
Test Plan for Georgia Banner Enhanced Student and Financial Aid Systems

Version 8.50

**Academic Georgia Requirements
Non-academic Georgia Requirements
USG Academic Transcript
Admissions Index
AR Acceptance Flag Update (ZSRAFLU)**

Information Technology Services

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Test Plan for Georgia Enhancements 8.50

General Testing Instructions

Introduction This test plan for Georgia Enhancements 8.50 is to be used for testing the following:

- Academic Georgia Requirements
- Non-academic Georgia Requirements
- USG Academic Transcript
- Admissions Index
- AR Acceptance Flag Update (ZSRAFLU)

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.

Object Updates

The following forms and processes have been updated in the 8.50 release:

- Learning Support Test Score Equivalency Form (ZOALSTE)
- Learning Support Index Calculation Process (ZORLSIR)
- Learning Support Index Rule Code Validation Form (ZTVLSRC)
- Learning Support Index Calculation Form (ZOALSIC)
- Learning Support Index Calculation Rules Form (ZOALSIR)
- Learning Support Index Type Validation Form (ZTVLSIV)
- Learning Support Exit Rules Form (ZOALSXR)
- Learning Support Placement Rules Form (ZOALSPR)
- RHSC Test Rules Form (ZOACPCT)
- Georgia Requirements Establishment Rules Form (ZOAGARE)
- Georgia Requirements Test Rules Form (ZOAGART)
- Learning Support Placement Process (ZORLSPL)
- Georgia Requirement Creation Process (ZORRQCR)
- RHSC Requirements Update Process (ZORCPCR)
- CPE Requirements Update Process (ZORCPED)

- Schedule Form (ZSASECT)
- USG Transcript Type Rules Form (ZHATPRT)
- USG Academic Transcript (ZHRTRTC)
- Index Code Validation Form (ZTVINDX)
- Index Calculation Rules Form (ZOAINDX)
- Index Information Form (ZOAINDP)
- Admissions Index Calculation (ZORINDC)
- AR Acceptance Flag Update (ZSRAFLU)

Prerequisites

Prerequisites for the Georgia Enhancements 8.50 are as follows:

- Student 8.10
- Georgia Enhancements 8.46

Certification

This release has been certified by ITS at the following versions:

- Accounts Receivable 8.5.1
- Financial Aid 8.26.1+
- General 8.8.5
- Student 8.10 +
- Georgia Enhancements 8.49

ITS and two beta institutions have tested and certified this release for the prerequisites at Oracle 12.1.0.2 on Red Hat Enterprise Linux (RHEL) 6.x.

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 ITS 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.

Returning Beta Test Results

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 Plan Contents and Illustrations



Test plans are created for the Beta version of the application and are not to be considered final documentation. Technical Release Notes, User Documentation, and Workbooks 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.

Academic Georgia Requirements

Testing the Georgia Requirements Type Validation form (ZTVGARQ)

ZTVGARQ Purpose

The Georgia Requirements Type Validation Form (ZTVGARQ) is used to define the types of Georgia-specific requirement data.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Student Validation Menu.
- ☐ Verify that the Georgia Requirements Type Validation Form (ZTVGARQ) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZTVGARQ in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Verify that all columns are correctly aligned on the form.
- ☐ Use the Record Insert function or scroll to the end of the existing rows to create new blank row.
- ☐ Enter a two-character code in the Requirement Type field.
- ☐ Enter a 30-character description in the Description field.
- ☐ Save the record. An error message should appear in the Hint line at the bottom of the screen indicating that one requirement indicator must be checked.
- ☐ Check any one indicator and save the record. An error message should appear in the Hint line at the bottom of the screen indicating that only one requirement may be checked. Perform this test with all of the indicators to confirm that only one requirement may be checked.
- ☐ Confirm that the Activity Date field is populated with today's date.

Results

Comments/Errors

Signature

Title

Testing the Georgia Requirements Security form (ZOAGARS)

ZOAGARS Purpose

The Georgia Requirements Security Form (ZOAGARS) is used to define the users authorized to process each type of Georgia Requirement.

Setup for Testing

Define each user ID on the User Identification Control form (GUAIDEN).

Identify a test student who has a ZOAGARP record with all types of requirements.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Georgia Requirements Security Form (ZOAGARS) is listed and accessible.
- ☐ Confirm that ZOAGARS is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAGARS in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Use the Record Insert function or scroll to the end of the existing rows to create new blank row.
- ☐ In the User ID field, type in a fictitious user ID (i.e. not on GUAIDEN). Tab to the Name field. An error message should appear in the Hint line at the bottom of the screen to indicate that the ID is invalid.
- ☐ Type in a user ID that already exists on ZOAGARS. Save the record. An error message should appear in the Hint line at the bottom of the screen to indicate that this record has already been inserted.
- ☐ Click the LOV button on the User ID field to access the list of valid users. Select a user from the list who does not already exist on ZOAGARS. Save the record.
- ☐ Click any of the requirement indicators and save the record.

- ☐ Find your user ID in the ZOAGARS list. Uncheck all of the requirement indicators except CPC. Save the record.
- ☐ Go to ZOAGARP and enter the ID of a test student who has a ZOAGARP record with all types of requirements.
- ☐ Update the Requirement Status code for a CPC requirement and save the record. The record should save successfully.
- ☐ Update the Requirement Status code for non-CPC requirement and save the record. A popup message will indicate that you are not allowed to process this requirement. Click OK on the popup message and exit ZOAGARP without saving the record.
- ☐ Go to ZOAGARS. On your user ID, uncheck the CPC indicator and check the CPE indicator. Save the record.
- ☐ Go to ZOAGARP for the test student. Update the Requirement Status code for a CPE requirement and save the record. The record should save successfully.
- ☐ Update the Requirement Status code for non-CPE requirement and save the record. A popup message will indicate that you are not allowed to process this requirement. Click OK on the popup message and exit ZOAGARP without saving the record.
- ☐ Go to ZOAGARS. On your user ID, uncheck the CPE indicator and check the LS indicator. Save the record.
- ☐ Go to ZOAGARP for the test student. Update the Requirement Status code for a Learning Support requirement and save the record. The record should save successfully.
- ☐ Update the Requirement Status code for non-LS requirement and save the record. A popup message will indicate that you are not allowed to process this requirement. Click OK on the popup message and exit ZOAGARP without saving the record.
- ☐ Go to ZOAGARS. On your user ID, uncheck the LS indicator and check the Leg indicator. Save the record.
- ☐ Go to ZOAGARP for the test student. Update the Requirement Status code for a Legislative requirement and save the record. The record should save successfully.

- ☐ Update the Requirement Status code for non-Legislative requirement and save the record. A popup message will indicate that you are not allowed to process this requirement. Click OK on the popup message and exit ZOAGARP without saving the record.
- ☐ Go to ZOAGARS. On your user ID, uncheck the Leg indicator and check the Reg indicator. Save the record.
- ☐ Go to ZOAGARP for the test student. Update the Requirement Status code for a Regents' requirement and save the record. The record should save successfully.
- ☐ Update the Requirement Status code for non-Regents' requirement and save the record. A popup message will indicate that you are not allowed to process this requirement. Click OK on the popup message and exit ZOAGARP without saving the record.

Results

Comments/Errors

Signature

Title

Testing the Georgia Requirements Hold Rules form (ZOAGARH)

ZOAGARH Purpose

The Georgia Requirements Hold Rules Form (ZOAGARH) is used to identify the Georgia academic requirements holds which will be created, maintained, and displayed on ZOAGARP.

Setup for Testing

Ensure that hold type codes are created on the Hold Type Code Validation form (STVHLDD).

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Georgia Requirements Hold Rules Form (ZOAGARH) is listed and accessible.
- ☐ Confirm that ZOAGARH is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAGARH in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Use the Record Insert function or scroll to the end of the existing rows to create new blank row.
- ☐ In the Hold Type field, type in a fictitious two-character code. An error message in the Hint line will indicate that the code is invalid.
- ☐ Type in a hold type code that already exists in the list and save the record. An error message in the Hint line will indicate that this record has already been inserted.
- ☐ Click the LOV button on the Hold Type field to access the list of valid codes.
Select a hold type code that is not currently listed on ZOAGARH. If there is no hold type code available to add, go to STVHLDD and create a new test hold type code to perform this step. Save the record.
- ☐ Confirm that the Activity Date field is populated with today's date.

