ALBERTA COUNCIL ON ADMISSIONS & TRANSFER

Learner Pathways System – TCES How-to Guide

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

Version 1.0 (September 2017)

Alberta Government

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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

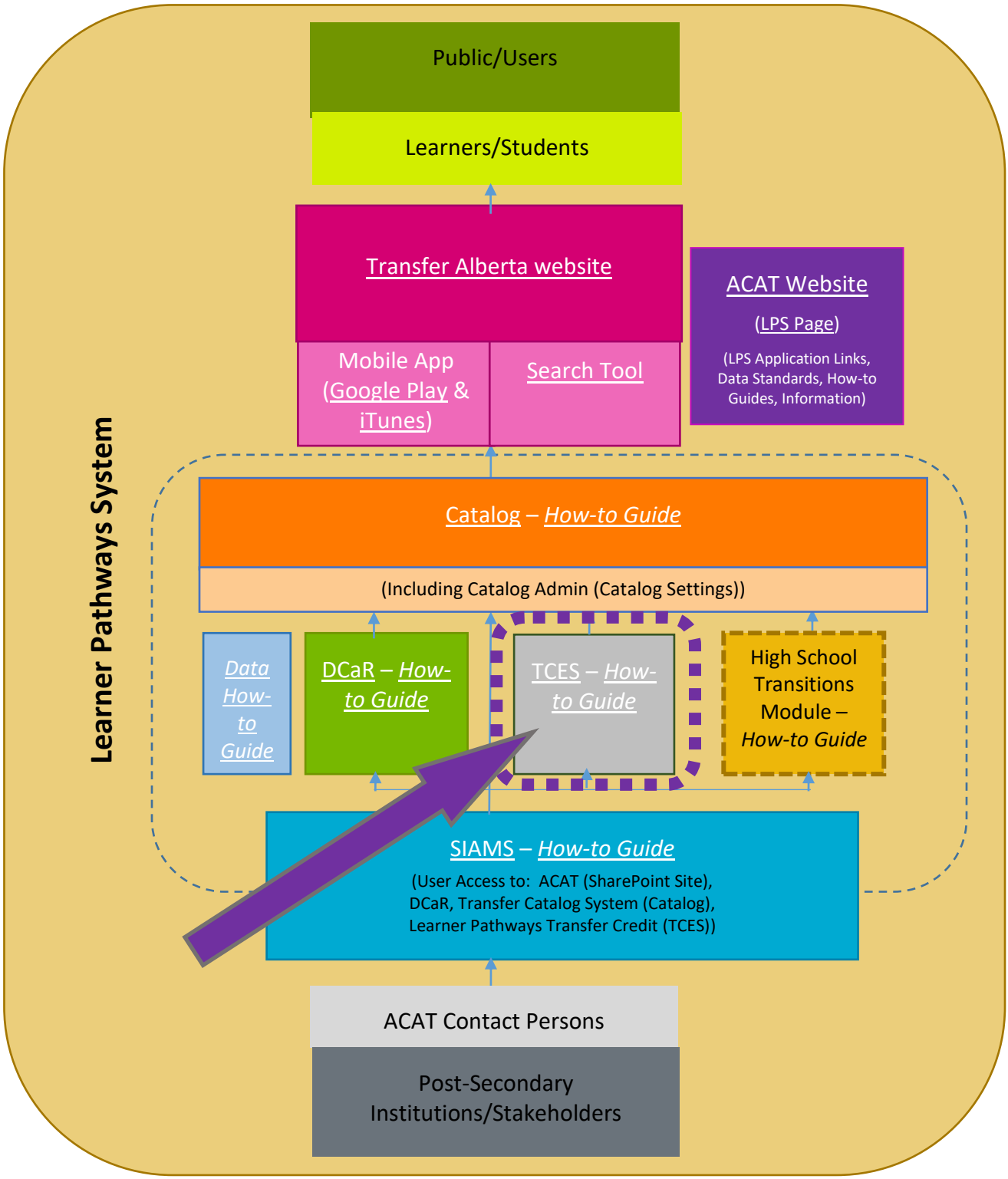
Transfer Alberta YouTube Channel at:

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.

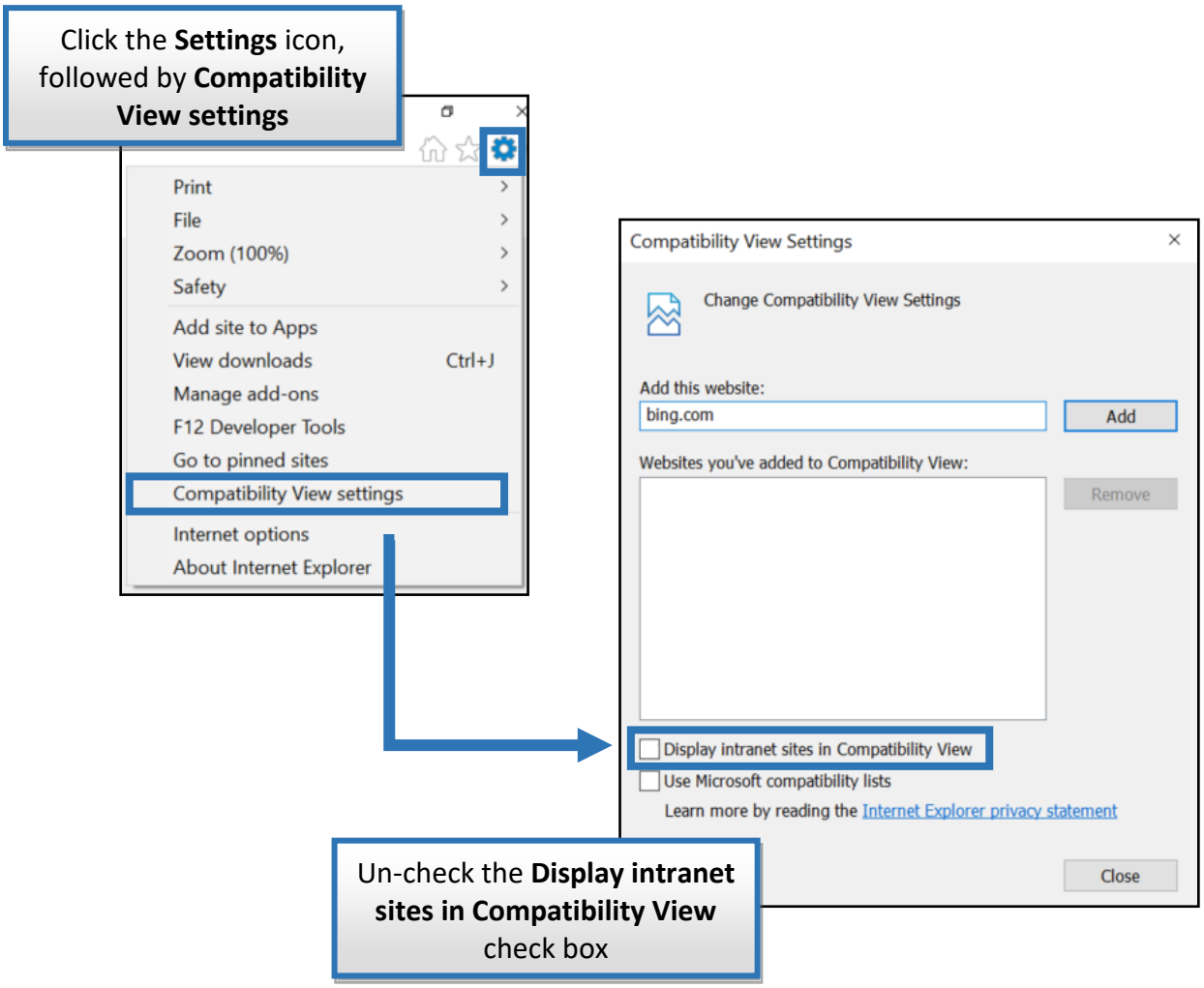
1. Launch an internet browser (e.g., Google Chrome, Internet Explorer).

   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:

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



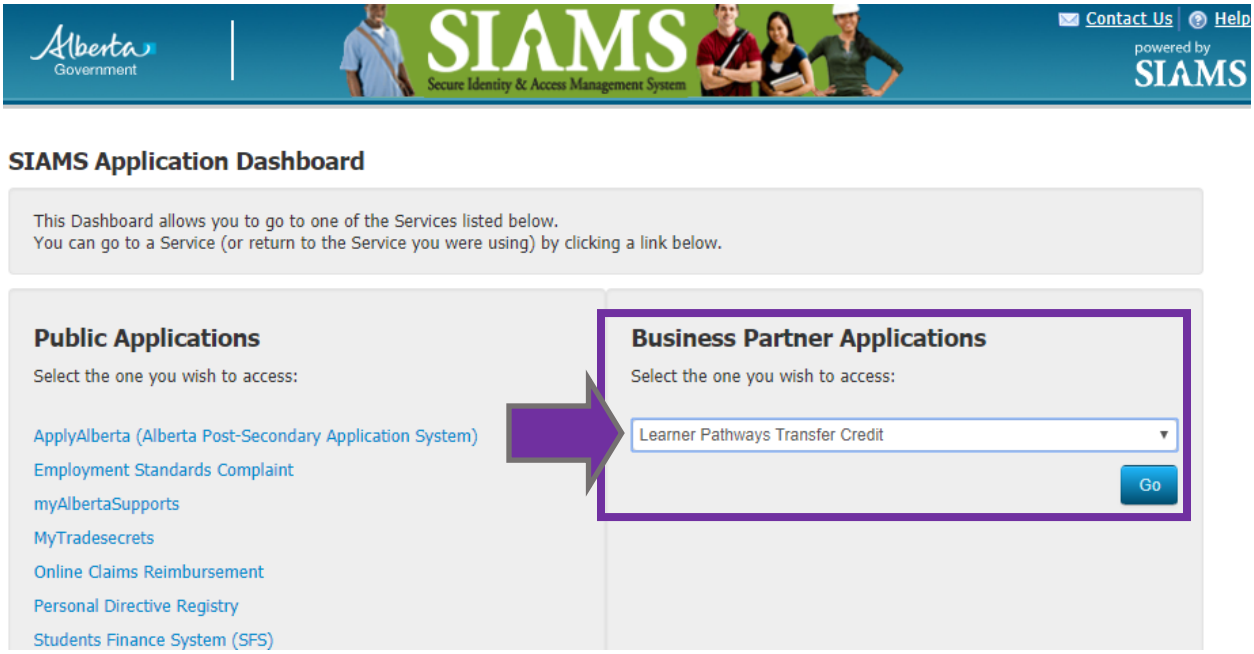
2. Copy and paste the URL of the TCES application in the browser address bar. The URL will also be included in your SIAMS PIN letter:

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

     OR

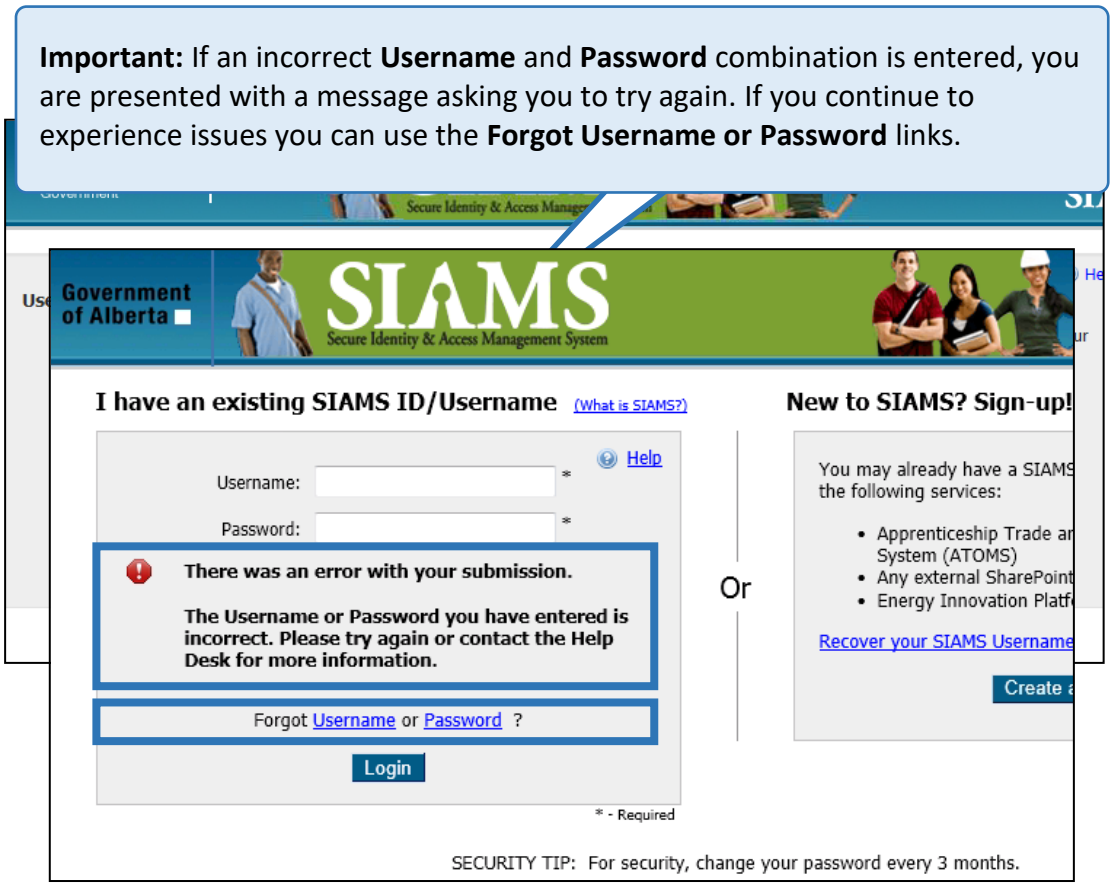
   - Paste the following SIAMS Application Dashboard URL into your browser's address bar and **select the correct application ("Learner Pathways Transfer Credit")** from the Business Partner Applications drop down list and click **Go**:

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



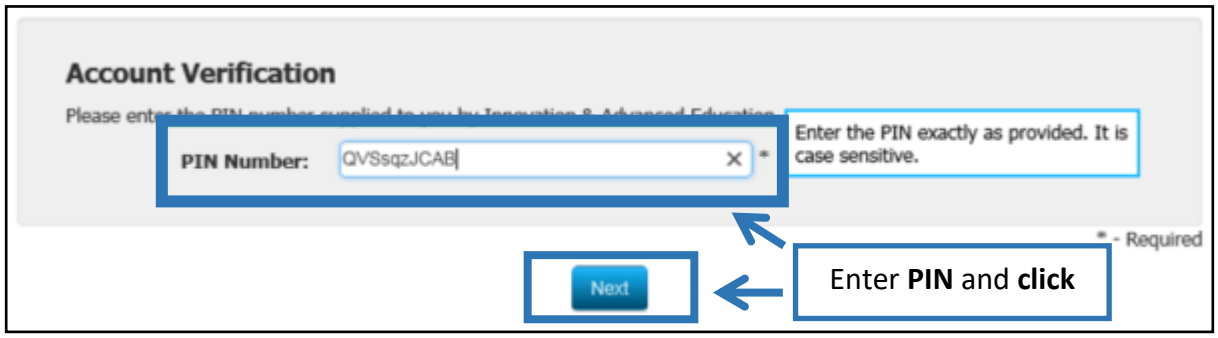
3. Enter your **Username** and **Password.**

