Test Plan for
Georgia Banner Enhanced Student and
Financial Aid Systems

Version 7.8.0.1

Distance Education Flat Fee Form (ZSAFFEE)
Electronic Campus Extract Process (ZORELCA)

Office of Information and
Instructional Technology

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Test Plan for Georgia Enhancements 7.8.0.1

General Testing Instructions

**Introduction**
This test plan for Georgia Enhancements 7.8.0.1 is to be used for testing the following:

- Distance Education Flat Fee Form (ZSAFFEE)
- Electronic Campus Extract Process (ZORELCA)

In order to test this release thoroughly, we ask that you not only follow your normal business practices and processes to see if the modification runs correctly, but please try multiple scenarios that you might not encounter often in an effort to identify any anomalies in the process.

**Prerequisites**
Prerequisites for the Georgia Enhancements 7.8.0.1 are as follows:

- Accounts Receivable 7.3
- Financial Aid 7.8.1
- General 7.4
- Student 7.3.2
- Georgia Enhancements 7.7

**Using a Test Environment**
This release must be placed into a test environment. Do not place or run any of the items contained in this release in a production environment until test results are compiled for all test sites and any necessary corrections are made.

**Reporting Results during Beta Testing**
The basic steps that you should follow are listed, with a space provided for you to initial when you have completed the step. Describe any errors or unexpected results in the space provided. Add comments and descriptions of unexpected results as needed.

**Support for Beta Testing**
During the testing process, contact us at ban_test@usg.edu or by phone at 706-583-2003 (rather than contacting the OIIT Helpdesk).

Explain that you are a beta test site. Your call will be forwarded to the appropriate staff member. Make sure you explain that you are testing and not requesting customer support.
When testing is complete, return the completed test plan as an e-mail attachment to ban_test@usg.edu or fax it to us at 706-583-2297.

Test plans are created for the Beta version of the application and are not to be considered final documentation. Release Notes and User Documentation are released with the production version.

Illustrations on your screen may not exactly match the graphics illustrated in this test plan because of individual display preferences selected for color, font, etc.
Testing the Distance Education Flat Fee Form (ZSAFFE)

ZSAFFE Enhancement

The Electronic Campus distance education catalogue requires a base set of fees to give incoming students a general idea of what tuition to expect. The Distance Education Flat Fee form (ZSAFFE) was developed to house flat rates for In-State fees, Out-of-State fees, Electronic rate fees, and Out-of-District fees based on individual course hours and course level to assist in the complex calculation of overall fees and the need to report a base. This form condenses all fees (i.e. Tuition, Technology fees, Activity fees, Lab fees) into a single fee per hour of instruction for each of the four categories on ZSAFFE.

Since a potential student with an unknown admission status could view these courses on Electronic Campus, the fees are meant to be an estimate of all charges that may apply to a course level. The Electronic Campus website will display a disclaimer that all fees are representative and subject to change. Once the data has been loaded into the Electronic Campus website, users will be able to update the information on a course by course basis for any fee updates.

The following guidelines provided by Electronic Campus will ensure accurate reporting:

- If either In-State fee or Out-of-State fee is filled, verify the Electronic Rate fee is set to zero. Conversely, if Electronic Rate fee is filled, verify In-State fee and Out-of-State fee are set to zero. If Out-of-District fee is not filled, it should be zero.
- If all fields are filled on a ZSAFFE row, ZORELCA will report In-State, Out-of-State, and Out-of-District fees.

Functional Impact

Campuses will be able to enter flat rate fees for individual course hours and course levels.

Setup for Testing

Level codes will need to be set up on the Level Code Validation table (STVLEVL) prior to entering fees into this form.

Steps in Testing

Check that the ZSAFFE form has been added to the Main Georgia Enhancement menu by double clicking on Main Georgia Enhancement Menu [*GEORGIA], Georgia Student Menu [*GSTUM], and Georgia Student Rules [*Rules] in the Banner menu tree.

