

Information Technology Services

University System of Georgia Information Technology Services
Enterprise Data Management & Analytics



Test Plan Academic Release 1.23

ADC Spring Mid-Term (MT) 20264

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Test Plan for Academic Release 1.23

Preparation for Testing

Academic Release 1.23 and Data Collections ETL (ZADMETL) 1.3 must be applied to your TEST database to prepare for testing. Please follow the steps below to prepare for testing the release:

Step 1

Apply Academic Release 1.23 to the Banner database using the parameters for Spring MT 20264.

Step 2

Set up and/or identify test cases for testing the extraction and editor.

Step 3

In Banner, run the Data Collection Extraction process (ZADMETL) from Banner Job Submission (GJAPCTL).

Step 4

Turn on the ITS version of GlobalProtect VPN. For download, install, and login instructions, email DW_Test@usg.edu.

Step 5

Run the USG Extract in the TEST environment using the following URL:

<https://appst.ds.usg.edu/ords/f?p=38576>

Step 6

Review the Data Submission Error report to validate changes included in the release in the Cognos TEST environment using the following URL:

<https://analyticst.ds.usg.edu/bi/>

Instructional Delivery Code – SEC025 and Course Section Technology – SEC024

Purpose

Recent changes to program delivery mode definitions under the DMA Enhancement Project required a review of course section codes and definitions. After discussions with campuses, it was determined that codes should be streamlined to better reflect current practices.

Beginning with the Spring 2026 Mid-Term (MT) 20264 Academic Data Collection, the valid values and validation rules for Instructional Delivery Code (SEC025) have been updated, and the collection of Course Section Technology (SEC024) will be discontinued.

Functionality delivered with this release:

Academic Release 1.23 includes the discontinuation of the following Instructional Delivery Code valid values:

- T – Technology Enhanced
- E – Entirely at a Distance

The following Instructional Delivery Code valid values descriptions have been updated to better reflect current practices:

- **F – Fully at a distance** - All instruction is delivered via technology. The course does not require students to travel to a classroom for instruction; however, it might require students to travel to a site to attend a course orientation or to take exams. (NOTE: This is generally equivalent to delivering more than 95 percent of sessions via technology.)
- **P – Predominately at a distance** - Technology is used to deliver 51 percent or more of scheduled class sessions, but at least one visit to a classroom (or similar site) for instruction is required.
- **H – At most HALF at a distance** - Technology is used to deliver 50 percent or less of scheduled class sessions, but at least one class session is replaced by technology.

Validation Rule VSEC037 – Instructional Delivery Code is required if Course Section Technology is not NULL – has been inactivated.

Note: The Instructional Method Banner value of 'T – Technology enhanced' or any other Banner or translated value that is not F, P, H, or E will automatically be collected and reported as NULL without translation. A NULL or blank value will be reported as Technology-Enhanced In-Person courses. Validation Rule VSEC036 will trigger if the Banner value or translated value is E. The Instructional Method Banner value of 'E – Entirely at a Distance' must be translated to Regents Value 'F – Fully at a Distance' under SOAXREF translation label RGTINSM.

As part of Academic Release 1.23, the collection of Course Section Technology (SEC024) has been discontinued, and all associated valid values and validation rules have been inactivated.

Test Scenarios:

Test Scenario 1: Updated Data Elements

In Cognos, generate the Data Element Dictionary using the Data Dictionary > Download PDF option.
Verify that the following highlighted changes exist for Instructional Delivery Code (SEC025) in the DED:

Instructional Delivery Code		SEC025																		
Category	Academic / Course / Course Section / SEC025																			
Description	Element used to identify the degree to which the instructional content of a course is delivered through distance education technology. The value should be a valid value or null.																			
Data Type	A																			
Length	2																			
Format	X																			
Collection Period	<table border="1"> <thead> <tr> <th colspan="2">Current</th> <th colspan="2">Following</th> <th rowspan="2">Annual</th> <th rowspan="2">Monthly</th> <th rowspan="2">Other</th> </tr> <tr> <th>Mid-term</th> <th>End of Term</th> <th>Mid-term</th> <th>End of Term</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Y</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Current		Following		Annual	Monthly	Other	Mid-term	End of Term	Mid-term	End of Term	Y	Y					
Current		Following		Annual	Monthly	Other														
Mid-term	End of Term	Mid-term	End of Term																	
Y	Y																			
Business Practices	<p>Institutions will be required to categorize course section offerings to identify the degree to which the instructional content is delivered through the use of technology.</p> <p>A null value will equate to Technology Enhanced In Person courses.</p>																			
Validation Rules	<p>Status: Active</p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VSEC036</td> <td>Instructional Delivery Code must be a valid value or NULL.</td> </tr> </tbody> </table> <p>Status: Inactive</p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VSEC037</td> <td>Instructional Delivery Code is required if Course Section Technology is not NULL</td> </tr> </tbody> </table>		Severity	Code	Description	Error	VSEC036	Instructional Delivery Code must be a valid value or NULL.	Severity	Code	Description	Error	VSEC037	Instructional Delivery Code is required if Course Section Technology is not NULL						
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Testing successful? (check one) ☐ Yes ☐ No

Verify that Course Section Technology (SEC024) has been decommissioned with an **Effective Terms-End** date of 20262.

Course Section Technology				SEC024												
Category	Academic / Course / Course Section / SEC024															
Description	The Course Section Technology field identifies the primary technology used in delivering instruction.															
Data Type	A															
Length	1															
Format	X															
Collection Period	Current		Following													
	Mid-term	End of Term	Mid-term	End of Term	Annual	Monthly	Other									
	Y	Y														
Business Practices	Institutions required to track primary type of technology used in delivering instruction.															
Validation Rules	Status: Inactive <table border="1"> <thead> <tr> <th>Severity</th> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Error</td> <td>VSEC034</td> <td>Course Section Technology is required if Instructional Delivery Code is E,F, P, H or T</td> </tr> <tr> <td></td> <td>VSEC035</td> <td>Course Section Technology must be a valid value.</td> </tr> </tbody> </table>							Severity	Code	Description	Error	VSEC034	Course Section Technology is required if Instructional Delivery Code is E,F, P, H or T		VSEC035	Course Section Technology must be a valid value.
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Error	VSEC034	Course Section Technology is required if Instructional Delivery Code is E,F, P, H or T														
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Valid Values	(None)															
Data Source	Provider	Banner														
	Table	SSRSCCD														
	Column	SSRSCCD_SCCD_CODE														
	GUI Name	SSASECT														
	GUI Label	Delivery Technology tab > Technology Type														
	SOAXREF Translation Code	RGTSCCD														
Effective Terms	Start: (None) End: 20262															
Old DW Reference																
Legacy Element ID	C240															
Change History	ACADEMIC_TERM	CHANGE_DATE	CHANGE_NOTES													
	20214	Feb 4, 2021 12:00:00 AM	Corrected data element source fields.													
	20264	Jan 26, 2026 12:00:00 AM	Set effective end term to 20262. Inactivated VSEC034 and VSEC035.													
	20152		Codes 21, 22, 23 added													
	20154		Codes 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 retired													
	20142	Sep 10, 2013 12:00:00 AM	New Element													

Testing successful? (check one) ☐ Yes ☐ No

Test Scenario 2: Updated Reference Table Report

In Cognos, generate the USG Common Reference Report using the Reference Tables > USG Common Reference Report option. Verify that the following highlighted changes exist for COURSE_SECTION_TECHNOLOGY_CODE and INSTRUCTIONL_DELIVERY_CODE in the report:

USG Common Reference Report							
LOOKUP_TYPE (All) ▼							
LOOKUP_TYPE	LOOKUP_CODE	LOOKUP_SHORT_DESCR	LOOKUP_LONG_DESCR	FROM_TERM	TO_TERM	EFFECTIVE_START_DATE	EFFECTIVE_END_DATE
ADMISSION_NURSING	AC	Program Application-Application Complete	Submitted all required application materials by published deadline	20144	99999		
ADMISSION_NURSING	AI	Program Application-Application Incomplete	Submitted application materials but has either not met the deadline for admission or did not submit all required materials	20144	99999		
ADMISSION_NURSING	OA	Offer for Admittance-Offer Admitted	Student offered a position in a specified cohort	20144	99999		
ADMISSION_NURSING	OD	Offer for Admittance-Offer Denied	Student not accepted into the program for any reason	20144	99999		
ADMISSION_NURSING	RC	Review Process-Review Conditional	Applicant has met all criteria for which data are documented and is admissible only if remaining criteria are met by a given deadline	20144	99999		
ADMISSION_NURSING	RE	Review Process-Review Eligible	Applicant has met all admissions criteria	20144	99999		
ADMISSION_NURSING	RI	Review Process-Review Ineligible	Student has not met the admission criteria (GPA, prerequisite coursework, legislative requirements or Regents ♦ Test, admission test score, etc.)	20144	99999		
COURSE_SECTION_TECHNOLOGY_CODE	01	Videocassette	Instruction delivered through videocassette.	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	02	Satellite	Instruction delivered through downlinks of satellite technology.	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	03	GSAMS	Instruction delivered through GSAMS technology.	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	04	Two-Way Interactive Video	Instruction delivered through other interactive video technology than GSAMS.	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	05	Television	Instruction delivered through television transmissions.	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	06	Internet	Instruction delivered through the Internet including e-mail, Web pages and learning management systems.	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	07	Other Network	Instruction delivered through a local area or other non-Internet network.	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	08	Print-Based Materials	Instruction delivered through print-based correspondence instructional materials.	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	09	Other	A single means of delivery not defined by another code.	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	10	CD-ROM	Instruction delivered through CD-ROM(s).	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	11	DVD	Instruction delivered through DVD(s).	00000	20154		
COURSE_SECTION_TECHNOLOGY_CODE	21	Internet	Instruction delivered via the Internet (web delivery).	20152	20262		
COURSE_SECTION_TECHNOLOGY_CODE	22	Special Facilities	Class sessions meet at a specific assigned space where instruction is delivered via distance education technology (i.e. two-way interactive videoconferencing).	20152	20262		
COURSE_SECTION_TECHNOLOGY_CODE	23	Distributed Media	Instruction transmitted via satellite, cable TV, radio, CD ROM, DVD, Blu-Ray Disc, etc.	20152	20262		
COURSE_SECTION_TECHNOLOGY_CODE	NA	No Tech	No technology used in delivering instruction	00000	20154		
EDW_SAP_LOCK_IND_LKP	N	No	Yes	20224	99999		
EDW_SAP_LOCK_IND_LKP	Null	Null	Null	20224	99999		
EDW_SAP_LOCK_IND_LKP	Y	Yes	Yes	20224	99999		
INSTRUCTIONL_DELIVERY_CODE	E	Entirely at a Distance	This course is delivered 100% through distance education technology. No visits to campus or designated site are required.	20152	20262		
INSTRUCTIONL_DELIVERY_CODE	F	Fully at a distance	All instruction is delivered via technology. The course does not require students to travel to a classroom for instruction; however, it might require students to travel to a site to attend a course orientation or to take exams. (NOTE: This is generally equivalent to delivering more than 95 percent of sessions via technology.)	20264	99999		
INSTRUCTIONL_DELIVERY_CODE	F	Fully at a distance	All or nearly all of the class sessions are delivered via technology. The course does not require students to travel to a classroom for instruction; however, it might require students to travel to a site to attend an orientation or to take exams. (NOTE: This is generally equivalent to delivering more than 95 percent of sessions via technology.)	00000	20262		
INSTRUCTIONL_DELIVERY_CODE	H	At most HALF at a distance	Technology is used to deliver 50 percent or less of scheduled class sessions, but at least one class session is replaced by technology.	20264	99999		
INSTRUCTIONL_DELIVERY_CODE	H	Hybrid	Technology is used to deliver 50 percent or less of class sessions, but at least one class session is replaced by technology.	00000	20262		
INSTRUCTIONL_DELIVERY_CODE	P	Partially at a distance	Technology is used to deliver between 51 and 95 percent of class sessions, but visits to a classroom (or similar site) are required. (NOTE: If a course is offered through two-way interactive video, then it should be coded partially at a distance because students must meet at a designated location.)	00000	20262		
INSTRUCTIONL_DELIVERY_CODE	P	Predominately at a distance	Technology is used to deliver 51 percent or more of scheduled class sessions, but at least one visit to a classroom (or similar site) for instruction is required.	20264	99999		
INSTRUCTIONL_DELIVERY_CODE	T	Technology enhanced	Technology is used in delivering instruction to all students in the section, but no class sessions are replaced by technology.	00000	20262		

Testing successful? (check one) ☐ Yes ☐ No

Test Scenario 3: ZADMETL

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL is completed successfully, this test scenario is successful.