4. Click the **Sign In** button.

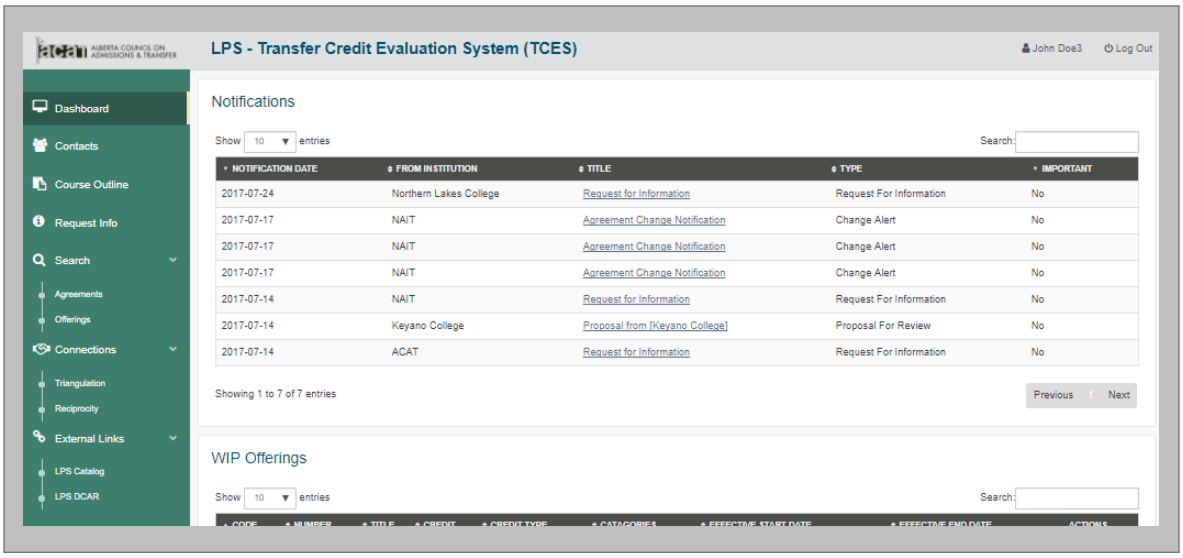


5. Retrieve your PIN Number from the PIN Enrolment Letter contained in the email sent to you by the ACAT Secretariat.

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



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

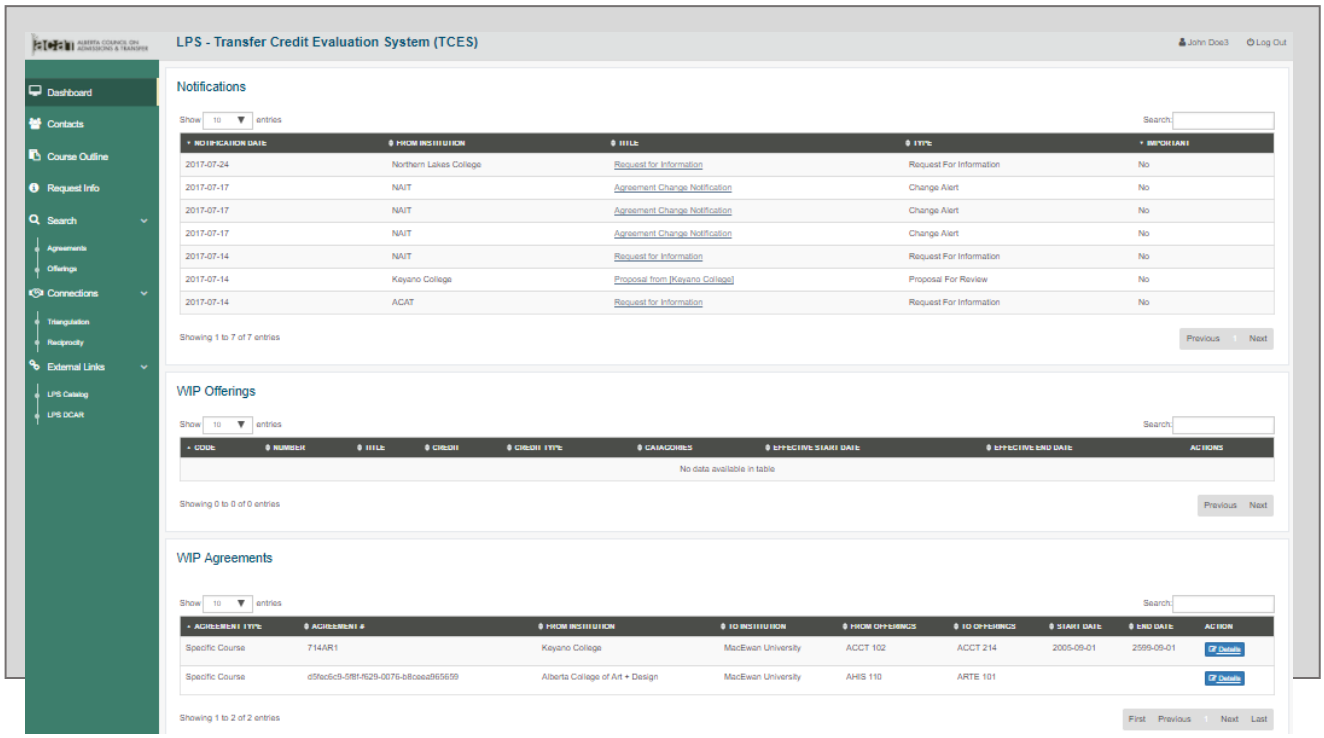


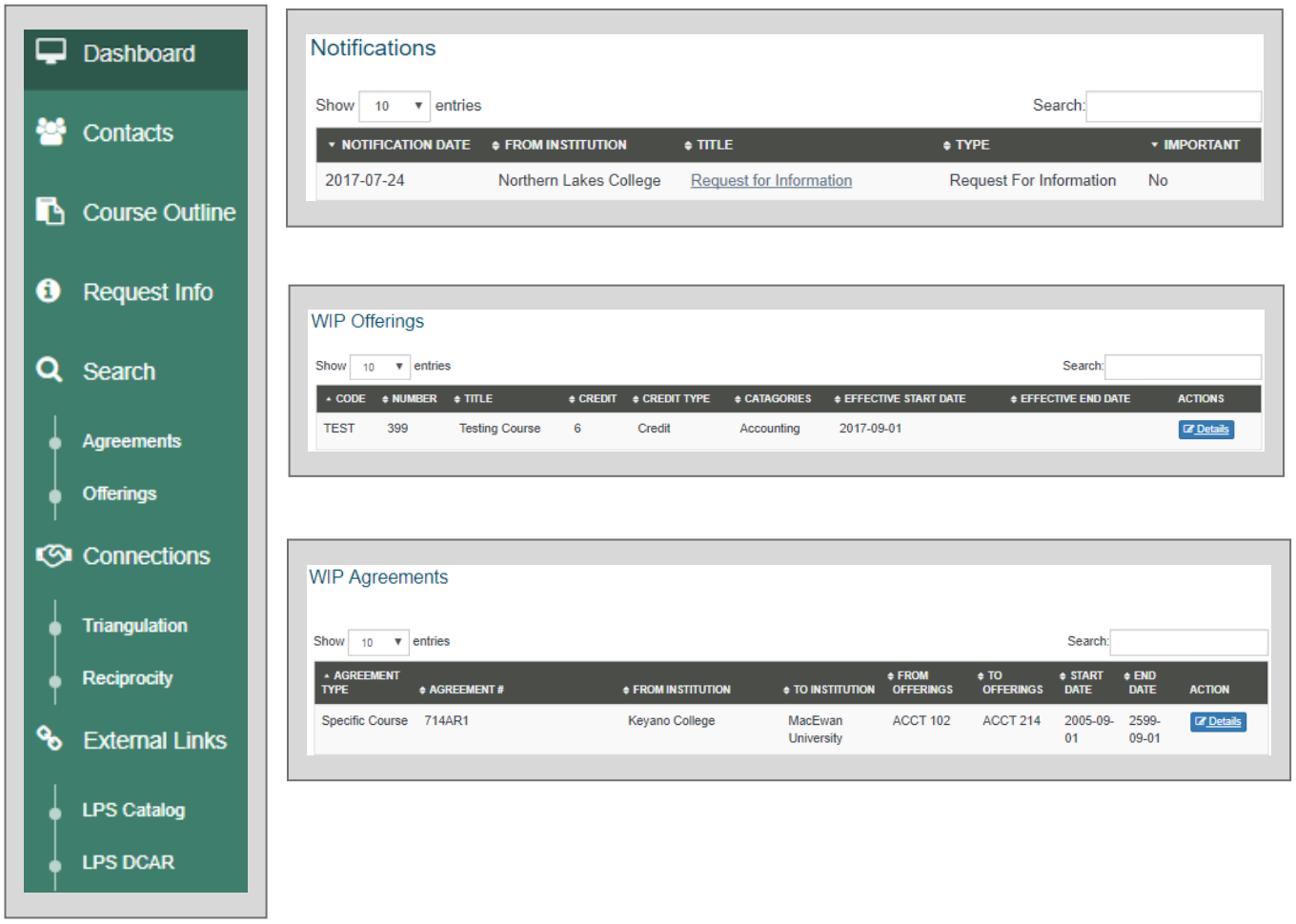
Navigation and Use

TCES Dashboard and Admin Menu:

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

1. 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.





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

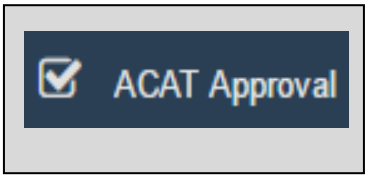
- **TCES Dashboard Admin menu** providing key TCES functionality located along the left-hand side of the Dashboard
    - **Contacts** available/searchable for all LPS member post-secondary institutions as identified in the Catalog
    - **Course Outlines** available/searchable for courses for which institutions 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**.

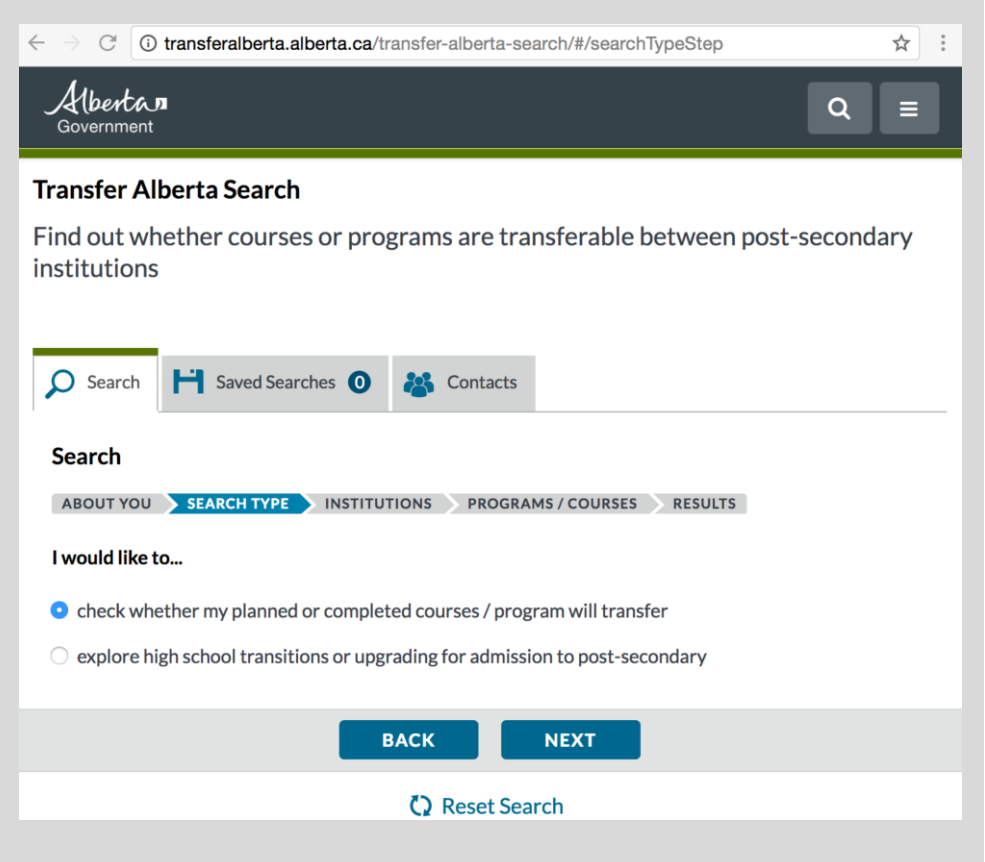
4. After you have **published** your institution's data into the Catalog via:

    - 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.



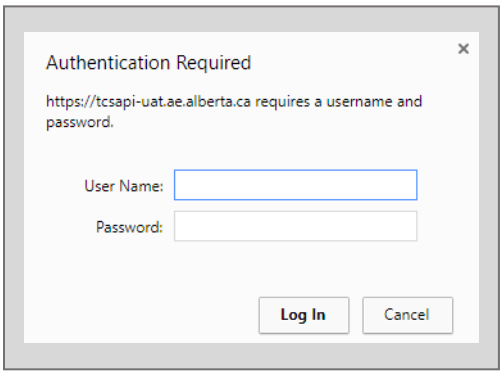
5. Once the Catalog data is approved, it becomes **publicly available** for students, institutions, and other users in the **Transfer Alberta Search Tool and Mobile App** (Google Play & iTunes).



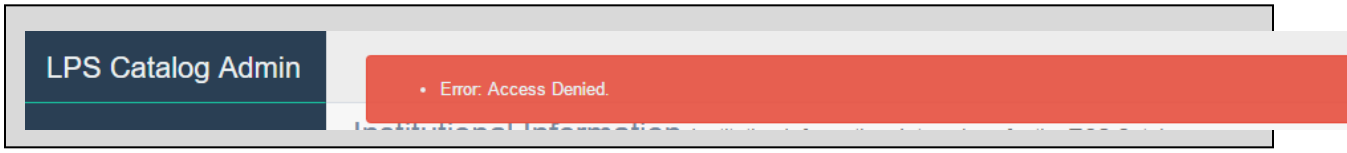
NOTE: While working in the TCES, you will be **moving back and forth between applications, notably between the TCES and Catalog**.

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.

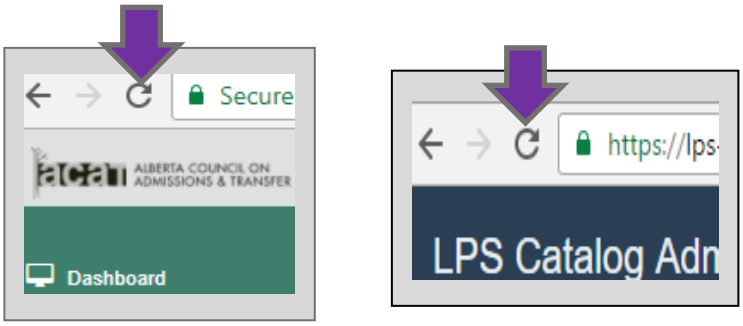


- A **red error message** at the top of your TCES or Catalog screen stating "**Error: Access Denied**".