Verify that the menu item works by double clicking on Distance Education Flat Fee Form [ZSAFFE]. Exit the form to return to the Banner main menu.
Enter the seven-character acronym ZSAFFEE in the Go To field of the main menu, and then press the Enter key.

Enter a level and its fees for a single credit hour of instruction for In-State fees, Out-of-State fees, Electronic rate fees, and Out-of-District fees.

Enter as many lines on ZSAFFEE as there are existing levels in the STVLEVL table.

Save and exit ZSAFFEE.
Testing the Electronic Campus Extract Process (ZORELCA)

ZORELCA Purpose
The ZORELCA process pulls specific fields from Banner and arranges them for electronic transmission to Electronic Campus staff on a course by course basis. The output is provided in a comma delimited format that can be imported in two separate Excel spreadsheets (one for the course data and one for course offering data) or separated in the same Excel workbook. All required fields must be provided for feed to be accepted by Electronic Campus.

Functional Impact
ZORELCA will pull all of the required fields from Banner and allow the user to enter data provided by Electronic Campus within the Process Submissions Controls form (GJAPCTL) on a course by course basis. The final output includes all Banner and user defined elements and places them in two comma delimited files that can be imported into Excel spreadsheet files.

Institutions providing this information will need to meet the following policy and formatting conditions to expedite the upload process.

- Approval forms from the State Coordinator need to be on file with Electronic Campus staff—prior to the course being included as part of a bulk upload.
- Each college or university submitting courses must have an Electronic Campus coordinator with an active Electronic Campus account.
- Colleges and universities must have an approved Electronic Campus transitional page residing on their server.
- College and university Electronic Campus coordinators agree to make any necessary edits via the Electronic Campus web interface. SREB will not accept courses from colleges and universities who do not make required edits for two consecutive feeds.

Setup for Testing
Define a new crosswalk for STVLEVL values in SOAXREF for translation to Semester or Quarter. A new label for this crosswalk will need to be created in STVXLBL of LEVELTYP, Semester/Quarter Level Type.

The SOAXREF Electronic Value will need to be entered as Semester or Quarter. This would translate to a Banner Value from STVLEVL. As many lines would need to be added in SOAXREF for the LEVLTYP label as there are existing level codes in STVLEVL.
The ZSAFFEE form has been developed to house flat rates for In-State fees, Out-of-State fees, Electronic rate fees, and Out-of-District fees based on individual course hours and course level. Fees will need to be entered on this form for each level in STVLEVL prior to testing the ZORELCA process.

**Steps in Testing**

Enter the seven-character acronym ZORELCA in the Go To field of the main menu, then press the Enter key.

Perform a Next block function and enter the term code for the course(s) that is to be sent to Electronic Campus in the Term parameter (01).

Enter the approval status, TRUE or FALSE, for the course in the Approved parameter (02) based on prior approval by Electronic Campus.

Enter the publicity status, TRUE or FALSE, for the course(s) in the Publicity parameter (03). The publicity status indicates if a course is openly displayed on Electronic Campus when searching at the institution level.

Enter the state publicity status, TRUE or FALSE, for the course in the State Publicity parameter (04). The state publicity status indicates if a course is openly displayed on Electronic Campus when searching at the state level.

Enter the state admission requirement status, TRUE or FALSE, in the Admission Required parameter (05). The admission required status specifies mandatory admission to your institution for a student to enroll in the course.

Enter the state admission available via internet status, TRUE or FALSE, in the Admission Available via Internet parameter (06). The admission available via internet status indicates admission to your institution is available online.

Enter the internet registration allowed status, TRUE or FALSE, in the Internet Registration Allowed parameter (07). The internet registration allowed status indicates a student can register for the course online.

Enter the contact ID provided by the Electronic Campus staff for the person submitting the course in the Contact ID parameter (08).

Review the .lis and .log files.
Verify that two pipe delimited files were created for a Courses Table file and a Courseoffering Table file. Verify that only courses that have an F or P on SSASECT for the Instructional Method field appear in the two files produced.

**Results**

**Comments/Errors**

**Signature**

**Title**