Results

Comments/Errors

Signature

Title

Testing the Georgia Requirements Rules form (ZOAGARQ)

ZOAGARQ Purpose

The Georgia Requirements Rules form (ZOAGARQ) is used to define each of the Georgia academic requirements with the appropriate indicator to designate if the requirement should be established, the default status of the requirement, and if it is a system required value.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Georgia Requirements Rules Form (ZOAGARQ) is listed and accessible.
- ☐ Confirm that ZOAGARQ is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAGARQ in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Use the Record Insert function or scroll to the end of the existing rows to create new blank row.
- ☐ In the NCRQ Code field, type in a fictitious four-character code. An error message in the Hint line will indicate that the code is invalid.

- ☐ Type in a NCRQ code and Requirement Type code that already exists in the list and save the record. An error message in the Hint line will indicate that this record has already been inserted.
- ☐ Click the LOV button on the NCRQ Code field to access the list of valid codes.
- ☐ Select a NCRQ code that is not currently listed on ZOAGARQ. If there is no NCRQ code available to add, go to STVNCRQ and create a new test NCRQ code to perform this step. Save the record. A message in the Hint line at the bottom of the screen will indicate that the Requirement Type field must be entered.
- ☐ Click the LOV button on the Requirement Type field and select a code from the list of valid values.
- ☐ In the Requirement Type field, type in a fictitious two-character code. An error message in the Hint line will indicate that the code is invalid.
- ☐ Under the Create Requirement heading, select the Test indicator.
- ☐ Click the LOV button on the Requirement Status field and select a code from the list of valid values. This is the default status that will be given to this NCRQ code when it is inserted on ZOAGARP.
- ☐ Click the LOV button on the Hold Type field and select a code from the list of valid values.
- ☐ Click the System Required indicator. A message in the Hint line at the bottom of the screen will indicate that this field is protected against update.
- ☐ Save the record.
- ☐ Confirm that the Activity Date field is populated with today's date.
- ☐ Go to ZOAGARE and confirm that the NCRQ code is available in the Non-Course Requirement Code block.
- ☐ On ZOAGARQ, change the Create Requirement indicator to No.

- ☐ Go to ZOAGARE and confirm that the NCRQ code is not available in the Non-Course Requirement Code block.

Results

Comments/Errors

Signature

Title

Testing the Georgia Requirements Establishment Rules form (ZOAGARE)

ZOAGARE Purpose

The Georgia Requirements Establishment Rules form (ZOAGARE) is used to define the score pivots that determine whether a requirement should be established, based on a test score.

ZOAGARE Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation and display purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ). Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Make note of the ZOAGARQ NCRQ codes that have the Test indicator checked.
- ☐ Select a test student for whom ZOAGARP requirements do not exist. Test scores related to the rules you build on ZOAGARE should exist on SOATEST for this student.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Georgia Requirements Establishment Rules Form (ZOAGARE) is listed and accessible.
- ☐ Confirm that ZOAGARE is also in the Georgia Student Rules Menu and accessible.

- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAGARE in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Confirm that the list of NCRQ codes in the Non-Course Requirement Code block of the form are codes that have the Test indicator checked on ZOAGARQ.
- ☐ With your cursor on one of the NCRQ codes, perform a Next Block function to the Test Scores block. Any existing rules for this NCRQ code will be displayed.
- ☐ Remove any existing rules for the NCRQ code and save the record.
- ☐ Enter new rules that include the And/Or and parenthesis functionality. Enter test codes or use the LOV button to access the list of valid values. Enter or select Start and End dates for the test rule. Enter pivot scores and default status codes to be used in determining when these NCRQ requirements should be established. Save the record.
- ☐ Confirm that you cannot enter an And/Or connector on the first record. An error message should be received in the Hint text line.
- ☐ Confirm that only a left parenthesis can be entered in the left parenthesis field and that only a right parenthesis can be entered in the right parenthesis field.
- ☐ Confirm that an And/Or connector is required if two or more rows are entered.
- ☐ Confirm that a left parenthesis cannot be entered without a matching right parenthesis and vice versa.
- ☐ Confirm that a test code with a fifteen-digit value for the System Pivot and Institution Pivot fields can be entered.
- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly.
- ☐ Confirm that an asterisk appears in the Non-Course Requirement Code block next to the NCRQ code you are viewing.

- ☐ Perform this test for the other NCRQ codes.
- ☐ Go to ZOAGARP for a test student who does not have a ZOAGARP record. Perform a Next Block function. A popup window indicates that no requirements exist for the student and requires confirmation to create requirements. Select Yes. This kicks off the ZORRQCR process.
- ☐ Confirm that requirements are established on ZOAGARP.
- ☐ Remove all of the requirements in ZOAGARP for this student.
- ☐ Go to ZORRQCR and run the process in Update mode for that student ID. Review the output and confirm that Georgia Requirements were updated.
- ☐ Go to ZOAGARP and confirm that the requirements were created according to ZOAGARE rules.

Results

Comments/Errors

Signature

Title

Testing the Georgia Requirements Test Rules form (ZOAGART)

ZOAGART Purpose

The Georgia Requirements Test Rules form (ZOAGART) is used to define the rules for determining if test results (CPE/COMPASS) satisfy requirements.

ZOAGART Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation and display purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ) and that a code exists with the CPE Indicator or Regents Indicator checked.
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Make note of the Georgia requirements defined on ZOAGARQ that have a CPE Indicator or Regents Indicator checked on ZTVGARQ.
- ☐ Create a population of students who have a combination of failing and passing test scores on SOATEST based on the rules created on ZOAGART. Be sure the students have CPE/Compass and Regents' Test scores on SOATEST.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.

- ☐ Verify that the Georgia Requirements Test Rules Form (ZOAGART) is listed and accessible.
- ☐ Confirm that ZOAGART is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAGART in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Confirm that the list of NCRQ codes in the Non-Course Requirement Code block of the form are codes defined on ZOAGARQ that have a CPE flag or REG flag checked on ZTVGARQ.
- ☐ With your cursor on one of the NCRQ codes, perform a Next Block function to the Score Results block. Any existing rules for this NCRQ code will be displayed.
- ☐ Remove any existing rules for the NCRQ code and save the record.
- ☐ Enter new rules that include the And/Or and parenthesis functionality. Enter test codes or use the LOV button to access the list of valid values. Enter or select Start and End dates for the test rule. Enter pivot scores and default passing/failing status codes.
- ☐ Confirm that you cannot enter an And/Or connector on the first record. An error message should be received in the Hint text line.
- ☐ Confirm that only a left parenthesis can be entered in the left parenthesis field and that only a right parenthesis can be entered in the right parenthesis field.
- ☐ Confirm that an And/Or connector is required if two or more rows are entered.
- ☐ Confirm that a left parenthesis cannot be entered without a matching right parenthesis and vice versa.
- ☐ Confirm that a test score with fifteen digits can be placed in the System Pivot and Institution Pivot fields.

- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly.
- ☐ Confirm that an asterisk appears in the Non-Course Requirement Code block next to the NCRQ code you are viewing.
- ☐ Perform this test for the other NCRQ codes.
- ☐ Go to ZORCPER and run the process in Audit mode for a population selection. Evaluate the .lis file to determine if the appropriate passing/failing status is given based on the ZOAGART rules and the student's SOATEST scores. Run ZORCPER in Update mode.
- ☐ Go to ZOAGARP for a student whose record was updated by ZORCPER to confirm that the rules created on ZOAGART were followed and the appropriate Requirement Status has been inserted.
- ☐ Go to ZORRTPR and run the process in Audit mode for a population selection. Evaluate the .lis file to determine if the appropriate passing/failing status is given based on the ZOAGART rules and the student's Regents' Test scores on SOATEST. Run ZORRTPR in Update mode.
- ☐ Go to ZOAGARP for a student whose record was updated by ZORRTPR to confirm that the rules created on ZOAGART were followed and the appropriate Requirement Status has been inserted.