If you receive either of these error messages:

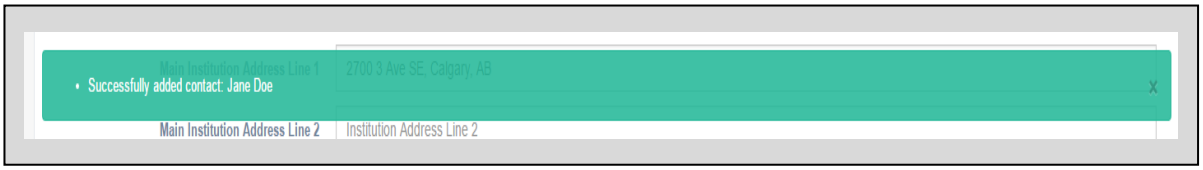
- **Close the box** provided and **Click on refresh** in your browser's address bar.



- 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.

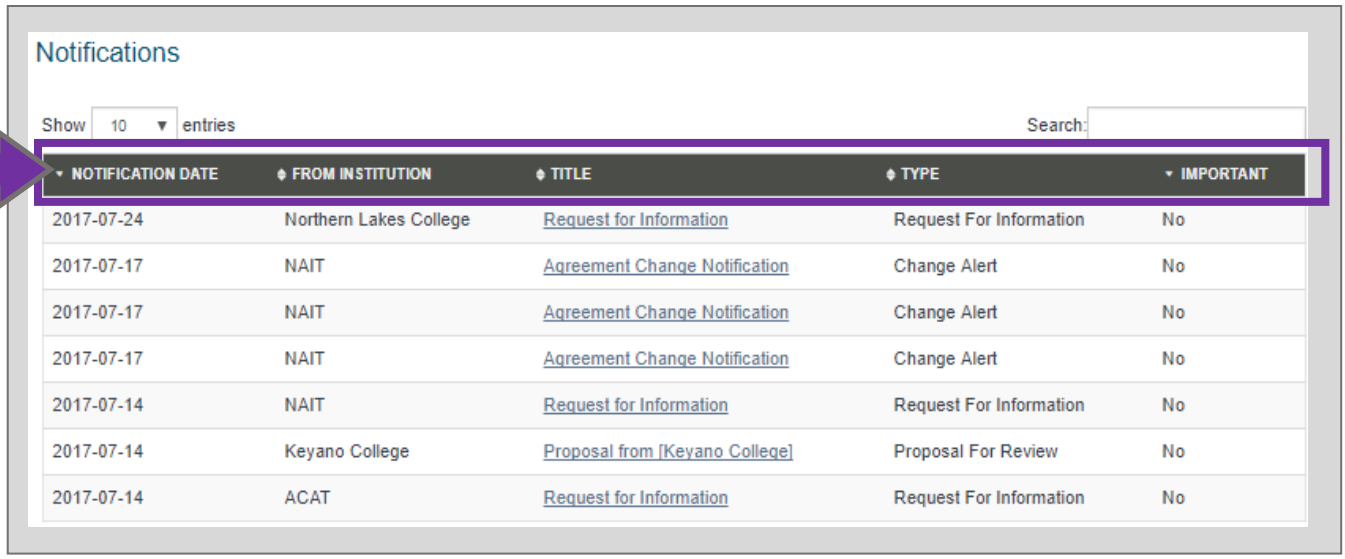
***NOTE*:** When creating, validating, and publishing course/program offerings and agreements data using the TCES, please ensure that you consider publishing data for **Courses** and **Programs,** first, then **Agreements**. This is because agreements/decisions rely on the courses and programs data to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

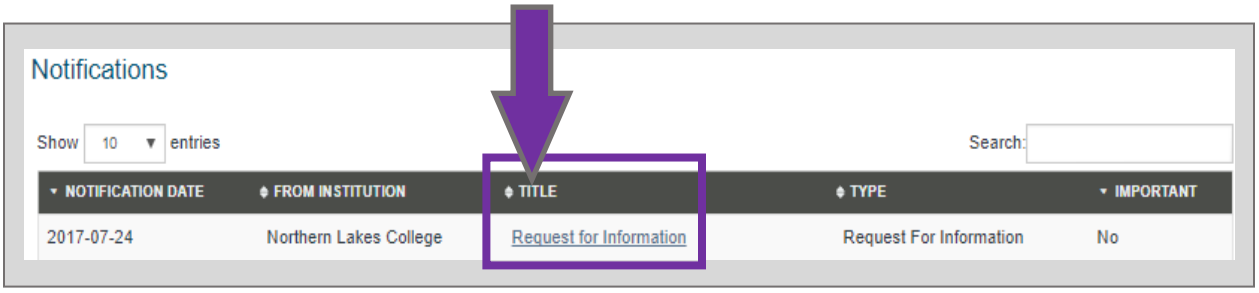


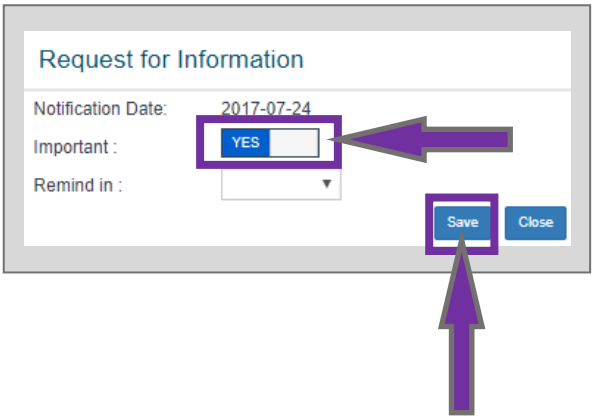
2. Contact Persons/Institutions can correlate each notification in the TCES Dashboard list with the detailed email notification messages you/your institution has received to confirm the details of each notification.

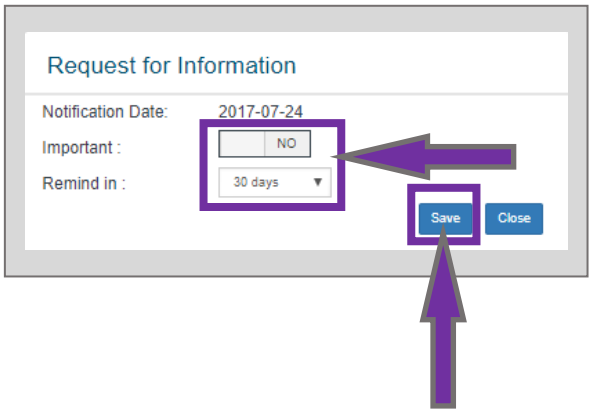
    - ***NOTE:*** **There is a correlating number, institution reference, or other parallel reference in the "Title" field description (e.g., Proposal from (Keyano College))" that will help link each TCES Dashboard notification to its specific LPS notification email that was received and the action to be 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.







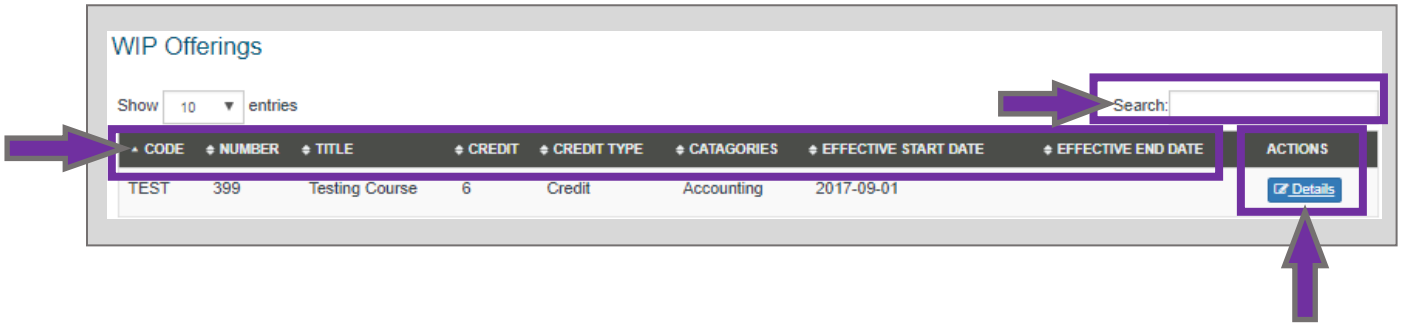
WIP OFFERINGS

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.

