

ADE PLMS UAT Document

06/19/2014

Revision History

Purpose of this section: Record changes to this document here, making an entry for each new version of the document. Include a summary of major changes that would be helpful to the reader to understand how the document has changed over time. Consider the use of revision bars to highlight changes made in future versions of this document.

| Version Number | Date Updated | Revision Author | Brief Description of Changes |
| --- | --- | --- | --- |
| 1.0 | 6/19/14 | Chris Lindquist | Initial Document |
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Introduction

# Introduction

This document is meant to guide ADE through the PLMS Process. PLMS consists of the following areas:

* Course Administration
  + Course Creation / Management
    - Targeting (Location, Required / Restricted / Recommended Demographics, Competencies)
  + Section Creation / Management
  + Office Management
    - Office Role Management (Office Administrator / Course-Approver / Course-Requestor)
    - Completion Certificate
  + Notification Creation / Management (not addressed)
  + Course / Section Editable fields
* Course Approval
  + Course / Section Creation - Submission
  + Course / Section Approval/Denial
  + Post Course-Approval Management
* Registrant Process
  + Learning Opportunity Searching
  + Learning Opportunity Registration
  + Course Survey
  + Transcript
  + Completion Certificate
* Instructor Process
  + Managing Registrants
    - Add
    - Remove
    - Assign Credit/Completion

# TEST USER ACCOUNTS

|  |  |  |
| --- | --- | --- |
| **Username** | **password** | **Role in system** |
| Super.user | @de2o14 | System Super User |
| test.ade | @de2O14 | PLMS Super User |
| course.requestor1 through course.requestor15 | @de2O14 | Course Requestor in course approval workflow. course.requestor1-5 belong to the State office, course.requestor6-10 belong to District-based office and 11-15 belong to location based office. |
| final.approver1 through final.approver15 | @de2O14 | Course Approvers in course approval workflow. final.approver1-5 belong to the State office, final.approver6-10 belong to district-based office and fina.approver11-15 belong to location based offices |
| test.instructor1 through test.instructor15 | @de2O14 | Course Instructors |
| office.admin1-3 | @de2O14 | Admin for course approval offices. Office.admin1 for State, office.admin2 for District and office.admin3 for location |
| test.user1 through test.user15 | @de2O14 | Normal user accounts that will take courses |
|  |  |  |

# UAT Cases

# Setting up PLMS Super User

This user will be able to control all aspects of the PLMS system. They will be able to create additional offices and add specific roles into that office.

|  |  |
| --- | --- |
| Test Case: Setting Up PLMS Super Users | |
| Summary | Setting up PLMS Super users |
| Users | System Super User or PLMS Super User |
| UAT Login | Super.user or test.ade |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp |
| Test Procedure | 1. Select the **System Administration** tab 2. Select the **Course Administration** link from the **Applications** section 3. Select **Manage Administrators** from the left hand navigation 4. Select Add in the PLMS Only Super Users container 5. Search for a user (I have already searched for test.ade) and select radio button next to their name 6. Scroll down and Click Select |
| Expected Results | ***Users should be added as PLMS Super Users and will display in the PLMS Super User container*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Logging in as the PLMS Super User | |
| Summary | Logging In as PLMS Super User |
| Users | PLMS Super User |
| UAT Login | Test.ade |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp |
| Test Procedure | 1. Login 2. User will have Home, Professional Learning and Administration Tabs only 3. Select Administration 4. Select Course Administration |
| Expected Results | ***Users can access the system***  ***Users will have Super User access to the entire PLMS system. Test Cases below will spell out functionality for the Super User.*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