Results

Comments/Errors

Signature

Title

Testing the RHSC Test Rules Form (ZOACPCT)

ZOACPCT Purpose

The RHSC Test Rules form (ZOACPCT) provides the user the ability to define the minimum test scores to satisfy Required High School Curriculum (RHSC) requirements and passing.

ZOACPCT Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation and display purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ). Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Make note of the Georgia requirements defined on ZOAGARQ that have a RHSC flag checked on ZTVGARQ. Create a population of students who have a combination of failing and passing test scores on SOATEST based on the rules created on ZOACPCT. Be sure to include students who have Learning Support requirements that would prevent the RHSC requirement from being satisfied. Ensure that these students do not have courses that could satisfy the RHSC requirement based on ZOACPCF or ZOACPCD rules.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.

- ☐ Verify that the RHSC Test Rules Form (ZOACPCT) is listed and accessible.
- ☐ Confirm that ZOACPCT is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOACPCT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Confirm that the list of NCRQ codes in the Non-Course Requirement Code block of the form are codes defined on ZOAGARQ that have a RHSC flag checked on ZTVGARQ.
- ☐ With your cursor on one of the NCRQ codes, perform a Next Block function to the Test Scores block. Any existing rules for this NCRQ code will be displayed.
- ☐ Remove any existing rules for the NCRQ code and save the record.
- ☐ Enter new rules that include the And/Or and parenthesis functionality. Enter test codes or use the LOV button to access the list of valid values. Enter or select Start and End dates for the test rule. Enter pivot scores and default passing status code.
- ☐ Confirm that you cannot enter an And/Or connector on the first record. An error message should be received in the Hint text line.
- ☐ Confirm that only a left parenthesis can be entered in the left parenthesis field and that only a right parenthesis can be entered in the right parenthesis field.
- ☐ Confirm that an And/Or connector is required if two or more rows are entered.
- ☐ Confirm that a left parenthesis cannot be entered without a matching right parenthesis and vice versa.
- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly.

- ☐ Confirm that an asterisk appears in the Non-Course Requirement Code block next to the NCRQ code you are viewing.
- ☐ Next Block to the Preventive Requirements block. Click on the Search or LOV button just below the “Georgia Requirement Code” title.
- ☐ Verify the order of the LOV codes is in alphanumeric order and exactly matches the listing on the Non-Course Requirements Code Validation Form (STVNCRQ).
- ☐ Enter or select a NCRQ code using the LOV button for the Georgia Requirement Code. Example: The student must satisfy the Preventive Requirements (i.e. Learning Support) before the RHSC requirement can be satisfied. Save the record.
- ☐ Perform this test for the other NCRQ codes.
- ☐ Go to ZORCPCR and run the process in Audit mode for a population selection. Evaluate the .lis file to determine if the appropriate passing status is given based on the ZOACPCT rules and the student’s SOATEST scores. Run ZORCPCR in Update mode.
- ☐ Go to ZOAGARP for a student whose RHSC record was updated by ZORCPCR to confirm that the rules created on ZOACPCT were followed and the appropriate Requirement Status has been inserted.
- ☐ Go to ZORCPER and run the process in Audit mode for a population selection. Evaluate the .lis file to determine if the appropriate passing status is given based on the ZOACPCT rules and the student’s SOATEST scores. Run ZORCPER in Update mode.
- ☐ Go to ZOAGARP for a student whose record was updated by ZORCPCR to confirm that the rules created on ZOACPCT were followed and the appropriate Requirement Status has been inserted.

Results

Comments/Errors

Signature

Title

Testing the RHSC Fulfilling Courses Rules Form (ZOACPCF)

ZOACPCF Purpose

The CPC Fulfilling Courses Rules Form (ZOACPCF) is used to specify the courses that fulfill a RHSC requirement.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ). Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that course attributes have been built on the Attribute Validation form (STVATTR).
- ☐ Make note of the Georgia requirements defined on ZOAGARQ that have a RHSC flag checked on ZTVGARQ. Identify a course or two that have a course attribute assigned on the Degree Attributes tab of the Course Detail Information form (SCADETL) or the Degree Program Attributes tab of the Schedule Detail form (SSADETL).
- ☐ Identify students who have the Person Course Attributes field on SHATCKN populated to match an attribute rule on ZOACPCF or ZOACPCD.
- ☐ Create a population selection of students who have earned credit in the courses or course attributes used in the ZOACPCF rules. Both institutional and transfer courses can be used. Confirm that the student has a RHSC requirement on ZOAGARP. Ensure that these students do not have courses that could satisfy the RHSC requirement based on ZOACPCD rules.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.

- ☐ Verify that the RHSC Fulfilling Courses Rules Form (ZOACPCF) is listed and accessible.
- ☐ Confirm that ZOACPCF is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOACPCF in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Confirm that the list of NCRQ codes in the Non-Course Requirement Code block of the form are codes defined on ZOAGARQ that have a RHSC flag checked on ZTVGARQ.
- ☐ With your cursor on one of the NCRQ codes, perform a Next Block function to the Test Scores block. Any existing rules for this NCRQ code will be displayed.
- ☐ Remove any existing rules for the NCRQ code and save the record.
- ☐ Enter new rules that include the And/Or and parenthesis functionality. Use a combination of course attributes and courses in the rules. Enter combinations of low/high course numbers and hours. Enter a minimum grade for the courses.
- ☐ Confirm that you cannot enter an And/Or connector on the first record. An error message should be received in the Hint text line.
- ☐ Confirm that only a left parenthesis can be entered in the left parenthesis field and that only a right parenthesis can be entered in the right parenthesis field.
- ☐ Confirm that an And/Or connector is required if two or more rows are entered.
- ☐ Confirm that a left parenthesis cannot be entered without a matching right parenthesis and vice versa.

- ☐ Confirm that you cannot enter both an Attribute and Subject for a single row. An error message should be received in the Hint text line.
- ☐ Confirm that a Course Range cannot be entered for an Attribute row. An error message should be received in the Hint text line.
- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly.
- ☐ Confirm that an asterisk appears in the Non-Course Requirement Code block next to the NCRQ code you are viewing.
- ☐ Perform this test for the other NCRQ codes.
- ☐ Go to ZORCPCR and run the process in Audit mode for a population selection. Evaluate the .lis file to determine if the appropriate passing status is given based on the ZOACPCT and ZOACPCF rules and the student's course history. Run ZORCPCR in Update mode.
- ☐ Go to ZOAGARP for a student whose record was updated by ZORCPCR to confirm that the rules created on ZOACPCF were followed and the appropriate Requirement Status has been inserted.
- ☐ Go to ZOACPCU for the test students to confirm that the courses used by ZORCPCR are listed for the appropriate NCRQ code.

Results

Comments/Errors

Signature

Title

Testing the RHSC Desired Courses Rules Form (ZOACPCD)

ZOACPCD Purpose

The RHSC Desired Courses Rules Form (ZOACPCD) is used to specify the courses to fulfill a RHSC requirement for an individual student.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that course attributes have been built on the Attribute Validation form (STVATTR).
- ☐ Make note of the Georgia requirements defined on ZOAGARQ that have a RHSC flag checked on ZTVGARQ. Identify a course or two that have a course attribute assigned on the Degree Attributes tab of the Course Detail Information form (SCADETL) or the Degree Program Attributes tab of the Schedule Detail form (SSADETL).
- ☐ Identify students who have the Person Course Attributes field on SHATCKN populated to match an attribute rule on ZOACPCF or ZOACPCD.
- ☐ Create a population selection of students who have earned credit in the courses or course attributes used in the ZOACPCF rules. Both institutional and transfer courses can be used. Confirm that the student has a CPC requirement on ZOAGARP.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the RHSC Desired Courses Rules Form (ZOACPCD) is listed and accessible.
- ☐ Exit the form.