Testing successful? (check one) ☐ Yes ☐ No

Test Scenario 4a: Instructional Delivery Code - Cognos Table Dump Report

If ZADMETL completed successfully in Test Scenario 2, run the ADC extraction and verify that it runs successfully.

In Cognos, navigate to Submission Status > Submission Summary > Submission Term: 20264 – MT > Course > Section (*ods_admcrrs_section_mimic*) > View / Download to review the Table Dump – Course Section report.

Review the Spring MT 20264 (202602) courses that were collected with 'F' as the INSTRUCTIONL_DELIVERY_CODE to verify that the collected courses match the number of expected courses with the Instructional Method Banner value or translated value of 'F.'

Review the Spring MT 20264 (202602) courses that were collected with 'H' as the INSTRUCTIONL_DELIVERY_CODE to verify that the collected courses match the number of expected courses with the Instructional Method Banner value or translated value of 'H.'

Review the Spring MT 20264 (202602) courses that were collected with 'P' as the INSTRUCTIONL_DELIVERY_CODE to verify that the collected courses match the number of expected courses with the Instructional Method Banner value or translated value of 'P.'

Testing successful? (check one) ☐ Yes ☐ No

Test Scenario 4b: Course Section Technology - Cognos Table Dump Report

Follow the instructions in Test Scenario 4a to confirm that no values were collected for COURSE_SECTION_TECHNOLOGY.

Testing successful? (check one) ☐ Yes ☐ No

Test Scenario 5: Cognos Data Submission Errors

In Cognos, navigate to Data Submission Errors > Institution Summary > Submission Term: 20264 – MT > Course > Section (*ods_admcrrs_section_mimic*) > View / Download to review the Data Submission Errors report for the validation errors related to Instructional Delivery Code (SEC025) and Course Section Technology (SEC024).

Verify that the following validation errors were not received for Instructional Delivery Code (SEC025):

VSEC036 - Instructional Delivery Code must be a valid value or NULL.

VSEC037 - Instructional Delivery Code is required if Course Section Technology is not NULL.

Testing successful? (check one) ☐ Yes ☐ No

Verify that the following validation errors were not received for Course Section Technology (SEC024)

VSEC034 - Course Section Technology is required if Instructional Delivery Code is E, F, P, H, or T.

VSEC035 - Course Section Technology must be a valid value.

Testing successful? (check one) ☐ Yes ☐ No

Test Scenario 6: OPTIONAL

Record the number of Spring MT 20264 (202602) courses that were collected with 'H' as the INSTRUCTIONL_DELIVERY_CODE. Also record the number of Spring MT 20264 (202602) courses that were collected as NULL (blank).

In Banner, navigate to the SOAXREF translation label RGTINSM. Temporarily change the Instructional Method Regents Value 'H' to a code that is not F, P, or H (i.e., 'O') and save the record.

Run the ZADMETL process for parameter value A to generate output for ADC. Review the .lis file to verify that all ZADMETL steps show the status "SUCCESS." If ZADMETL completed successfully, run the ADC extraction. Verify that the ADC extraction runs successfully.

In Cognos, navigate to Submission Status > Submission Summary > Submission Term: 20264 – MT > Course > Section (*ods_admcrrs_section_mimic*) > View / Download to review the Table Dump – Course Section report.

Review the Spring MT 20264 (202602) courses that were collected as NULL (blank) for INSTRUCTIONL_DELIVERY_CODE. Verify that the number of NULL courses is the sum of the previous NULL courses plus the number of courses with the Instructional Method Banner value or translated value of 'H.'

Verify that the following validation errors were not received for Instructional Delivery Code (SEC025):

VSEC036 - Instructional Delivery Code must be a valid value or NULL.

Testing successful? (check one) ☐ Yes ☐ No

If you changed the Regents Value for Test Scenario 6, please revert the translation back to 'H'.

If testing was unsuccessful, please explain the issues in detail here:

Signature: _____

Title: _____

Appendix A: Document Change History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
December 11, 2025	N/A	N/A	Initial release of beta test plan.