# Learning Opportunity Administration Functions

|  |  |
| --- | --- |
| Test Case: Search Learning Opportunities | |
| Summary | Search for Learning Opportunities |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.ade |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select the **Search Learning Opportunities** link from the left hand navigation 2. Enter any of the available search criteria and select Search |
| Expected Results | **All Courses matching your search criteria will display. To display all courses in the system (only Super Users or PLMS Super Users) select the List All button** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Offices | |
| Summary | To verify & view the editable fields that can be configured for Courses or Sections |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.ade |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select the **Offices** link from the left hand navigation 2. You can view any office or you can create a new office as needed |
| Expected Results | **Super Users or PLMS super user have full access to all Offices in the system. When creating an Office and assigning Roles this limits who can do what within that particular office**  **\*When a new office is created, you will need to set the “Set Location” field. This allows the system to limit learning opportunities to only the locations created within this office.**  **For Example if there is a State Office and everybody in the state should be able to see this the Location would be at the State level**  **If the Office is tied to a specific location or District, set the appropriate Level and corresponding location or district.** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Course Editable fields | |
| Summary | To verify & view the editable fields that can be configured for Courses or Sections |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.ade |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select the **Editable Learning Opportunity Fields** link from the left hand navigation 2. Click on **Test Editable Course Field** |
| Expected Results | **The Test Editable Course Field Items displays with the values that are available for this field. Additional items can be added by utilizing the New Item button. Items can be removed with the X button or edited using the Edit button** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Adding Course Editable fields | |
| Summary | To add editable fields that can be configured for Courses |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.ade |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select the **Editable Learning Opportunity Fields** link from the left hand navigation 2. Click on the + next to the Drop-Down Lists to create a new Editable Course Field    1. Provide Name (this is the name that will display on the course creation screen)    2. Provide a Key (must be a unique key)    3. Allow Null (allows the selection on the course to be a null value)    4. Required (forces the fields to be required)    5. Display to User (field will be displayed to user if checked yes)    6. Checkbox (if no then the field will be a drop down, if yes it will be checkboxes 3. Click Save 4. Click on the field you just created and you can now add items to this field to be selected on the course |
| Expected Results | **The (field you just created) Items displays with the values that are available for this field. Additional items (for field) can be added by utilizing the New Item button. Items (for field) can be removed with the X button or edited using the Edit button** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

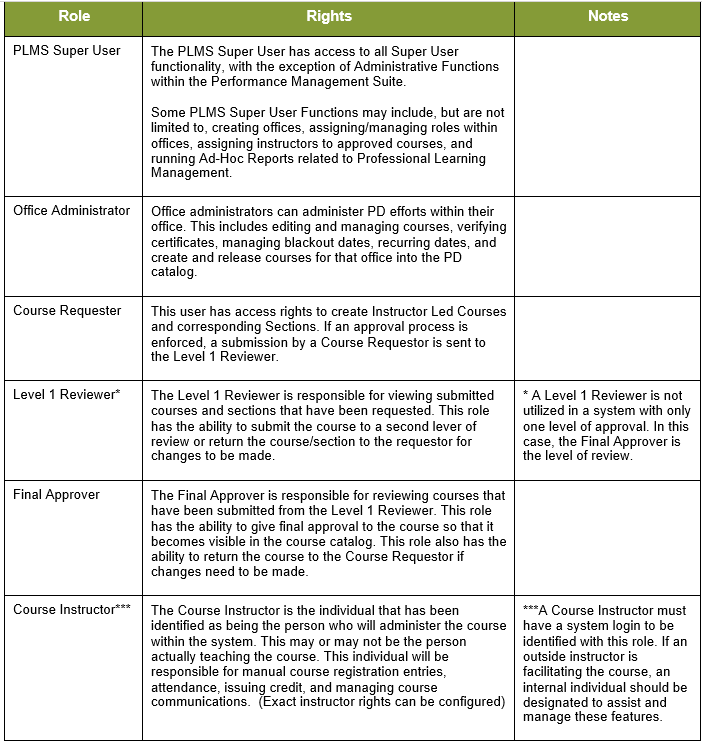
|  |  |
| --- | --- |
| Test Case: Section Editable fields (Instructor Led Only) | |
| Summary | To verify & view the editable fields that can be configured for Courses or Sections |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.cms |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select the **Editable Section Fields** link from the left hand navigation 2. Click on the + next to the Drop-Down Lists to create a new Editable Section Fields    1. Provide Name (this is the name that will display on the course creation screen)    2. Provide a Key (must be a unique key)    3. Allow Null (allows the selection on the course to be a null value)    4. Required (forces the fields to be required)    5. Display to User (field will be displayed to user if checked yes)    6. Checkbox (if no then the field will be a drop down, if yes it will be checkboxes 3. Click Save 4. Click on the field you just created and you can now add items to this field to be selected on the course |
| Expected Results | **The (field you just created) Items displays with the values that are available for this field. Additional items (for field) can be added by utilizing the New Item button. Items (for field) can be removed with the X button or edited using the Edit button** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |
| Test Case: Manage Course Tags | |
| Summary | Adding Tags to courses – these tags can be added to courses for easy search by an end user. |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.cms |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select the **Manage Course Tags** link from the left hand navigation 2. Edit the current Uncategorized container or click Add New Container to add additional containers 3. Click on menu next to existing containers and select Add New Course Tag (you can add as many tags to a container as possible) |
| Expected Results | ***This allows PLMS Super Users the ability to add containers and tags as needed for selection on the courses.*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Manage Course Tags | |
| Summary | Adding Tags to courses |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.cms |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. Test Case 3.2-6 2. Course Tags have already been created |
| Test Procedure | 1. Select menu button next to Teacher Tag 2. Select Edit Container – select Save or Cancel after changes are made 3. Select menu button next to a tag within a container (select Teacher Tag 1) 4. Select Edit Course Tag |
| Expected Results | ***This allows PLMS Super Users the ability to change the names of the containers or enable or disable the containers from displaying on our Tags teaser (display of all tags in this screen to end users giving them access to click on a tab and instantly do a course search based on courses tagged to that label).*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Section Grades | |
| Summary | Setting up Section Grades |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.cms |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select the **Section Grades** link from the left hand navigation 2. This page allows you to view all grades in the system 3. This page allows you to Add additional grades in the system |
| Expected Results | ***When you add a grade, you can also force the Registration status.***  ***You can also delete a grade if it is not being used.*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Manage Emails | |
| Summary | Setting up Section Grades |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.cms |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select the **Configure Emails** link from the left hand navigation 2. This page allows you to view all notifications setup in the PLMS system 3. This page allows you to Enable/Disable Notifications 4. Clicking Edit on any Notification will enable you to change the message of that notification. Please see document in the Remarks portion of this test case for all notification options. |
| Expected Results | ***When you add a grade, you can also force the Registration status.***  ***You can also delete a grade if it is not being used.*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