- ☐ Enter the seven-character acronym ZOACPCD in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Enter the ID of a test student and perform a Next Block function.
- ☐ Confirm that the list of NCRQ codes in the Non-Course Requirement Code block of the form are codes defined on ZOAGARQ that have a RHSC flag checked on ZTVGARQ.
- ☐ With your cursor on one of the NCRQ codes, perform a Next Block function to the Test Scores block. Any existing rules for this NCRQ code will be displayed.
- ☐ Remove any existing rules for the NCRQ code and save the record.
- ☐ Enter new rules that include the And/Or and parenthesis functionality. Use a combination of course attributes and courses in the rules. Enter combinations of low/high course numbers and hours. Enter a minimum grade for the courses.
- ☐ Confirm that you cannot enter an And/Or connector on the first record. An error message should be received in the Hint text line.
- ☐ Confirm that only a left parenthesis can be entered in the left parenthesis field and that only a right parenthesis can be entered in the right parenthesis field.
- ☐ Confirm that an And/Or connector is required if two or more rows are entered.
- ☐ Confirm that a left parenthesis cannot be entered without a matching right parenthesis and vice versa.
- ☐ Confirm that no errors are received if both left and right parentheses are entered for the rules. An unmatched parenthesis error message should only be displayed if the number of left parenthesis does not match the number of right parenthesis.
- ☐ Confirm that you cannot enter both an Attribute and Subject for a single row. An error message should be received in the Hint text line.

- ☐ Confirm that a Course Range cannot be entered for an Attribute row. An error message should be received in the Hint text line.
- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly.
- ☐ Confirm that an asterisk appears in the Non-Course Requirement Code block next to the NCRQ code you are viewing.
- ☐ Perform this test for the other NCRQ codes.
- ☐ Go to ZORCPCR and run the process in Audit mode for a population selection. Evaluate the .lis file to determine if the appropriate passing status is given based on the ZOACPCD rules and the student's course history. ZOACPCD rules are student specific and override the ZOACPCF rules. Run ZORCPCR in Update mode.
- ☐ Go to ZOAGARP for a student whose record was updated by ZORCPCR to confirm that the rules created on ZOACPCD were followed and the appropriate Requirement Status has been inserted.
- ☐ Go to ZOACPCU for the test students to confirm that the courses used by ZORCPCR are listed for the appropriate NCRQ code.

Results

Comments/Errors

Signature

Title

Testing the History/Constitution Fulfilling Courses Rules Form (ZOALHCF)

ZOALHCF Purpose

The History/Constitution Fulfilling Courses Rules Form (ZOALHCF) is used to specify the courses that fulfill a History/Constitution requirement.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that course attributes have been built on the Attribute Validation form (STVATTR).
- ☐ Make note of the Georgia requirements defined on ZOAGARQ that have a Leg flag checked on ZTVGARQ.
- ☐ Identify a course or two that have a course attribute assigned on the Degree Attributes tab of the Course Detail Information form (SCADETL) or the Degree Program Attributes tab of the Schedule Detail form (SSADETL).
- ☐ Create a population selection of students who have earned credit in the courses or course attributes used in the ZOALHCF rules. Both institutional and transfer courses can be used. Confirm that the student has a Legislative requirement on ZOAGARP. Ensure that these students do not have courses that could satisfy the Legislative requirement based on ZOALHCD rules.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the History/Constitution Fulfilling Courses Rules Form (ZOALHCF) is listed and accessible.

- ☐ Confirm that ZOALHCF is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOALHCF in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Confirm that the list of NCRQ codes in the Non-Course Requirement Code block of the form are codes defined on ZOAGARQ that have a Leg flag checked on ZTVGARQ.
- ☐ With your cursor on one of the NCRQ codes, perform a Next Block function to the Courses block. Any existing rules for this NCRQ code will be displayed.
- ☐ Remove any existing rules for the NCRQ code and save the record.
- ☐ Enter new rules that include the And/Or and parenthesis functionality. Use a combination of course attributes and courses in the rules. Enter combinations of low/high course numbers and hours. Enter a minimum grade for the courses.
- ☐ Confirm that you cannot enter an And/Or connector on the first record. An error message should be received in the Hint text line.
- ☐ Confirm that only a left parenthesis can be entered in the left parenthesis field and that only a right parenthesis can be entered in the right parenthesis field.
- ☐ Confirm that an And/Or connector is required if two or more rows are entered.
- ☐ Confirm that a left parenthesis cannot be entered without a matching right parenthesis and vice versa.
- ☐ Confirm that you cannot enter both an Attribute and Subject for a single row. An error message should be received in the Hint text line.
- ☐ Confirm that a Course Range cannot be entered for an Attribute row. An error message should be received in the Hint text line.

- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly.
- ☐ Confirm that an asterisk appears in the Non-Course Requirement Code block next to the NCRQ code you are viewing.
- ☐ Perform this test for the other NCRQ codes.
- ☐ Go to ZORLHCR and run the process in Audit mode for a population selection. Evaluate the .lis file to determine if the appropriate passing status is given based on the ZOALHCF rules and the student's course history. Run ZORLHCR in Update mode.
- ☐ Go to ZOAGARP for a student whose record was updated by ZORLHCR to confirm that the rules created on ZOALHCF were followed and the appropriate Requirement Status has been inserted
- ☐ Go to ZOALHCU for the test students to confirm that the courses used by ZORLHCR are listed for the appropriate NCRQ code.

Results

Comments/Errors

Signature

Title

Testing the History/Constitution Desired Courses Rules Form (ZOALHCD)

ZOALHCD Purpose

The History/Constitution Desired Courses Rules Form (ZOALHCD) is used to specify the courses that fulfill a History/Constitution requirement for an individual student.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that course attributes have been built on the Attribute Validation form (STVATTR).
- ☐ Make note of the Georgia requirements defined on ZOAGARQ that have a Leg flag checked on ZTVGARQ.
- ☐ Identify a course or two that have a course attribute assigned on the Degree Attributes tab of the Course Detail Information form (SCADETL) or the Degree Program Attributes tab of the Schedule Detail form (SSADETL).
- ☐ Create a population selection of students who have earned credit in the courses or course attributes used in the ZOALHCD rules. Both institutional and transfer courses can be used. Confirm that the student has a Legislative requirement on ZOAGARP.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the History/Constitution Desired Courses Rules Form (ZOALHCD) is listed and accessible.
- ☐ Exit the form.

- ☐ Enter the seven-character acronym ZOALHCD in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Enter the ID of a test student and perform a Next Block function.
- ☐ Confirm that the list of NCRQ codes in the Non-Course Requirement Code block of the form are codes defined on ZOAGARQ that have a Leg flag checked on ZTVGARQ.
- ☐ With your cursor on one of the NCRQ codes, perform a Next Block function to the Courses block. Any existing rules for this NCRQ code will be displayed.
- ☐ Remove any existing rules for the NCRQ code and save the record.
- ☐ Enter new rules that include the And/Or and parenthesis functionality. Use a combination of course attributes and courses in the rules. Enter combinations of low/high course numbers and hours. Enter a minimum grade for the courses.
- ☐ Confirm that you cannot enter an And/Or connector on the first record. An error message should be received in the Hint text line.
- ☐ Confirm that only a left parenthesis can be entered in the left parenthesis field and that only a right parenthesis can be entered in the right parenthesis field.
- ☐ Confirm that an And/Or connector is required if two or more rows are entered.
- ☐ Confirm that a left parenthesis cannot be entered without a matching right parenthesis and vice versa.
- ☐ Confirm that no errors are received if both left and right parentheses are entered for the rules. An unmatched parenthesis error message should only be displayed if the number of left parenthesis does not match the number of right parenthesis.
- ☐ Confirm that you cannot enter both an Attribute and Subject for a single row. An error message should be received in the Hint text line.

- ☐ Confirm that a Course Range cannot be entered for an Attribute row. An error message should be received in the Hint text line.
- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly.
- ☐ Confirm that an asterisk appears in the Non-Course Requirement Code block next to the NCRQ code you are viewing.
- ☐ Perform this test for the other NCRQ codes.
- ☐ Go to ZORLHCR and run the process in Audit mode for a population selection. Evaluate the .lis file to determine if the appropriate passing status is given based on the ZOALHCD rules and the student's course history. ZOALHCD rules are student specific and override the ZOALHCF rules. Run ZORLHCR in Update mode.
- ☐ Go to ZOAGARP for a student whose record was updated by ZORLHCR to confirm that the rules created on ZOALHCD were followed and the appropriate Requirement Status has been inserted.
- ☐ Go to ZOALHCU for the test students to confirm that the courses used by ZORLHCR are listed for the appropriate NCRQ code.