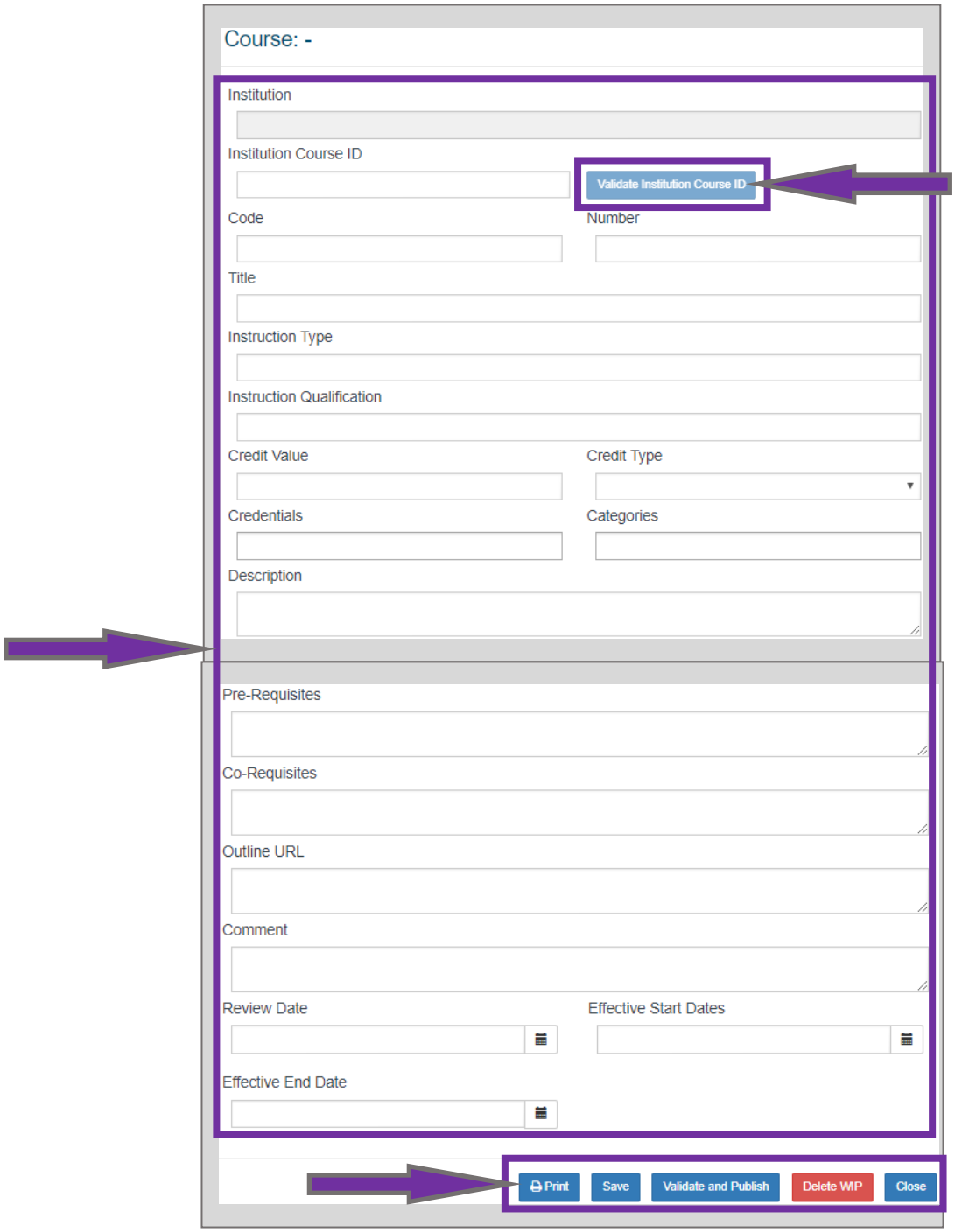
1. After using the "Search" and "Connections" sections of the TCES to create drafts of course/program offerings and saving these drafts as works in progress (WIPs), these WIPs will then appear in the **WIP Offerings screen on the Dashboard**.

   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.

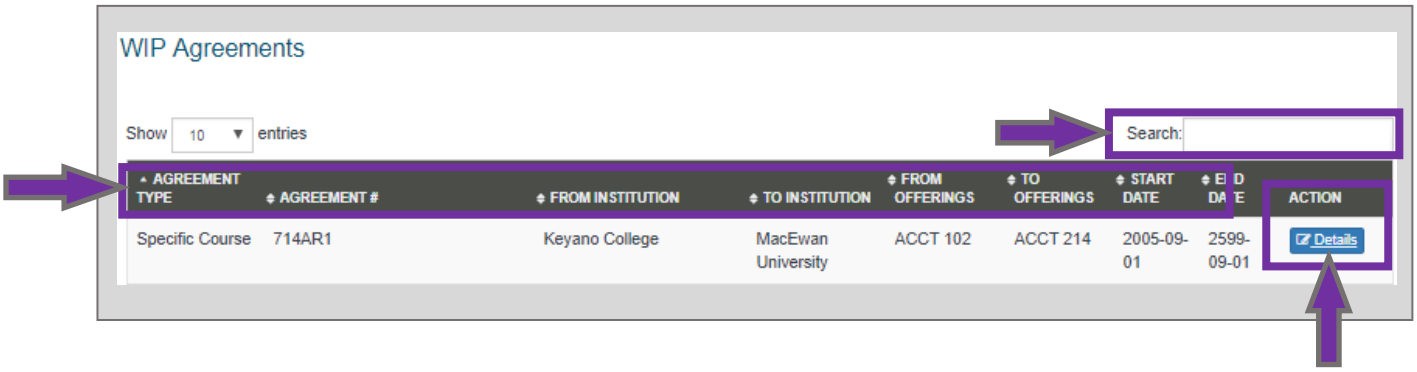
WIP AGREEMENTS

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.

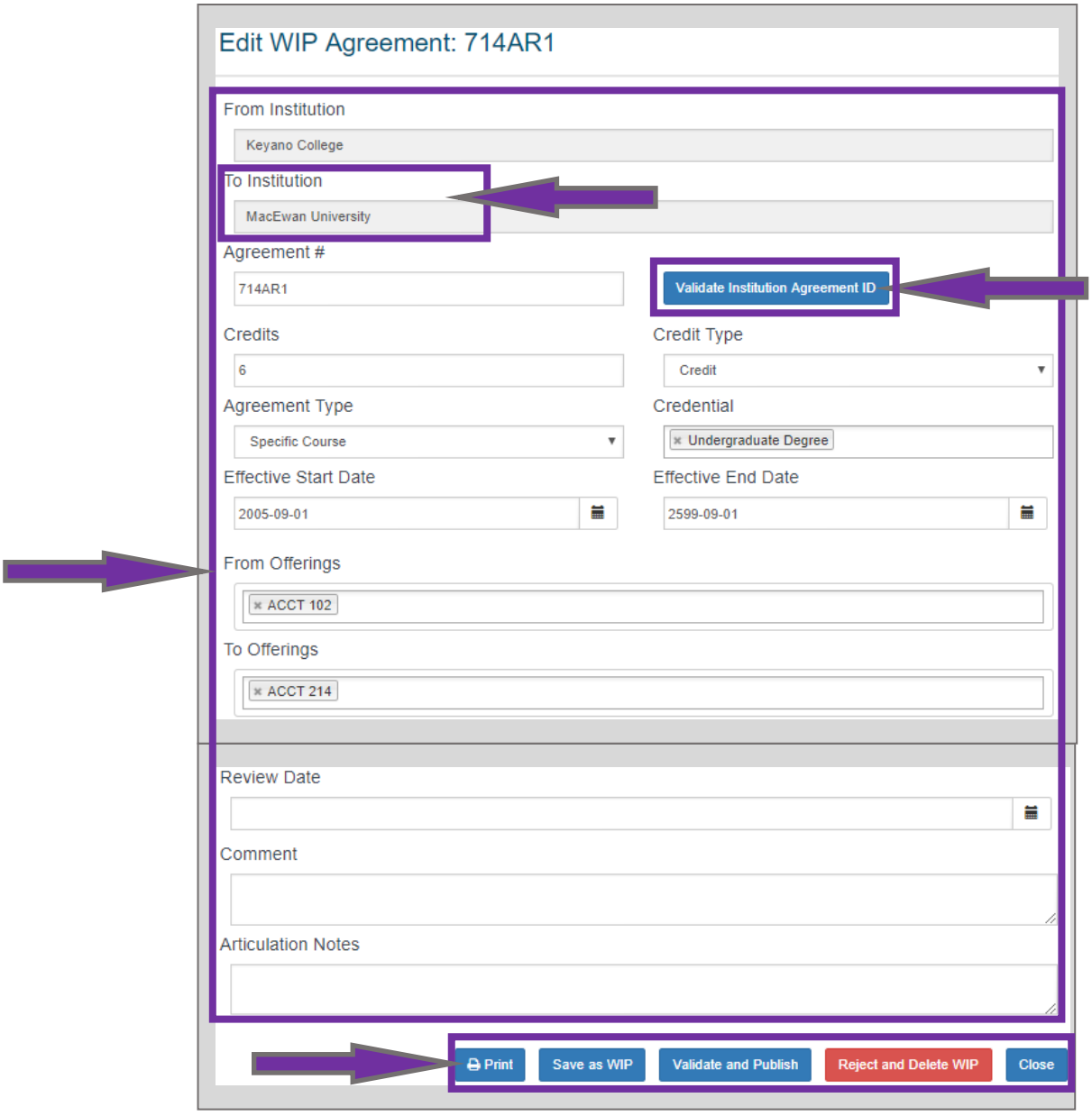
1. After using the "Search" and "Connections" sections of the TCES to create drafts of course/program agreements/decisions and saving these drafts as works in progress (WIPs), these WIPs will then appear in the **WIP Agreements screen on the Dashboard**.

   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.

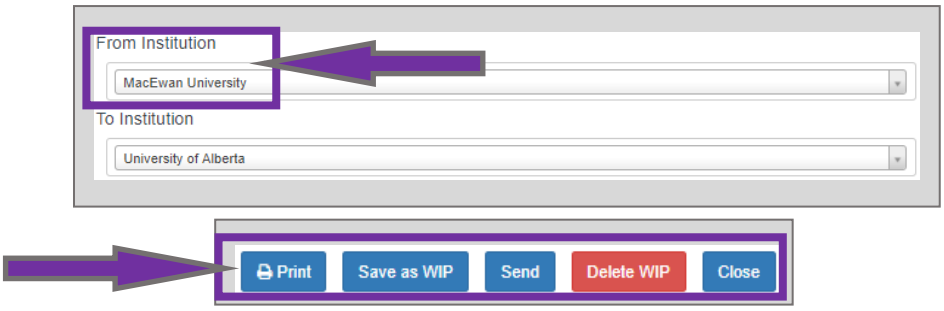
   You can also **sort** your WIP agreements by **clicking on the arrows/titles (e.g., AGREEMENT #) at the top of each column**, and **use the search feature to locate a specific WIP agreement if you have many in progress**.



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.