# Managing Office



|  |  |
| --- | --- |
| Test Case: Adding Office Administrators | |
| Summary | Setting up Section Grades |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.ade – PLMS Super User |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. [Test Case 3.2-2 (Offices)](#_Test_Case:_Offices) 2. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 3. Select the **System Administration** tab 4. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select Offices 2. Select Manage next to Office you would like to add an Office Administrator next to 3. Select Assign Roles 4. This page allows you to view all users tied to an Office for a specific Role. To update the Role, use the dropdown and select Update View. 5. To add additional users select the Add user button 6. Search for User, when search results page appears you can select Role for specific user and click Add User(s) button to add users to specific role |
| Expected Results | ***PLMS Super Users will be able to add any user as an Office Administrator***  ***Roles that will be in ADE:***  ***Office Admin***  ***Course Requestor***  ***Final Approver*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Remove Roles | |
| Summary | Setting up Section Grades |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.ade – PLMS Super User |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. [Test Case 3.2-2 (Offices)](#_Test_Case:_Offices) 2. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 3. Select the **System Administration** tab 4. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select Offices 2. Select Manage next to Office you would like to add an Office Administrator next to 3. Select Remove Roles 4. This page allows you to view all users tied to an Office for a specific Role. 5. Select specific Role and Update View 6. Check users below that need to be removed from specific role and select Remove |
| Expected Results | ***PLMS Super Users will be able to add any user as an Office Administrator***  ***Roles that will be in ADE:***  ***Office Admin***  ***Course Requestor***  ***Final Approver*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Set Location | |
| Summary | Setting up Section Grades |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.ade – PLMS Super User |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. [Test Case 3.2-2 (Offices)](#_Test_Case:_Offices) 2. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 3. Select the **System Administration** tab 4. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select Offices 2. Select Manage next to Office you would like to add an Office Administrator next to 3. Select Set Location 4. Select the Entity Type (Location Hierarchy) that this office belongs to 5. Select Save |
| Expected Results | ***When Entity Type is Set, courses created with a specific office will be limited to location set in this field*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Set Credit Type | |
| Summary | Setting up Section Grades |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.ade – PLMS Super User |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. [Test Case 3.2-2 (Offices)](#_Test_Case:_Offices) 2. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 3. Select the **System Administration** tab 4. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select Offices 2. Select Manage next to Office you would like to add an Office Administrator next to 3. Select Set Credit Type 4. Select the Credit Types that are available within this Office 5. Select Save |
| Expected Results | ***Within each office, we have the ability to set which types of Credit a specific Office can see. You can Offer a specific type of credit at one Office and not allow that same credit to be allowed at other Offices. This change only applies to this office.*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