Results

Comments/Errors

Signature

Title

Testing the Overlay Requirements Fulfilling Courses/Test Scores Form (ZOAORFC)

ZOAORFC Purpose

The Overlay Requirements Fulfilling Courses/Test Scores Form (ZOAORFC) is used to specify tests and courses that fulfill an Overlay Requirement.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ). Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Create a RGTORFC label in the EDI Verification Label Validation form (STVXLBL).
- ☐ Enter overlay requirement reuse translations on SOAXREF for Cross-Reference label RGTORFC. Based on the current policy, courses previously used to satisfy a Legislative requirement can be used to satisfy the OLUS (US Perspectives) overlay requirement. The RGTORFC translation will be used by the ZORORUP process to identify the NCRQ codes associated with the Legislative requirements. Using an Electronic Qualifier for each row, enter OLUS in the Electronic Value field and the STVNCRQ value for each Legislative requirement (LCNG, LCNU, LHSG, and LHSU) in the Banner Value field.
- ☐ Create a population selection of test students who are registered for the term and for whom ZOAGARP requirements exist for NCRQ codes OLCT, OLGL, and OLUS. Some of these students should also have holds related to these overlay requirements, previously satisfied Legislative requirements, and a combination of tests and courses based on the ZOAORFC rules.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.

- ☐ Verify that the Overlay Requirements Fulfilling Courses/Test Scores Form (ZOAORFC) is listed and accessible.
- ☐ Confirm that ZOAORFC is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAORFC in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Confirm that the list of NCRQ codes in the Non-Course Requirement Code block of the form are codes defined on ZOAGARQ that have a Core flag checked on ZTVGARQ. With your cursor on one of the NCRQ codes, perform a Next Block function to the Courses block. Enter new rules that include the And/Or and parenthesis functionality. Use a combination of course attributes and courses in the rules. Enter combinations of low/high course numbers and hours. Enter a minimum grade for the courses. Save the record.
- ☐ Confirm that you cannot enter an And/Or connector on the first record. An error message should be received in the Hint text line.
- ☐ Confirm that only a left parenthesis can be entered in the left parenthesis field and that only a right parenthesis can be entered in the right parenthesis field.
- ☐ Confirm that an And/Or connector is required if two or more rows are entered.
- ☐ Confirm that a left parenthesis cannot be entered without a matching right parenthesis and vice versa.
- ☐ Confirm that you cannot enter both an Attribute and Subject for a single row. An error message should be received in the Hint text line.
- ☐ Confirm that a Course Range cannot be entered for an Attribute row. An error message should be received in the Hint text line.
- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly.

- ☐ Confirm that an asterisk appears in the Non-Course Requirement Code block next to the NCRQ code you are viewing.
- ☐ Perform a Next Block function to the Test Scores block. Enter new rules that include the And/Or and parenthesis functionality. Use a combination of tests in the rules. Enter combinations of system and institutional pivot scores. Save the record.
- ☐ Confirm that you cannot enter an And/Or connector on the first record. An error message should be received in the Hint text line.
- ☐ Confirm that only a left parenthesis can be entered in the left parenthesis field and that only a right parenthesis can be entered in the right parenthesis field.
- ☐ Confirm that an And/Or connector is required if two or more rows are entered.
- ☐ Confirm that a left parenthesis cannot be entered without a matching right parenthesis and vice versa.
- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly.
- ☐ Confirm that an asterisk appears in the Non-Course Requirement Code block next to the NCRQ code you are viewing.
- ☐ Perform this test for the other NCRQ codes.
- ☐ Go to ZORORUP and run the process in Audit mode for a population selection or term. Evaluate the .lis file to determine if the appropriate satisfied status is given based on the ZOAORFC rules and the student's course history. Run ZORORUP in Update mode.
- ☐ Confirm that the ZOAGARP requirement has been updated with the appropriate status code and that the overlay requirement hold has been ended.
- ☐ Confirm that the SOAXREF > RGTORFC translations were appropriately used. An overlay requirement should only be satisfied by a course previously used by the NCRQ code designated in the Banner Value field on SOAXREF > RGTORFC.

Results

Comments/Errors

Signature

Title

Testing the Overlay Requirements Courses Desired Form (ZOAORCD)

ZOALHCD Purpose

The Overlay Requirements Courses Desired Form (ZOAORCD) is used to specify the courses that fulfill an Overlay requirement for an individual student.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that course attributes have been built on the Attribute Validation form (STVATTR).
- ☐ Make note of the Georgia requirements defined on ZOAGARQ that have a Core indicator checked on ZTVGARQ.
- ☐ Identify a course or two that have a course attribute assigned on the Degree Attributes tab of the Course Detail Information form (SCADETL) or the Degree Program Attributes tab of the Schedule Detail form (SSADETL).
- ☐ Create a population selection of students who have earned credit in the courses or course attributes used in the ZOAORCD rules. Both institutional and transfer courses can be used. Confirm that the student has an Overlay requirement on ZOAGARP.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.

- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Overlay Requirements Courses Desired Form (ZOAORCD) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAORCD in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Enter the ID of a test student and perform a Next Block function.
- ☐ Confirm that the list of NCRQ codes in the Non-Course Requirement Code block of the form are codes defined on ZOAGARQ that have a Core Indicator checked on ZTVGARQ.
- ☐ With your cursor on one of the NCRQ codes, perform a Next Block function to the Courses block. Any existing rules for this NCRQ code will be displayed.
- ☐ Remove any existing rules for the NCRQ code and save the record.
- ☐ Enter new rules that include the And/Or and parenthesis functionality. Use a combination of course attributes and courses in the rules. Enter combinations of low/high course numbers and hours. Enter a minimum grade for the courses.
- ☐ Confirm that you cannot enter an And/Or connector on the first record. An error message should be received in the Hint text line.
- ☐ Confirm that only a left parenthesis can be entered in the left parenthesis field and that only a right parenthesis can be entered in the right parenthesis field.
- ☐ Confirm that an And/Or connector is required if two or more rows are entered.
- ☐ Confirm that a left parenthesis cannot be entered without a matching right parenthesis and vice versa.
- ☐ Confirm that no errors are received if both left and right parentheses are entered for the rules. An unmatched parenthesis error message should only be displayed if the

number of left parenthesis does not match the number of right parenthesis.

- ☐ Confirm that you cannot enter both an Attribute and Subject for a single row. An error message should be received in the Hint text line.
- ☐ Confirm that a Course Range cannot be entered for an Attribute row. An error message should be received in the Hint text line.
- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly.
- ☐ Confirm that an asterisk appears in the Non-Course Requirement Code block next to the NCRQ code you are viewing.
- ☐ Perform this test for the other NCRQ codes.
- ☐ Go to ZORORUP and run the process in Audit mode for a population selection. Evaluate the .lis file to determine if the appropriate passing status is given based on the ZOAORCD rules and the student's course history. ZOAORCD rules are student specific and override the ZOAORFC rules. Run ZORORUP in Update mode.
- ☐ Go to ZOAGARP for a student whose record was updated by ZORORUP to confirm that the rules created on ZOAORCD were followed and the appropriate Requirement Status has been inserted.
- ☐ Go to ZOAORCD for the test students to confirm that the courses used by ZORORUP are listed for the appropriate NCRQ code.

Results

Comments/Errors

Signature

Title

Testing the Georgia Requirement Creation process (ZORRQCR)

ZORRQCR Purpose

The Georgia Requirement Creation process (ZORRQCR) is used to provide a means of creating/establishing the Georgia academic requirements except for learning support.

ZORRQCR Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This process has been enhanced to allow for the expansion of the test scores for all validation, display, and calculation purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that requirement establishment rules have been built on the Georgia Requirements Establishment Rules form (ZOAGARE).
- ☐ Create a population selection of test students for whom ZOAGARP requirements do not exist.

Steps in Testing

Testing with a Network Printer

- ☐ Enter the seven-character acronym ZORRQCR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Perform a Next Block function.
Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.

- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process. When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing for a Single Student

- ☐ Enter the seven-character acronym ZORRQCR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Leave Parameters 1-4 blank.
- ☐ Enter the ID of a student without ZOAGARP requirements in the Parameter 5.
- ☐ Enter A in Parameter 6 to run the process in Audit mode.
- ☐ Verify that the hint text currently displays "(A)udit mode or (U)pdate mode."
- ☐ Execute the process.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Execute the process again using the same test student and enter U in Parameter 6 to run the process in Update mode.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that requirements are established on ZOAGARP for the student.