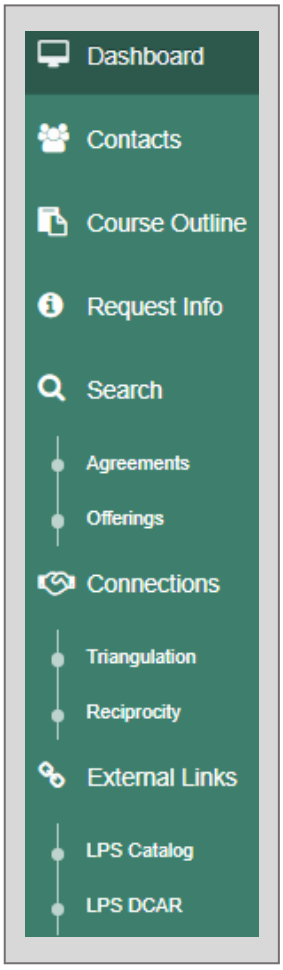

Edit WIP Agreement: 714AR1
From Institution
Keyano College
To Institution
MacEwan University
Agreement #
714AR1
Validate Institution Agreement ID
Credits
6
Credit Type
Credit
Agreement Type
Specific Course
Credential
Undergraduate Degree
Effective Start Date
2005-09-01
Effective End Date
2599-09-01
From Offerings
ACCT 102
To Offerings
ACCT 214
Review Date
Comment
Articulation Notes
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).

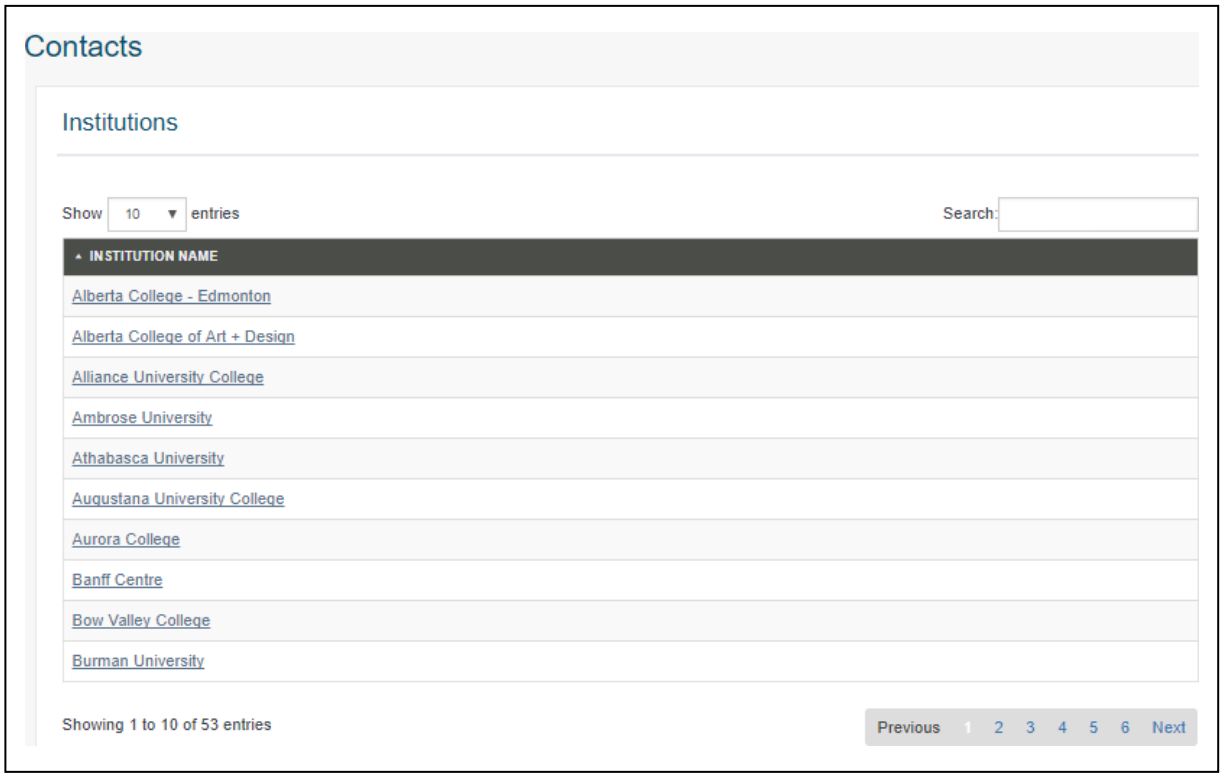


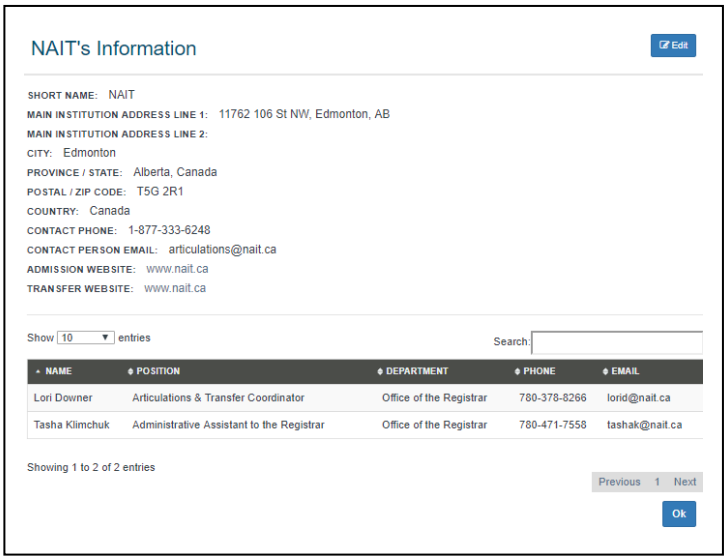
The TCES Dashboard Admin Menu provides key TCES functionality located along the left-hand side of the Dashboard:

- **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.





Important:

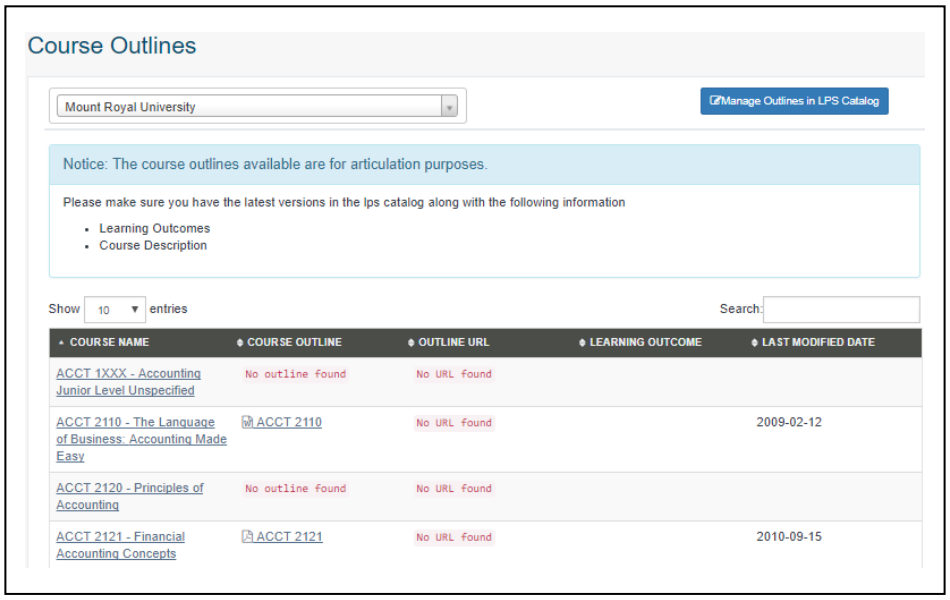
When starting to use the TCES, it is **recommended** that you **first** review your **institution's Contact information** to confirm all is accurate, clicking on **Edit** if changes are needed. You will automatically be taken to **Catalog Settings to allow you to edit and save this information. Then,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

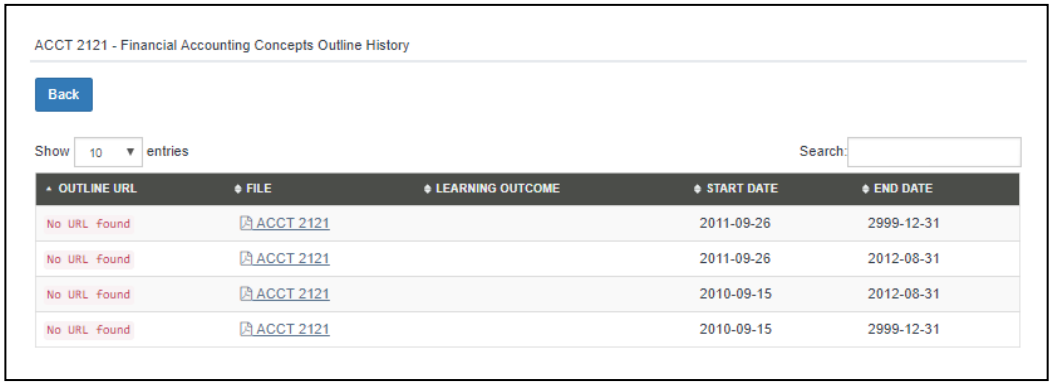
It is very important that you keep your institution's Contacts up-to-date, specifically your **Institution Info** and your **Institution Reference Data**. The data in these sections **directly affects**:

- **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

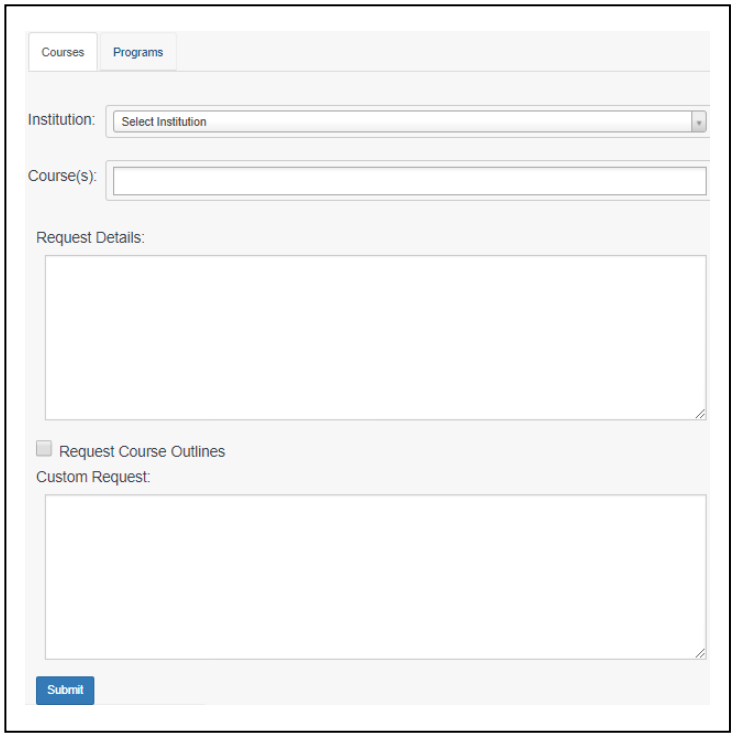
Available **LPS member post-secondary institutions' identified Course Outlines (URLs or documents)** are viewable/searchable in the TCES for courses for which institutions have provided outlines, including current and historical versions of outlines. Related learning outcomes and course description information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