# Course Creation – Non Approval Process (Super Users and Office Admins)

|  |  |
| --- | --- |
| Test Case: Course-Creation – Self Paced Blackboard (Non-Approval Process) | |
| Summary | To test the functionality of creating a course |
| Users | Super Users / PLMS Super Users  Office Admins |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select the **Create New Learning Opportunity** link from the left hand navigation 2. Click on **Self-Paced Learning Opportunity** 3. Click the selection arrow on Course Provider and select **Moodle** 4. Fill out all appropriate fields available 5. Select **Create Self-Paced Learning Opportunity** button. |
| Expected Results | ***Creating a Course: The user should see and have the ability to fill out all applicable fields need to create the course. All fields in red text are required fields and the course will not be created if not filled out.***  ***After the course has been created, the user should see a recap of all information in each field that was entered from the last screen. The user should see and have the ability to set the 5 settings along the right margin of the page(Locations, Required, Recommended, Restricted, and Align Rubrics)*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Opening Blackboard Shell (Non-Approval Process) | |
| Summary | To test the ability to connect to Moodle for the course shell just created |
| Users | Super Users / PLMS Super Users  Office Admins |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The course created in Use case 1, creating a Self Paced Moodle course must be open from within the Learning Opportunity Administration page. |
| Test Procedure | 1. From the **Actions** menu, select **Navigate Section** |
| Expected Results | The user is taken to the Moodle course shell with the default topics created. The topics can be modified and saved through the Moodle management screens.   1. Click the **Turn editing on** button to modify the course within Moodle 2. Click Turn editing off when complete 3. Select **Return to Portal** to return to Truenorthlogic. |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Course-Creation – Instructor Led (Non-Approval Process) | |
| Summary | To test the functionality of creating a course |
| Users | Super Users / PLMS Super Users  Office Admins |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the **System Administration** tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the **Course Administration** link from the **Applications** section |
| Test Procedure | 1. Select the **Create New Learning Opportunity** link from the left hand navigation 2. Click on **Instructor Led Course** 3. Fill out all appropriate fields available 4. Select **Create Instructor Led Course** button. |
| Expected Results | ***Creating a Course: The user should see and have the ability to fill out all applicable fields need to create the course. All fields in red text are required fields and the course will not be created if not filled out.***  ***After the course has been created, the user should see a recap of all information in each field that was entered from the last screen. The user should see and have the ability to set the 5 settings along the right margin of the page(Locations, Required, Recommended, Restricted, and Align Rubrics)*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Set Locations | |
| Summary | To test the functionality of the Set Locations button |
| Users | Super Users / PLMS Super Users  Office Admins |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The user must have a valid login and the ability to view the contents related to this document; the user must have access to the System Administration tab as well as the Course Administration link within this tab.   1. The user will login into https://mcesatest.truenorthlogic.com/ia/adminLogin.jsp 2. Select the **System Administration** tab 3. Select the Course Administration link in Applications box 4. A course must be selected either by searching or by creating a new course |
| Test Procedure | 1. Click on Set Locations on the right side of the screen under the **Settings** section 2. Select the type from the drop down list 3. Click Add 4. Select other fields from drop down – if applicable 5. Click Done |
| Expected Results | ***Select Type: The user should see the options state, region, county, district and school. Depending on the option selected from the drop down; other fields can populate for the user to narrow down what locations should have the course created available to them.***  ***The user has an option to select a checkbox to the left of the school and remove a location if necessary.***  ***By default, the Charlotte Mecklenburg Schools Region is set, providing the courses to all users.*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

