**These instructions are for **PC use only.** Please do not use a MAC.**

To login directly to OnBase, you can follow this link: http://www.onbase.gvsu.edu/AppNet/Login.aspx

However, once a course evaluation request has been sent for **Department Review**, an email addressed from the Auditing department (audit@gvsu.edu) will be sent to the department email address on file to alert the department there is a new course evaluation ready for review. The individual responsible for monitoring the department email address will need to forward the email to the faculty member responsible for course evaluation requests. Below, is a screenshot of the email you will receive, which includes a link you may click on to take you directly to OnBase. Once you login to OnBase with your OnBase credentials, you will be taken directly into the **Department Review** queue for this evaluation request.

---

**Transfer Evaluation Ready for Department Review**
audit@gvsu.edu
Sent: Thu 11/5/2015 10:35 AM
To:

You may access the course information by following the link below. If the student is seeking credit for a specific course, that course will be noted on the evaluation form. Evaluations may be awarded for specific credit, general credit, or no credit. If you would like more information about the class before making a decision, feel free to add a request for a syllabus rather than a final decision on the class.

Banner #: 
Department: MATHEMATICS


Please note the workflow web client is compatible with Internet Explorer only. If your default browser is not set to IE, you will need to copy and paste the link below into your IE browser.
Accessing the evaluation through the OnBase web client

Faculty will be able to directly access the course evaluation from the link provided in the email. Please note the OnBase web client is only supported in Internet Explorer. If your default browser is not Internet Explorer, you will need to copy and paste the link directly into Internet Explorer in order to view the evaluation.

Once you copy and paste/click the link to the evaluation you will be brought to the login screen for the OnBase web client. You will use your OnBase login and password for this.

Login Page:

After logging in, you will be brought to the evaluation for the individual student.

View of the Department Review queue:
Reviewing the student course evaluation request

Pane A lists student number, school code, term and receiving department.

Pane B lists supporting documents attached to the evaluation. Double click the name in Panel B to view supporting documents. Supporting documents can be course descriptions, syllabi or other documents a student believes will help faculty assign an evaluation to the class.

Pane C is the document window. The default view will show the evaluation form. You may switch the view to the supporting documents by double clicking on any of the attached files in Pane B. You can switch back to the evaluation form by clicking on the student in Panel A.
Reviewing the student course evaluation request

Reviewing the course information

A completed evaluation form will list the date the evaluation was initiated by Records or an advising center. Below that will be the student and school information followed by a list of courses to be evaluated. If the student is seeking credit for a specific class, that will be noted with the course listing.

Student Course Evaluation Form

| Today's Date: | 8/5/2015 |
| Receiving Department: | Mathematics |
| Evaluation Initiated By: | Stephanie Holm |
| Initiator's Email Address: | holms@gvsu.edu |

| Student Name: | Joe |
| Student ID#: | G004682 |
| Student DOB: | 8/12/1985 |
| Institution Name: | University of Wisconsin- Superior |
| Institution Code: | 004682 |
| 2 or 4 Year Institution: | 4 |
| Semester, Quarter, Unit: | Semester |

Courses Requiring Evaluation:

<table>
<thead>
<tr>
<th>External Course (subject &amp; number)</th>
<th>Course (title)</th>
<th>Term Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: MAT 131</td>
<td>ex: College Algebra</td>
<td>Fall 2009 200910</td>
</tr>
<tr>
<td>PSYC 260</td>
<td>Personality</td>
<td>Spring 2011</td>
</tr>
<tr>
<td>*Student seeking PSY 101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once you have reviewed the evaluation form, you can then click on to the supporting documents to access the course descriptions and/or syllabi. There will be supporting information for each of the courses listed on the evaluation form.
Reviewing the student course evaluation request

**How to assign the evaluation**

Once you have reviewed the attached course documents, you may assign your evaluation.

**All Students**

Select the “All Students” button for the evaluation. An “All Students” evaluation will be added to our transfer course inventory and will be displayed in the online Course Equivalency Guide for any student who may transfer the class to GVSU in the future.

A text box will appear in Pane A in which you can write your evaluation for the class or classes.

