for your “TO” institution. You can create these new agreements by reviewing and selecting agreements from the LPS-identified triangulation and reciprocity agreement opportunities, which are based on related existing Catalog agreements.

Triangulation System generated suggested agreements					
Triangulation					
<div>CSV</div>					
<div> <div>Show 10▼ entries</div> </div>	FROM INSTITUTION	TO INSTITUTION	FROM OFFERINGS	TO OFFERINGS	AGREED
	Alberta College of Art + Design	MacEwan University	AADS 100	AADS 100	CP Approved A Approved
	Alberta College of Art + Design	MacEwan University	AADS 100	AADS 100	CP Approved A Approved
	Alberta College of Art + Design	MacEwan University	AADS 100	AADS 101	CP Approved A Approved
	Alberta College of Art + Design	MacEwan University	AADS 100	AADS 200	CP Approved A Approved
	ArtDance University	MacEwan University	ADA 101	ADA 101	CP Approved A Approved
	ArtDance University	MacEwan University	ADA 200	ADA 200	CP Approved A Approved
	ArtDance University	MacEwan University	ADA 300	ADA 300	CP Approved A Approved
	ArtDance University	MacEwan University	ADA 300	ADA 308	CP Approved A Approved
	ArtDance University	MacEwan University	ADA 100	ADA 100	CP Approved A Approved
	ArtDance University	MacEwan University	ADA 101	ADA 101	CP Approved A Approved

Reciprocity System generated suggested agreements				
Reciprocity				
<div>CSV</div> <div>Show 10 ▼ entries</div>				
FROM INSTITUTION	TO INSTITUTION	FROM OFFERINGS	TO OFFERINGS	ACTIONS
Alberta College of Art + Design	MacEwan University	AHIS 110	ARTS 101	Details Sign
Alberta College of Art + Design	MacEwan University	AHIS 110	ARTS 110	Details Sign
Alberta College of Art + Design	MacEwan University	AHIS 312	ARTS 200	Details Sign
Alberta College of Art + Design	MacEwan University	SOLS	T230-41	Details Sign
Alberta College of Art + Design	MacEwan University	AHIS 120	ARTS 100	Details Sign
Alberta College of Art + Design	MacEwan University	AHIS 210	ARTS 202	Details Sign
Alberta College of Art + Design	MacEwan University	SOLS	T230-41	Details Sign
Abasceba University	MacEwan University	CHLS 487	SOCS 426	Details Sign
Abasceba University	MacEwan University	SWAN 200 SWAN 201	SWAN 112 SWAN 111	Details Sign
Abasceba University	MacEwan University	PEVC 310	SOCS 241	Details Sign

EXTERNAL LINKS TO LPS CATALOG AND LPS DCAR

External links to **LPS Catalog** and **LPS DCaR** are located at the bottom of the TCES Admin Menu to support ease of use among the three applications. Clicking on each of these links will take you directly to the Catalog and to DCaR.

NOTE: If you keep all three applications open in your browser during an LPS session as/if needed, you can move quite easily among the applications by clicking on each browser tab/link.

The image illustrates the navigation path from the TCES Admin Menu to external applications. On the left, the Admin Menu lists various functions, with 'LPS Catalog' and 'LPS DCAR' at the bottom, highlighted by a red box and a red arrow. To the right, three screenshots show the respective application interfaces:

- LPS Catalog Admin:** A dashboard for 'MacEwan University' showing 'Offerings Requiring Approval' with a table of Course, Program, and Agreement Approvals.
- Government of Alberta Data Collection and Reporting:** A page for 'Data Collection and Reporting' featuring 'Terms and Conditions' and a 'Sign Off' button.
- Welcome to DCaR:** A page titled 'Welcome to DCaR' with a message: 'This is the Data Collection and Reporting system. Please select a menu item above to begin.'

CONTACT INFORMATION FOR HELP

For Learner Pathways System (LPS) comments or questions:

ACAT Secretariat

Email: ae.lps@gov.ab.ca

For technical issues:

Post-Secondary Institution Help Desk (PSI)

Phone: 780 427-5318 option 6

Email: psihelpdesk@gov.ab.ca

(For toll-free access within Alberta, dial 310-0000 first)