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| --- | --- |
| Test Case: Required Demographics | |
| Summary | To test the functionality of the Required Demographics |
| Users | Super Users / PLMS Super Users  Office Admin |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The user must have selected a valid course to modify under Learning Opportunity Administration. |
| Test Procedure | 1. Click **Set Required** on the right hand side under **Settings** 2. The various demographics will be displayed 3. Select **Enable** for the appropriate demographic that should take this course 4. Check all roles that apply (you may need to expand the list with the “+” sign) 5. Click on **Save** 6. Multiple levels and roles can be enabled. Click **Done** when the criteria is set. |
| Expected Results | ***Set Required: The user should see 4 categories of demographics in the Test environment. The user can select any and or all of these with options to enable. Once the option has been enabled; user is able to click on the set demographics button to the right.***  ***Set Demographics : The user should see the options listed on the left of the screen of all the demographics to choose from.***  ***After the Done button has been selected; the user should see have returned to the settings button page.*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

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| --- | --- |
| Test Case: Recommended Demographics | |
| Summary | To test the functionality of the Recommended Demographics button |
| Users | Super Users / PLMS Super Users  Office Admin |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The user must have selected a valid course to modify under Learning Opportunity Administration. |
| Test Procedure | 1. Click **Set Recommended** on the right hand side under **Settings** 2. The various demographics will be displayed 3. Select **Enable** for the appropriate demographic that should take this course 4. Check all roles that apply (you may need to expand the list with the “+” sign) 5. Click on **Save** 6. Click on **Done** |
| Expected Results | ***Set Recommended: The user should see 4 categories of demographics in Test. The user can select any and or all of these with options to enable. Once the option has been enabled; user is able to click on the set demographics button to the right after the initial save.***  ***Set Demographics: The user should see the options listed on the left of the screen of all the demographics to choose from.***  ***After the Done button has been selected; the user should see have returned to the settings button page.*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

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| --- | --- |
| Test Case: Restricted Demographics | |
| Summary | To test the functionality of the Restricted Demographics button |
| Users | Super Users / PLMS Super Users  Office Admin |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The user must have selected a valid course to modify under Learning Opportunity Administration. |
| Test Procedure | 1. Click **Set Restricted** on upper left hand side under **Settings** 2. The various demographics will be displayed 3. Select **Enable** for the appropriate demographic that should take this course 4. Check all that apply (you may need to expand the list with the “+” sign) 5. Click on **Save** 6. Click on **Done** |
| Expected Results | ***Set Restricted: The user should see 4 categories of demographics. The user can select any and or all of these with options to enable. Once the option has been enabled; user is able to click on the set demographics button to the right.***  ***Set Demographics: The user should see the options listed on the left of the screen of all the demographics to choose from.***  ***After the Done button has been selected; the user should see have returned to the settings button page.*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Aligning courses to Competencies | |
| Summary | To test the functionality of the Competencies button |
| Users | Super Users / PLMS Super Users  Office Admin |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The user must have selected a valid course to modify under Learning Opportunity Administration. |
| Test Procedure | 1. Click **Align Rubrics** 2. Select appropriate rubric from the drop down 3. Click on **Go** 4. Select the Standard that is wanted 5. Click on **Align to Elements** (bottom) 6. Select desired Levels 7. Click on **Save Values** 8. Click on **Edit/Delete** (if applicable) 9. Click on **Done** |
| Expected Results | ***Align Rubrics: The user should see a drop down with the assessments available to align rubrics to. After user clicks on Go; there will be a list of indicators per the assessment selected to be aligned. The user will see the ratings and select if the rubrics per rating is either applicable or not and save the values chosen. The user has an option to delete or edit the chosen option and save the results*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Tagging Courses to Subjects | |
| Summary | To test the ability to tag courses to subjects |
| Users | Super Users / PLMS Super Users  Office Admin |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The user must have selected a valid course to modify under Learning Opportunity Administration. |
| Test Procedure | 1. Click **Align Subjects** 2. Select the appropriate subjects to tag 3. Click **Save** |
| Expected Results | The course should list the subjects that had been selected. |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