<table>
<thead>
<tr>
<th>User Interaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter equivalency here. For example:</td>
</tr>
<tr>
<td>GEN 123 = US 201 for direct equivalencies;</td>
</tr>
<tr>
<td>GEN 123 = US General Credit for departmental general credit;</td>
</tr>
<tr>
<td>GEN 123 + GEN 124 = US 201 or GEN 123 = US 201 + US 202 for group equivalencies;</td>
</tr>
<tr>
<td>or GEN 123 = No Credit. When done entering the equivalency, click ‘OK’.</td>
</tr>
<tr>
<td>Then click the 'Complete' button to finalize your decision.</td>
</tr>
</tbody>
</table>
When writing the evaluation in the text box, please indicate the course number(s) you are evaluating and how they should transfer to GVSU. The three types of evaluations the University accepts are:

- **Direct equivalency:** The course description of the course being evaluated matches a course in your curriculum with sufficient similarity and can be transferred as such.
- **General credit:** The course being evaluated does not quite match any courses in your curriculum but is of collegiate level and can be used for general credit towards graduation.
- **No credit:** The course does not match anything in your curriculum or is not collegiate level and the student should not receive any credit for the class.

Please use the following examples as a guide in how your own evaluations should be notated. It is important you use the correct acronyms for the transfer class and the corresponding GVSU evaluation so Records can distinguish one from the other.

**Assigning a direct equivalent**

MATH 131 = MTH 110

**Assigning a direct equivalent using more than one class**

MATH 131 + MATH 132 = MTH 201

**Assigning general credit**

MATH 131 = General Credit

**Assigning no credit**

MATH 131 = No Credit (or “NC”)

If you feel there is not enough information in the supporting documents to assign an evaluation to the class, please note the student should be asked to supply a syllabus for the class. Once the evaluation is returned, Records will then contact the student to see if he/she can provide the syllabus.

You may also suggest that the course being evaluated is not for your department. Though Records staff tries their best to match transfer work to the appropriate department, there are inevitably courses that are not so clearly defined. In this case, you may simply note “Not this department”, or you may recommend a department for us, in the decision note.
Reviewing the student course evaluation request

Sending the evaluation to the Records Office

Once you have attached your notes click OK.

![Image of Student Course Evaluation Form]

Student Course Evaluation Form

If you are not satisfied with the evaluation and would like to edit it, double click on the yellow box in Pane C, and edit your evaluation.

If you are satisfied with the existing evaluation notes, then you can send the evaluation back to records by clicking on the “Complete” button.

![Image of Complete button]

Once you click “Complete”, the evaluation will be removed from your queue and sent to Records to be applied to the GVSU Course Equivalency Guide and/or the student’s record.
Reviewing the student course evaluation request

***If you need more direction on what to do, double click on the “Show Instructions” box. A set of instructions will show regarding course evaluations.

To get out of this box, simply click “CLICK TO PROCEED”.

CLICK TO PROCEED
Every year the Records Office reviews the new catalogs for 2-year and 4-year Michigan schools. Any courses that are new to the catalogs, or have changed in description, are sent for department evaluation and will be routed through the workflow along with the student evaluation requests.

The catalog evaluation request is very similar to the student evaluation request with the exception that the courses listed are not associated with a particular student and will not list a student name or G-number.

Just as with the student evaluation requests, an email notification will be received when a catalog evaluation is ready for review. A link within the email will direct the faculty member to the catalog evaluation request in the OnBase client.
In the screen shot above, the selected catalog evaluation request resides in the same queue as the student evaluation requests. The word “CATALOG” will distinguish catalog evaluations from student evaluations, which display the student G-number.

The Catalog Course Evaluation Form will list the course or courses needing evaluation and the attached document(s), similarly listed in the top left pane, will contain the course descriptions.

The document containing the course description will most likely be a photocopied page from the transfer institution’s catalog and may reflect courses that have already been evaluated. You only need to review the course(s) listed on the request form.
Catalog evaluation request

Catalog copy from transfer institution catalog. Note that some of the courses on the page have already been evaluated and only the description matching the course on the evaluation request form will be of interest.

Assigning a decision to a catalog request

As with the student evaluations, you assign a decision to the course by clicking on the decision button on the bottom of the workflow queue window.

With catalog evaluations you may also award direct credit, general credit or no credit. A syllabus cannot be requested for catalog evaluations, so if you are not comfortable assigning a direct evaluation from the information provided, you can decide if the course merits general credit or no credit at all.

Once you have noted your decision, you may click on the “Complete” button to send the evaluation back to Records. If you feel the course should have been routed to another department, you may write a note indicating such before sending the evaluation back. Records staff will then reroute the request to the appropriate department.