REQUEST INFO

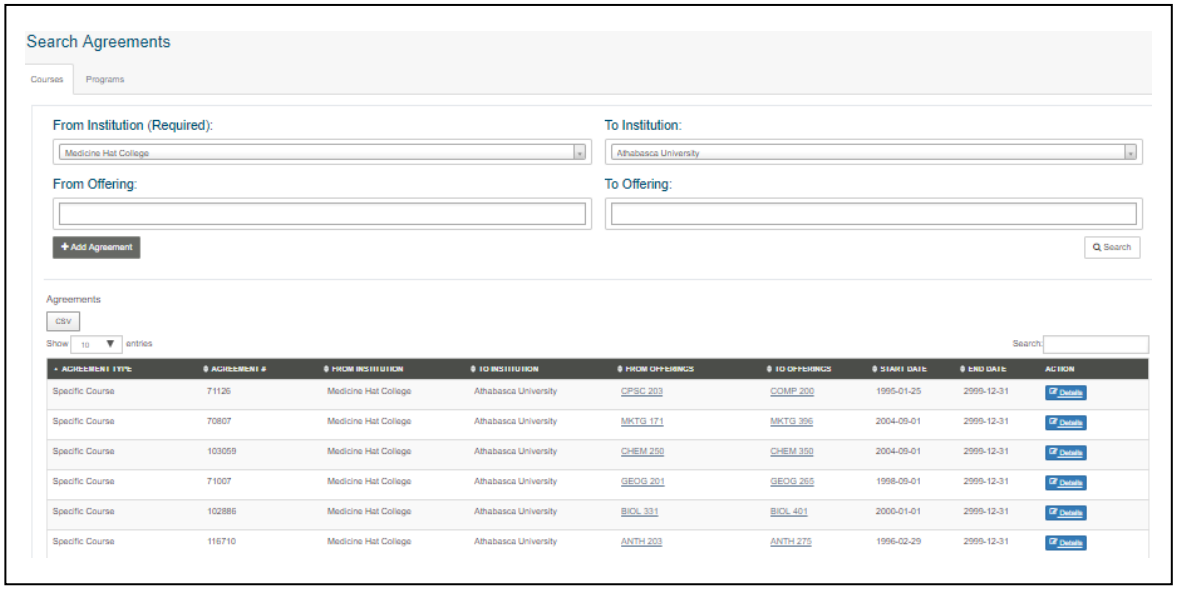
Request Info feature is available for LPS member post-secondary institutions to be able to request information from other institutions regarding their course/program offerings to help inform the building of transfer agreements. Key mandatory and elective data fields information can be requested via request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

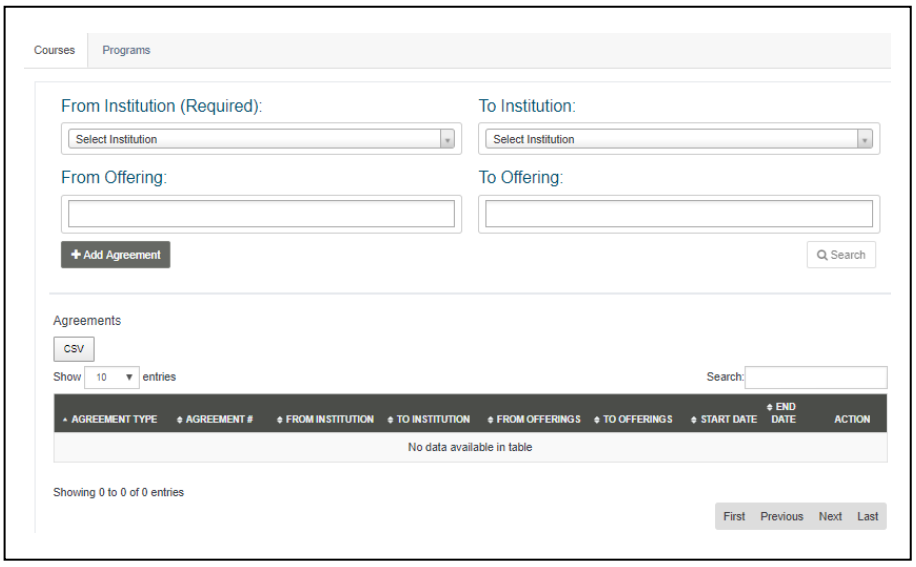


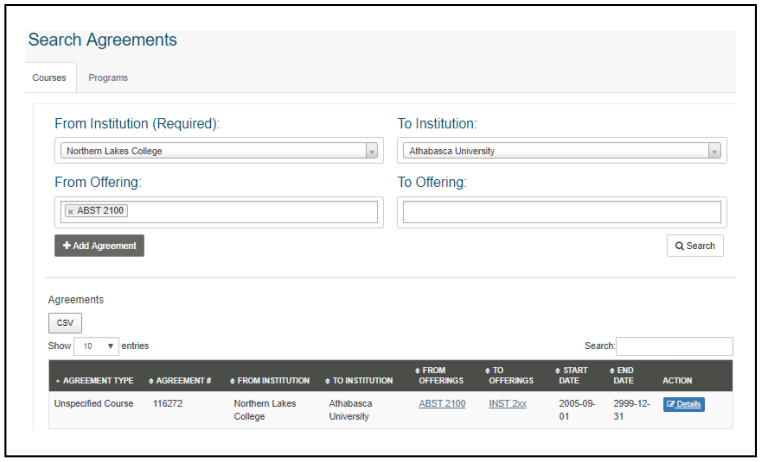
SEARCH FOR AGREEMENTS AND OFFERINGS

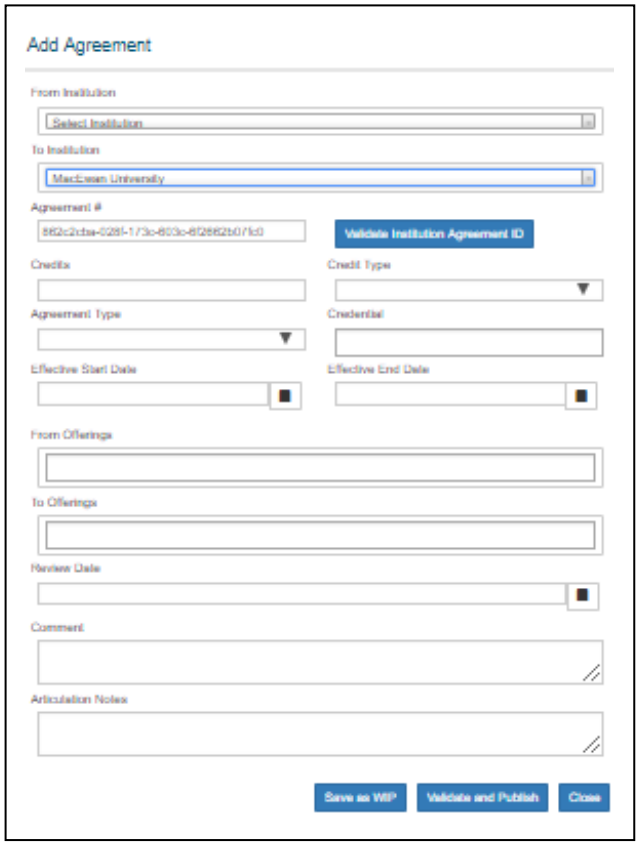
Search for Agreements and Offerings provides the ability to view and edit existing current and historical versions of institutions' offerings and agreements from the Catalog; add and save as WIP new course/program offerings and transfer agreements for your institution; and send proposals for courses,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