## Section Creation

|  |  |
| --- | --- |
| Test Case: Create Section | |
| Summary | To test the functionality of creating a Course Section |
| Users | Super Users / PLMS Super Users  Office Admin |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The user must have selected a valid course to modify under Learning Opportunity Administration. The course must be an instructor-led course. |
| Test Procedure | 1. Click on the **New Section** button above the **Sections** area 2. Fill out all applicable fields (note the required fields) 3. Click on **Create** (bottom) 4. Click **Done** |
| Expected Results | ***Create Section: The user should see all fields available for creating a section. After filling out all fields needed; the page will recap all information that was entered and provide options (Instructors, Class Times, View Roster, and Manage Course) at the bottom of the page. After Done is clicked; the user should see the sections for this course listed and the course information with the ability to manage/edit all information that has been entered in the course when created.***  **Class Times will be listed in red if they have not been set.** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Add Instructors | |
| Summary | To test the functionality of Adding Section Instructors |
| Users | Super Users / PLMS Super Users  Office Admin |
| UAT Login | test.ade or office.admin1-3 |
| Related Requirements |  |
| Prerequisites | The user must have selected a valid course to modify under Learning Opportunity Administration.  The course must be an instructor-led course and a section must have been created and be at the **Mange Section** window by clicking the **Actions** menu and selecting **Manage**. |
| Test Procedure | 1. Click on **Instructors** Button next to **Manage Instructors** 2. Search for and add applicable Instructors (example: first name **test**) and selecting **Find User.**  More than one instructor can be added by selecting multiple check boxes next to the instructor’s name. Click **Add User(s)** when complete. Additional instructors can be searched for. 3. Click on **Done** when complete |
| Expected Results | ***Manage Instructors: The Instructor(s) should be displayed in the section under the instructor(s) heading. The instructors when logging in should be able to manage the relevant Section.*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Add Class Times | |
| Summary | To test the functionality of Adding Section Class Times |
| Users | Super Users / PLMS Super Users |
| UAT Login | test.cms |
| Related Requirements |  |
| Prerequisites | The user must have selected a valid course to modify under Learning Opportunity Administration. The course must be an instructor-led course and a section must have been created and be at the **Mange Section** window. |
| Test Procedure | 1. Click on **Class Times** button next to **Manage Class Times** 2. Add applicable class times by selecting **Add New Day** 3. Adjust Start Time and End Times as desired 4. Click on **Save Changes** |
| Expected Results | *The Class Time(s) should be displayed in the section under the Class Time(s).* |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

# Course Approval

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| --- | --- |
| Test Case: Create Course (Course-Approval) | |
| Summary | Create Course via the Course Approval Process |
| Users | Course Requestors |
| UAT Login | Course.requestorN (1 through 15) |
| Related Requirements |  |
| Prerequisites | 1. Select the **Create a Course** tab 2. Select the **Course Projects** link from the left side menu |
| Test Procedure | 1. Click **Create New** button 2. Click **Instructor lead Course or Self Paced** 3. Fill out required and appropriate information for the course details 4. Press **Create Instructor Led Course** 5. Set the Availability and other Targeting Information desired (Demographics / Competencies) 6. Press **Done** to save the course |
| Expected Results | ***Create Course:*** *The course should show under* ***Current Projects*** |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

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| --- | --- |
| Test Case: Create Section (Course-Approval, Instructor Led only) | |
| Summary | Create Section via the Course Approval Process |
| Users | Course Requestor |
| UAT Login | Course.requesterN (1 through 15) |
| Related Requirements |  |
| Prerequisites | The course from the previous step should be selected from within Current Projects.  If it is not listed:   1. Select the **Create a Course** tab 2. Select the **Course Projects** link 3. The previously created course should be displayed under **Current Projects** |
| Test Procedure | 1. Select **Actions** dropdown next the course and **Edit** the course 2. Click the **Create** button next to Sections: 3. Click the **New Section** button 4. Fill out required and appropriate information 5. Click **Create** 6. Enter **Instructors** and **Class Times** by clicking on the appropriate buttons at the bottom of the section 7. Select **Done** 8. Another section can be created from the Manage Sections screen or **Continue** can be selected to continue with course approval workflow 9. Select the **Edit** button next to **Geographic Availability** 10. Another location can be added or click **Done** to continue with Charlotte Mecklenburg Schools region selection. 11. Select **Done** 12. Click **Submit for Review** 13. Click the **Ok** button to continue |
| Expected Results | The course should show under **Submitted** **Courses**. The section should be viewable under the course |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