Testing for a Population Selection

- ☐ Enter the seven-character acronym ZORRQCR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter the population selection information in Parameters 1-4.
- ☐ Leave Parameter 5 blank.
- ☐ Enter A in Parameter 6 to run the process in Audit mode.
- ☐ Verify that the hint text currently displays “(A)udit mode or (U)pdate mode.”
- ☐ Execute the process.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Execute the process again using the same population selection and enter U in Parameter 6 to run the process in Update mode.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that requirements are established on ZOAGARP for the students in the population selection.

Results

Comments/Errors

Signature

Title

Testing the Georgia Requirements Form (ZOAGARP)

ZOAGARP Purpose

The Georgia Requirements Form (ZOAGARP) is used to store USG-specific requirements for undergraduates only.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that requirement establishment rules have been built on the Georgia Requirements Establishment Rules form (ZOAGARE).
- ☐ Select a variety of test student for whom ZOAGARP requirements do not exist. These students should have a mixture of passing/failing test scores on SOATEST. Also select a couple of students who already have ZOAGARP created, have holds entered on SOAHOLD, and have courses listed on ZOACPCD, ZOACPCU, ZOALHCD and ZOALHCF.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Georgia Requirements Form (ZOAGARP) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAGARP in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Enter the ID of a student for whom ZOAGARP requirements do not exist.

- ☐ Perform a Next Block function. A popup window indicates that no requirements exist for the student and requires confirmation to create requirements. Select Yes. This kicks off the ZORRQCR process.
- ☐ Confirm that requirements are established on ZOAGARP.
- ☐ Enter the ID of a student who already has a ZOAGARP record created. Perform a Next Block function.
- ☐ The student's requirements should be displayed in the Georgia Requirements block. Use the Record Insert function or scroll to the end of the existing rows to create new blank row.
- ☐ Enter a NCRQ code or use the LOV button to access the list of valid values.
- ☐ Enter a Requirement Status or use the LOV button to access the list of valid values. Pick a code that has the Satisfied indicator on STVNCST unchecked.
- ☐ Confirm that today's date populates the Date field when you tab or enter the Requirement Status code.
- ☐ Confirm that the Satisfied field indicates N for the non-satisfied status code. Save the record.
- ☐ Change the Date for this record to a past date. Save the record.
- ☐ Change the Requirement Status code for this record to one that does have the Satisfied indicator on STVNCST checked. Save the record.
- ☐ Confirm that the Date updated to today's date and the Satisfied field indicates Y for the satisfied status code.
- ☐ Enter an Advisor ID or use the LOV button to access the list of valid values. The record.
- ☐ With your cursor in the RHSC Desired field, click on the LOV button. If the field is blank, a popup message will indicate that no desired courses exist for this requirement. If the RHSC Desired field contains Y, click on the LOV button to see the student's ZOACPCD record.

- ☐ With your cursor in the RHSC Used field, click on the LOV button. If the field is blank, a popup message will indicate that no used courses exist for this requirement. If the RHSC Used field contains Y, click on the LOV button to see the student's ZOACPCU record.
- ☐ With your cursor in the History/Constitution Desired field, click on the LOV button. If the field is blank, a popup message will indicate that no desired courses exist for this requirement. If the History/Constitution Desired field contains Y, click on the LOV button to see the student's ZOALHCD record.
- ☐ With your cursor in the History/Constitution Used field, click on the LOV button. If the field is blank, a popup message will indicate that no used courses exist for this requirement. If the History/Constitution Used field contains Y, click on the LOV button to see the student's ZOALHCU record.
- ☐ Perform a Next Block function to the Deficiencies block. Confirm that you cannot enter a number in the RHSC Deficiencies Count field that is larger than the maximum numbers listed below.
 - CPCE English 4
 - CPCM Mathematics 4
 - CPCN Science 4
 - CPCS Social Science 3
 - CPCF Foreign Language 2
- ☐ Perform a Next Block function to the Holds block. This block displays any holds that are visible on SOAHOLD.
- ☐ Perform a Record Remove function to remove any existing holds and save the record.
- ☐ Enter a Hold code or use the LOV button to select from a list of valid values.
- ☐ Check the Release Indicator. This restricts other users from removing this hold.
- ☐ Confirm that your user ID appears in the User field.
- ☐ Enter 30 characters in the Reason field.
- ☐ Save the record.

- ☐ Confirm that the From field contains today's date and the To field contains the default end date.
- ☐ Ask another Banner user to access ZOAGARP for your test student and attempt to modify or remove the hold you just created. The Release Indicator should prevent this.
- ☐ Enter seven characters in the Amount field. A message in the Hint line at the bottom of the screen should indicate that the number must be in the range of 0 to 9999.99. Update the field to a number that falls within that range and save the record.
- ☐ Enter an Originator code or use the LOV button to select from a list of valid values. Save the record.
- ☐ Uncheck the Release Indicator field and save the record. Ask the other Banner user to attempt to modify or remove the hold you created.

Results

Comments/Errors

Signature

Title

Testing the Georgia Requirements Update Process (ZORGARU)

ZORGARU Purpose

ZORGARU updates the student's ZOAGARP requirement status and ends/removes holds associated with that requirement. The process can be run for either a population selection or all students enrolled for a specified term.

There are no rules forms associated with the process and it can be run at any time.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that requirement establishment rules have been built on the Georgia Requirements Establishment Rules form (ZOAGARE).
- ☐ Create a population selection of test students for whom the status of a ZOAGARP requirement type should be updated. Be sure the selection includes students who have holds on SOAHOLD that match the requirement type being updated. Your population selection should also include a student that has the release indicator checked by another user on SOAHOLD.
- ☐ Look at ZOAGARQ for the NCRQ code you wish to update. The Requirement Type code will be used in Parameter 1 of ZORGARU. The Hold Type code that will be updated by ZORGARU is also listed on ZOAGARQ.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.

- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing for a Population Selection

- ☐ Enter the seven-character acronym ZORGARU in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter an invalid Requirement Type in Parameter 1 and verify the following error message is displayed: “*ERROR* Parameter value failed ZTVGARQ_EQUAL validation.”
- ☐ Enter an invalid Status Code in Parameter 2 and verify the following error message is displayed: “*ERROR* Parameter value failed STVNCST_EQUAL validation.”
- ☐ Enter the requirement type code in Parameter 1 and the desired status in Parameter 2. All students in your population selection with this requirement type code will be updated to this status code by ZORGARU.
- ☐ Enter E in Parameter 3 to end existing holds associated with the requirement type code entered in Parameter 1.
- ☐ Enter today’s date in the Parameter 4. All holds updated with ZOAGARU will receive this date.
- ☐ Verify that Application is now Parameter 5 and the hint text correctly states “Application Code of population selection, if used.”

- ☐ Verify that Selection Identifier is now Parameter 6 and the hint text correctly states "Selection Id of population selection if used."
- ☐ Enter the population selection values in Parameters 5-8.
- ☐ Enter a term code in Parameter 9. This term code will only be used in the output header information.
- ☐ Enter A in Parameter 10 to run the process in Audit mode.
- ☐ Execute the process. Review the .lis and .log files to verify that the process completed successfully.
- ☐ Verify that the student in the population selection, with the release indicator checked by another student on SOAHOLD, is displaying the following message: "Release indicator checked by another user."
- ☐ Run the process again using the same parameters and enter U in Parameter 10 to run the process in Update mode.
- ☐ Review the .lis and .log files to verify that the process completed successfully.
- ☐ View the student's records on ZOAGARP to confirm that the correct NCRQ code was updated with the status you entered in Parameter 2 and that any holds related to this NCRQ code were ended with the correct hold end date.

Testing for All Students Registered for a Term

- ☐ Enter the seven-character acronym ZORGARU in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter an invalid Requirement Type in Parameter 1 and verify the following error message is displayed: "**ERROR* Parameter value failed ZTVGARQ_EQUAL validation."
- ☐ Enter an invalid Status Code in Parameter 2 and verify the following error message is displayed: "**ERROR* Parameter value failed STVNCST_EQUAL validation."