SEARCH FOR AGREEMENTS

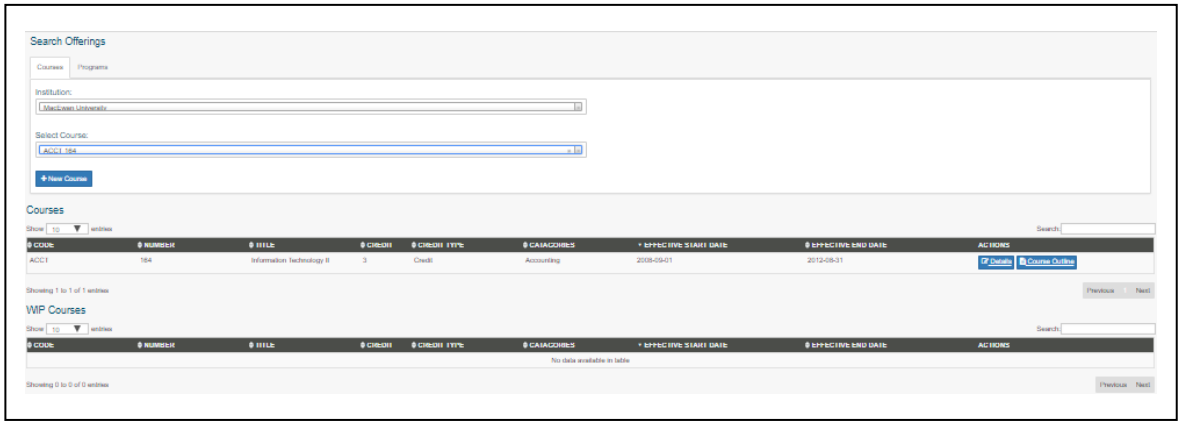


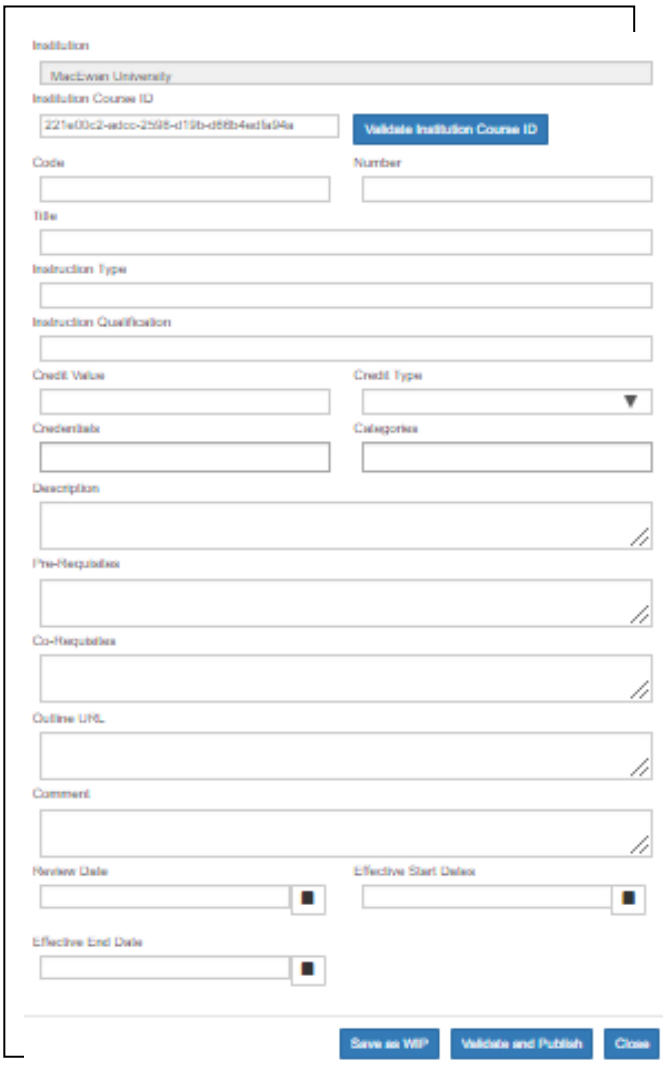



Search Agreements
Courses
Programs
From Institution (Required):
Northern Lakes College
To Institution:
Athabasca University
From Offering:
ABST 2100
To Offering:
Add Agreement
Search
Agreements
CSV
Show 10 entries
Search:
AGREEMENT TYPE
AGREEMENT #
FROM INSTITUTION
TO INSTITUTION
FROM OFFERINGS
TO OFFERINGS
START DATE
END DATE
ACTION
Unspecified Course
116272
Northern Lakes College
Athabasca University
ABST 2100
INST 2xx
2005-09-01
2999-12-31
Details


Add Agreement
From Institution
Select Institution
To Institution
MacEwan University
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



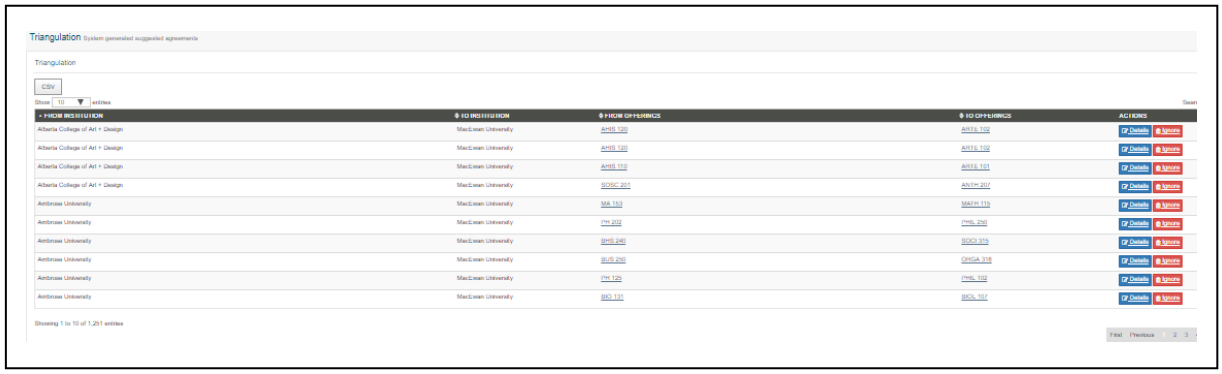


CONNECTIONS FOR TRIANGULATION AND RECIPROCITY

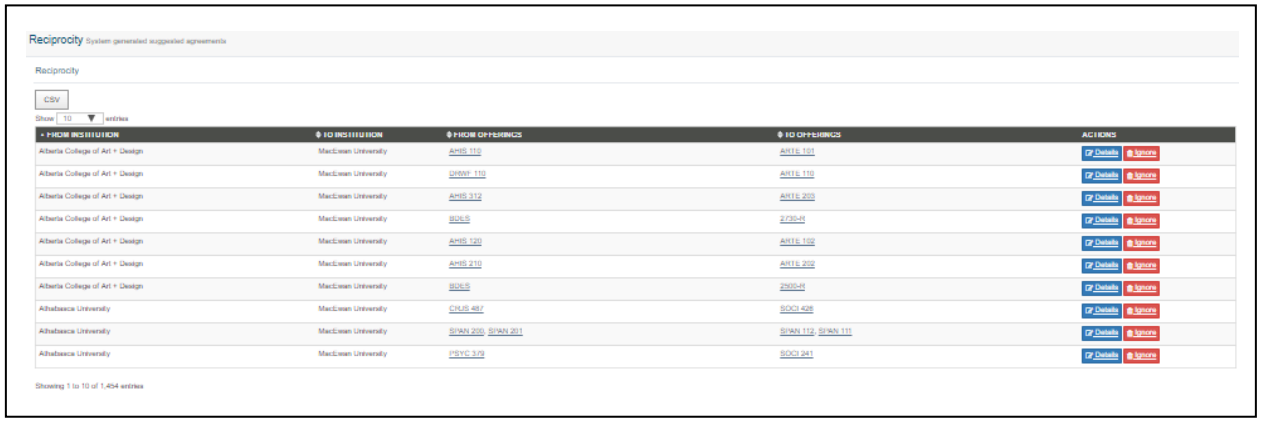
Opportunities for Connections for Triangulation and Reciprocity of transfer agreements is present in the TCES, allowing Contact Persons/institutions to be able to view potential opportunities for adding new agreements for your institution based on reciprocity and triangulation of other existing Catalog 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.

TRIANGULATION



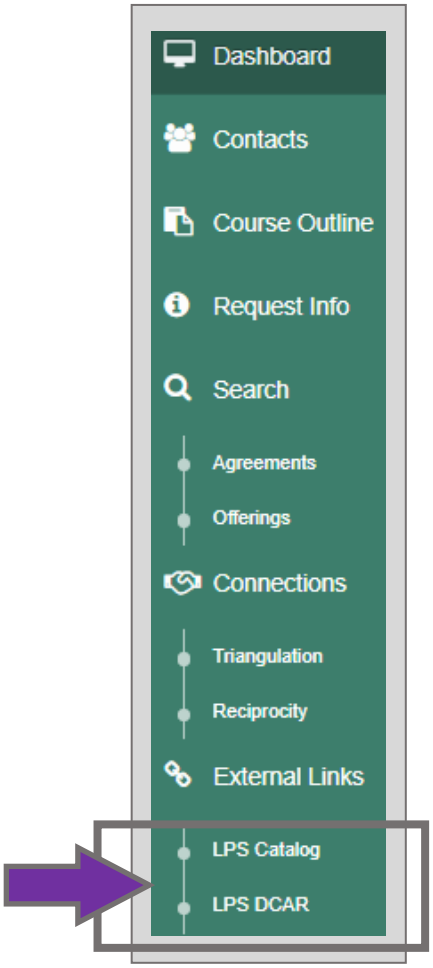
Reciprocity

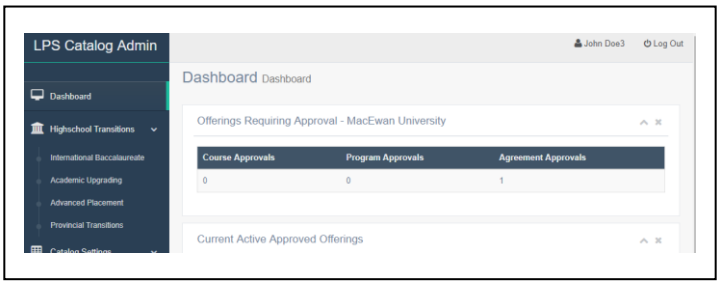


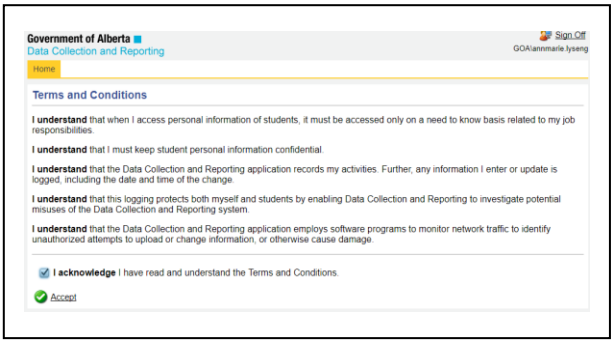
EXTERNAL LINKS TO LPS CATALOG AND LPS DCAR

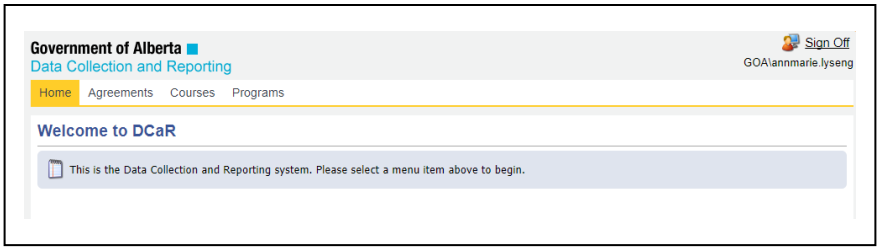
External links to LPS Catalog and LPS DCaR are located at the bottom of the TCES Admin Menu to support ease of use among the three applications. Clicking on each of these links will take you directly to the Catalog and to DCaR.

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.









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*)