# Course / Section Approval/Denial

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| --- | --- |
| Test Case: Course / Section Approval | |
| Summary | Approve / Deny Courses & Sections via the Course Approval Process |
| Users | Course Approvers |
| UAT Login | Final.approverN (1 through 15) |
| Related Requirements |  |
| Prerequisites | 1. Select the **System Administration** tab and **Course Approval Administration** link 2. Select the **Submitted Courses** link 3. The previously created course and section should have be submitted by a course-requestor |
| Test Procedure | 1. Click **Actions** |**Review** button for the desired course. 2. Click **Review Course** Button 3. After reviewing the course details, select **Approved** or **Denied** radio button and include **Comments** 4. Click **Save** 5. In the **Course Details** area, next to **Section**, select **Review** button 6. After reviewing Section details, select **Approved** or **Denied** radio button 7. Click **Save Status**, and then click **Done** 8. In the **Course Details** area, next to **Geographic Availability**, select **Review** button 9. After reviewing Geographic Availability details, select **Approved** or **Denied** radio button 10. Select **Save** 11. Click **Approve Course** if course is to be approved, **Deny Course** if corrections need to be made. 12. Click **Ok** to finalize course |
| Expected Results | If the course is approved, it should show under Approved Courses listing and on the Course Catalog to be registered for.  If the course is denied, it will be included in the Denied Courses listing for review by the course requestor. |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

# Registrant Process

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| --- | --- |
| Test Case: Learning Opportunity Searching | |
| Summary | Search For Courses & Sections that have been released to the catalog |
| Users | All users within ADE |
| UAT Login | Test.teacherN (1 through 15) |
| Related Requirements |  |
| Prerequisites | 1. The user must have a valid login and a Demographic / Location that has been targeted at least one Learning Opportunity / Course, with a section that is currently with in active registration time. 2. Select the Professional Learning tab |
| Test Procedure | 1. Within the Search channel, type search criteria and click the magnifying glass to perform the search and display all courses.   (alternately, click **Advanced Search** or **Show All Opportunities)** |
| Expected Results | Should show all targeted courses correctly |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

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| --- | --- |
| Test Case: Learning Opportunity Registration | |
| Summary | Register for Learning Opportunities. |
| Users | All users within ADE |
| UAT Login | Test.teacherN (1 through 15) |
| Related Requirements |  |
| Prerequisites | 1. The user must have a valid login and a Demographic / Location that has been targeted at least one Learning Opportunity / Course, with a section that is currently with in active registration time. 2. Select the **Professional Learning** tab 3. Type search criteria and click **Search** or Advanced Search or Show All Opportunities |
| Test Procedure | 1. Click **Register** button for any Learning Opportunity shown.   Alternately, to review more information about the course, select the course name to be taken to the **Opportunity Details** screen and then select the section listed on the left column to review/register for a specific section. Click Register for the section.   1. Click **Next** to complete the registration |
| Expected Results | Registration Progress should be 100%. |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

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| --- | --- |
| Test Case: Course Survey | |
| Summary | Taking a survey to obtain credit for a course. |
| Users | All users within ADE |
| UAT Login | Test.userN (1 through 15) |
| Related Requirements |  |
| Prerequisites | All test users have completed the course **5/13 Learning Course (ALL UAT Users)**.   1. Select the **Professional Learning** tab 2. Note that the course listed above is displayed under **My Courses** |
| Test Procedure | 1. Click the **My Transcript** button within the **My Courses** channel 2. Note that the course displays that it was completed, but no credits have been applied. 3. Click **Take Survey** button 4. Click **Take the Survey** 5. Complete the survey questions and click **Record & Return to Menu** 6. Click **Return to My Courses** from the Survey screen 7. Click the **View My Transcript** button |
| Expected Results | Note that the survey is marked completed and credit hours are now listed. |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Course Certificate | |
| Summary | Displaying the certificate for a completed course. |
| Users | All users within ADE |
| UAT Login | Test.userN (1 through 15) |
| Related Requirements |  |
| Prerequisites | All test users have completed the course **5/13 Learning Course (ALL UAT Users)** and completed the survey in the previous step. The user should be at the User Transcript window. |
| Test Procedure | 1. Under the **Certificate #,** click thenumber displayed. 2. If prompted, click to Open the PDF |
| Expected Results | The course certificate is displayed. |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Displaying Courses by Tags | |
| Summary | Courses can be displayed by the tags that have been utilized |
| Users | All users within ADE |
| UAT Login | Test.userN (1 through 15) |
| Related Requirements |  |
| Prerequisites | User should have selected the **Professional Learning** tab |
| Test Procedure | 1. From the **Aligned Subjects** channel in the bottom left, select the **Math** link |
| Expected Results | The courses linked to the Math tag are displayed. |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