- ☐ Enter the requirement type code in Parameter 1 and the desired status in Parameter 2. All students in your population selection with this requirement type code will be updated to this status code by ZORGARU.
- ☐ Enter R in Parameter 3 to remove existing holds associated with the requirement type code entered in Parameter 1.
- ☐ Enter today's date in the Parameter 4. All holds updated with ZOAGARU will receive this date.
- ☐ Leave Parameters 5-8 blank.
- ☐ Enter a term code in Parameter 9. All students registered for this term will be processed.
- ☐ Enter A in Parameter 10 to run the process in Audit mode.
- ☐ Execute the process. Review the .lis and .log files to verify that the process completed successfully.
- ☐ Run the process again using the same parameters and enter U in Parameter 10 to run the process in Update mode.
- ☐ Review the .lis and .log files to verify that the process completed successfully.
- ☐ View the student's records on ZOAGARP to confirm that the correct NCRQ code was updated with the status you entered in Parameter 2 and that any holds related to this NCRQ code were removed.

Results

Comments/Errors

Signature

Title

Testing the RHSC Requirements Update Process (ZORCPCR)

ZORCPCR Purpose

The RHSC Requirements Update Process (ZORCPCR) evaluates successful completion of RHSC requirements that have been satisfied either by course(s) or a test.

ZORCPCR Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation and display purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer. Output should be printed in Landscape mode.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes, confirm that the process output printed correctly.

Testing for a Population Selection

- ☐ Enter the seven-character acronym ZORCPCR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter the status code that will satisfy requirements in Parameter 1.

- ☐ Enter E in Parameter 2 to end existing holds associated with the RHSC requirements.
- ☐ Enter today's date in the Parameter 3. All holds updated with ZORCPCR will receive this date.
- ☐ Enter the population selection values in Parameters 4-7.
- ☐ Enter a term code in Parameter 8. This term code will only be used in the output header information.
- ☐ Enter A in Parameter 9 to print all records processed.
- ☐ Enter A in Parameter 10 to run the process in audit mode.
- ☐ Leave Parameter 11 blank.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ The .lis file output will provide messages indicating when no requirements exist, no requirements established, previously satisfied requirements, no tests found, no rules, and no courses in addition to requirement satisfied and hold ended/removed.
- ☐ Execute the process again using U in Parameter 10 to run the process in update mode for the same population.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that the ZOAGARP requirement has been updated with the appropriate status code and that the RHSC hold has been ended.
- ☐ If a course was used to satisfy the requirement, go to ZOACPCU to confirm that the used course is correctly added to the form.

Note: If you do not have access to ZOACPCU, assistance may be required from your campus technical staff to confirm that the course used to satisfy the requirement was successfully inserted into the ZORUSEI table for the specific student and NCRQ code.

Testing for All Students Registered for the Term

- ☐ Enter the seven-character acronym ZORCPCR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter the status code that will satisfy requirements in Parameter 1.
- ☐ Enter R in Parameter 2 to remove existing holds associated with the RHSC requirements.
- ☐ Leave Parameter 3-7 blank.
- ☐ Enter a term code in Parameter 8. All students registered for this term will be processed.
- ☐ Enter C in Parameter 9 to print only completed records.
- ☐ Enter A in Parameter 10 to run the process in audit mode.
- ☐ Leave Parameter 11 blank.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ The .lis file output will provide only records that will be satisfied and any holds that will be removed.
- ☐ Execute the process again using U in Parameter 10 to run the process in update mode for the same term.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that the ZOAGARP requirement has been updated with the appropriate status code and that the RHSC hold has been ended.
- ☐ If a course was used to satisfy the requirement, go to ZOACPCU to confirm that the used course is correctly added to the form.

Note: If you do not have access to ZOACPCU, assistance may be required from your campus technical staff to confirm that the course used to satisfy the requirement was successfully inserted into the ZORUSEI table for the specific student and NCRQ code.

Results

Comments/Errors

Signature

Title

Testing the RHSC Used Courses Form (ZOACPCU)

ZOACPCU Purpose

The RHSC Used Courses Form (ZOACPCU) is used to specify courses actually used to fulfill a RHSC requirement for an individual student.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Select students who have RHSC requirements established on ZOAGARP. These students must have institutional and transfer academic history.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the RHSC Used Course Form (ZOACPCU) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOACPCU in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Enter the ID of a student for whom courses have been used to fulfill RHSC requirements.
- ☐ Perform a Next Block function to the Non-Course Requirement Code block. With your cursor on a RHSC requirement, perform a Next Block function to the Institution block.
- ☐ On a blank row, enter a Term code or use the LOV button to view a list of valid values. Select a term for which the student does not have any courses.
- ☐ Click on the LOV button for the CRN field. A popup message will indicate that no courses exist for the person/term.

- ☐ Return to the Term field and select a term for which the student has courses.
- ☐ Click on the LOV button for the CRN field to view a list of courses for that term. Select a course. If the course is not on ZOACPCF or ZOACPCD for the student, a popup will indicate that the course is not a desired or fulfilling course.
- ☐ The form allows the record to be saved. A message will indicate that the ZOAGARP status may need to be updated.
- ☐ Perform a Next Block function to the Transfer block.
- ☐ On a blank row, click on the LOV button for the Course field. A list of transfer courses will be displayed. Select a course.
- ☐ If the course is not on ZOACPCF or ZOACPCD for the student, a popup will indicate that the course is not a desired or fulfilling course.
- ☐ The form allows the record to be saved. A message will indicate that the ZOAGARP status may need to be updated.
- ☐ Select a student who has courses in institutional and transfer history that match courses in ZOACPCF or ZOACPCD and follow the same steps.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Index Type Validation Form (ZTVLSIV)

ZTVLSIV Purpose

The Learning Support Index Type Validation Form was created to provide institutions with the ability to create Learning Support index type codes and build rules for exempting a student from this type of index based on minimum test scores. The index type codes were established as a result of the USG Learning Support policy changes approved in 2014.

ZTVLSIV Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation and display purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Run the i_ztvlsiv_8_44.sql script, delivered with Georgia Enhancements 8.45, or have a technical representative on campus run the script in your Banner database.
- ☐ Confirm that test codes have been created on the Test Code Validation Form (STVTEC) for EPI and MPI.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Student Validation menu.
- ☐ Verify that the Learning Support Index Type Validation Form (ZTVLSIV) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZTVLSIV in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Verify that the codes and descriptions in the following list exist on ZTVLSIV. The activity date should match the date that the insert script was run. The i_ztvlsiv_8_44.sql will

not populate the Test Scores to Exempt Index block for these codes.

Code	Description
EPI	English Placement Index
MPI	Math Placement Index

- ☐ Enter a new code in the Code field. A maximum of 6 characters can be entered in the field.
- ☐ Confirm that the hint text for the Code field displays "Learning Support Index Type Code".
- ☐ Enter a description in the Description field.
- ☐ Confirm that the hint text for the Description field displays "Learning Support Index Description".
- ☐ Perform a Next Block function to the Test Scores to Exempt Index block.
- ☐ In the Test field, enter or select a test code from the list of values. This field is validated against STVTESC and is a required field. Confirm that the description field is automatically populated.
- ☐ Confirm that the hint text for the Test field displays "Enter test code which can be used to exempt the index calculation".
- ☐ Confirm that the Start Date field is automatically populated with "01-JAN-1990" and the End Date field is automatically populated with "31-DEC-2099".
- ☐ Confirm that the hint text for the Start Date field displays "Test Start Date".
- ☐ Confirm that the hint text for the End Date field displays "Test End Date".
- ☐ Click the calendar icon above the Start Date or End Date fields to confirm that a different date can be selected.
- ☐ Enter a score in the Minimum Score field. A maximum of fifteen characters can be entered in the field.

- ☐ Confirm that the hint text for the Minimum Score field displays “Enter minimum test score to exempt index calculation”.
- ☐ Save the record.
- ☐ Rollback to the Key Block. Select a different code and perform a Next Block function. Confirm that the field to the left of the Code is populated with an asterisk.
- ☐ Edit a value in the Test Scores to Exempt Index Block and save.
- ☐ Verify that the asterisk remains in place.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Index Rule Code Validation Form (ZTVLSRC)

ZTVLSRC Purpose

The Learning Support Index Rule Code Validation Form was created to enter and maintain index rule codes by index type established on ZTVLSIV. These index rule codes were established as a result of the USG Learning Support policy changes approved in 2014.