# Instructor Process

|  |  |
| --- | --- |
| Test Case: Manage Section | |
| Summary | Manage Section |
| Users | Section Instructors |
| UAT Login | Test.instructorN (1 through 15) |
| Related Requirements |  |
| Prerequisites | 1. Select the **Manage Sections** tab 2. Select **Course Administration** |
| Test Procedure | 1. Search on a specific course or select List All to display all courses available to this instructor 2. Select the course to display 3. From the Sections section below the course, click **Actions** and then **View Roster** for the appropriate section |
| Expected Results | Should display a list of the registrants and their status as well as allowing the instructor to manage the section |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Add/ remove registrants | |
| Summary | Add / remove registrants from a Roster/Section |
| Users | Section Instructors |
| UAT Login | Test.instructorN (1 through 15) |
| Related Requirements |  |
| Prerequisites | 1. Select **Manage Sections** tab. 2. Select the **Course Administration** link 3. Search on a course or select the **List All** button. 4. Select the course to administer by clicking on the title 5. Under the **Actions** button for the appropriate section, select **View Roster** |
| Test Procedure | 1. Click the Add Learner or Add learner Advanced and enter search criteria. 2. Select the Learners you wish to add 3. Click the **Add User(s)** button   To remove users from the section:   1. Next to the individual you wish to remove click the actions button and select Either ‘Remove from Roster’ or ‘Move to wait list’ |
| Expected Results | Roster should show only Individuals who have been registered or are on the waitlist. |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Assign Credit | |
| Summary | Assigning credit for completed courses |
| Users | Section Instructors |
| UAT Login | Test.instructorN (1 through 15) |
| Related Requirements |  |
| Prerequisites | 1. Select **Manage Sections** tab. 2. Select the **Course Administration** link 3. Search on a course or select the **List All** button. 4. Select the course to administer by clicking on the title 5. Under the **Actions** button for the appropriate section, select **View Roster** |
| Test Procedure | 1. Click **Credit Hours** button   For mass update   1. Enter the desired points at the top ‘Change All Credit Types to:’ and click **Apply**. Click **Save This Page** button.   For Single Registrant Update   1. For the desired individual alter the point allocation and click the **Save This Page** button. |
| Expected Results | Individual Credit should be updated |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

|  |  |
| --- | --- |
| Test Case: Update Registration Status | |
| Summary | Updating registrations status and grades |
| Users | Section Instructors |
| UAT Login | Test.instructorN (1 through 15) |
| Related Requirements |  |
| Prerequisites | 1. Select **Manage Sections** tab. 2. Select the **Course Administration** link 3. Search on a course or select the **List All** button. 4. Select the course to administer by clicking on the title 5. Under the **Actions** button for the appropriate section, select **View Roster** |
| Test Procedure | 1. Click **Grade/Roster Status** button   For Mass update   1. Select the Roster status ‘Change all Roster Status to: (select a new status) 2. Select grade ‘Change all Grades to: (select appropriate grade) 3. Click **Save This Page**   For Single Registrant Update   1. For the desired individual alter the Grade and Registration status 2. Click **Save This Page** |
| Expected Results | Individual/ Group status should be updated |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |

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| --- | --- |
| Test Case: Displaying Courses through Competency Navigator | |
| Summary | Courses can be displayed by the competencies that have been utilized |
| Users | All users within ADE |
| UAT Login | Test.userN (1 through 15) |
| Related Requirements |  |
| Prerequisites | User should have selected the **Competency** tab |
| Test Procedure | 1. Select the **+** sign next to **\*Teacher Evaluation Process 2013-2014** 2. Select the **+** sign next to **Category 1** 3. Select the **+** sign next to **Standard II: Teachers Establish a Respectful Environment for a Diverse Population of Students** |
| Expected Results | Courses are tagged to both the standard as well as to **Proficient** and **Distinguished**.  By clicking on **Available** at the Standard II level, note that course #53 is available for registration.  By clicking on **Explore** at the Standard II level, note that course #53 as well as #61 has been tied to the standard, but course #53 is the only one available for registration.  Note that Course #53 is also tied to Proficient and Distinguished, making it available for **Explore**. |
| Status (Pass/Fail) |  |
| Date Tested |  |
| Action Log # |  |
| Remarks |  |