ZTVLSRC Enhancements

The following enhancements are delivered with this release:

- Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score.
- To allow the Learning Support Index Calculation Process (ZORLSIR) to push index values to SOATEST in batch, a new Priority Rank field was added to ZTVLSRC. All rows will default to 99. Each row must be updated to the desired priority for pushing the index value to SOATEST. For example, the Index Rule Code labeled with Priority Rank 1 will be pushed to SOATEST first by ZORLSIR.

Functional Impact

The Index Type Code field now displays 6 characters.

A new Priority Rank field is displayed on the form. For all rows existing in the form at the time that Georgia Enhancements 8.50 was applied, the Priority Rank field will be populated with "99". When a new row is entered on the form, 99 will default into the field.

To successfully run the Learning Support Index Calculation Process (ZORLSIR), all 99 entries must be updated to an appropriate priority rank number. Multiple rows may have the same priority number. Refer to the priority order provided by the System Office.

This form has been enhanced to allow for the expansion of the test scores for all validation and display purposes.

Setup for Testing

- ☐ Run the i_ztvlsrc_8_44.sql script, delivered with Georgia Enhancements 8.45, or have a technical representative on campus run the script in your Banner database.

Steps in Testing

- ☐ Confirm that index type codes have been created on the Learning Support Index Type Validation Form (ZTVLSIV) for EPI and MPI.
- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Student Validation menu.
- ☐ Verify that the Learning Support Index Rule Code Validation Form (ZTVLSRC) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZTVLSRC in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Verify that the codes, descriptions, and index types in the following list exist on ZTVLSRC. The activity date should match the date that the insert script was run.

Code	Description	Index Type
EPIAH	EPI – ACT + HSGPA	EPI
EPISH	EPI – SAT + HSGPA	EPI
MPIAH	MPI – ACT + HSGPA	MPI
MPISH	MPI – SAT + HSGPA	MPI

- ☐ Enter a new code in the Index Rule Code field. A maximum of 8 characters can be entered in the field.
- ☐ Confirm that the hint text for the Index Rule Code field displays “Index Rule Code”.
- ☐ Enter a description in the Description field.
- ☐ Confirm that the hint text for the Description field displays “Description of Index Rule Code”.
- ☐ Save the record.

- ☐ Confirm that the record cannot be saved without populating the Index Type Code field.
- ☐ In the Index Type Code field, enter an invalid code. Confirm that an error message is received indicating that this is an invalid value.
- ☐ Confirm that the hint text for the Index Type Code field displays "Enter the type of index; press LIST for valid codes".
- ☐ Use the list of values to select an existing code from ZTVLSIV. Confirm that the Description field is correctly populated.
- ☐ Verify that the Priority Rank defaults to a value of "99".
- ☐ Confirm that the hint text for the Priority Rank field displays "Numeric Rank of Rules. Possible Values Range from 1 to 99. Default is 99.
- ☐ Verify that you can create several rules with different Priority Ranks from a range of "1" to "99" and that multiple rows can contain the same number.
- ☐ Insert a new Index Rule Code so that the column is not in alphabetic order from top to bottom.
- ☐ Save the record.
- ☐ Exit the form and reenter to confirm that the index rule codes display in alphabetical order.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Index Test Score Equivalency Form (ZOALSTE)

ZOALSTE Purpose

The Learning Support Test Score Equivalency Form was created to maintain test score equivalencies which will be used when calculating the Learning Support index scores. Rules are established for an effective term and a maintenance button allows for either copying all existing rules to a new effective term or ending all rules for a term. The test score equivalencies will be used by the Learning Support Index Calculation Process (ZORLSIR).

Functional Impact

An ITS delivered script will populate default Accuplacer to Compass test equivalencies. The effective term for the default equivalencies is 000000. If equivalencies need to be added or modified, the current rules can be copied to a new term using the Maintenance button. The Maintenance button also allows for ending all rules for a term.

The Learning Support Index Calculation Process (ZORLSIR) will use the ZOALSTE equivalencies. If the student has an Accuplacer score on SOATEST, ZORLSIR will use the Compass equivalent score listed on ZOALSTE when processing the ZOALSIR rule.

Setup for Testing

- ☐ Confirm that the ACCM (Accuplacer Elementary Algebra), ACCR (Accuplacer Reading Comprehension) and ACCW (Accuplacer WritePlacer) test codes exist on STVTESC.
- ☐ Confirm that test codes exist for the Compass test.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements menu.
- ☐ Verify that the Learning Support Test Score Equivalency Form (ZOALSTE) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOALSTE in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Enter 000000 in the Term field and perform a Next Block function.

- ☐ Verify that the codes and scores in the following list exist on ZOALSTE. The User ID field will be populated with "GAMODS 8.50". The activity date should match the date that the insert script was run.

Test Code	Test Score	Equivalent Test Code	Equivalent Test Score
ACCM	120	COMM	99
ACCM	119	COMM	96
ACCM	118	COMM	94
ACCM	117	COMM	92
ACCM	116	COMM	90
ACCM	115	COMM	88
ACCM	114	COMM	86
ACCM	113	COMM	85
ACCM	112	COMM	84
ACCM	111	COMM	83
ACCM	110	COMM	81
ACCM	109	COMM	80
ACCM	108	COMM	79
ACCM	107	COMM	77
ACCM	106	COMM	75
ACCM	105	COMM	73
ACCM	104	COMM	72
ACCM	103	COMM	71
ACCM	102	COMM	70
ACCM	101	COMM	69
ACCM	100	COMM	67
ACCM	099	COMM	66
ACCM	098	COMM	64
ACCM	097	COMM	63

ACCM	096	COMM	61
ACCM	095	COMM	60
ACCM	094	COMM	59
ACCM	093	COMM	58
ACCM	092	COMM	57
ACCM	091	COMM	56
ACCM	090	COMM	55
ACCM	089	COMM	54
ACCM	088	COMM	53
ACCM	087	COMM	53
ACCM	086	COMM	52
ACCM	085	COMM	52
ACCM	084	COMM	51
ACCM	083	COMM	49
ACCM	082	COMM	49
ACCM	081	COMM	48
ACCM	080	COMM	48
ACCM	079	COMM	47
ACCM	078	COMM	46
ACCM	077	COMM	46
ACCM	076	COMM	45
ACCM	075	COMM	44
ACCM	074	COMM	43
ACCM	073	COMM	42
ACCM	072	COMM	41
ACCM	071	COMM	40
ACCM	070	COMM	40
ACCM	069	COMM	39
ACCM	068	COMM	38
ACCM	067	COMM	37

ACCM	066	COMM	36
ACCM	065	COMM	36
ACCM	064	COMM	35
ACCM	063	COMM	34
ACCM	062	COMM	34
ACCM	061	COMM	33
ACCM	060	COMM	32
ACCM	059	COMM	32
ACCM	058	COMM	31
ACCM	057	COMM	31
ACCM	056	COMM	30
ACCM	055	COMM	30
ACCM	054	COMM	29
ACCM	053	COMM	29
ACCM	052	COMM	28
ACCM	051	COMM	28
ACCM	050	COMM	27
ACCM	049	COMM	27
ACCM	048	COMM	27
ACCM	047	COMM	26
ACCM	046	COMM	26
ACCM	045	COMM	26
ACCM	044	COMM	25
ACCM	043	COMM	25
ACCM	042	COMM	25
ACCM	041	COMM	24
ACCM	040	COMM	24
ACCM	039	COMM	23
ACCM	038	COMM	23
ACCM	037	COMM	22

ACCM	036	COMM	22
ACCM	035	COMM	21
ACCM	034	COMM	21
ACCM	033	COMM	20
ACCM	032	COMM	20
ACCM	031	COMM	19
ACCM	030	COMM	19
ACCM	029	COMM	18
ACCM	028	COMM	18
ACCM	027	COMM	18
ACCM	026	COMM	17
ACCM	025	COMM	17
ACCM	024	COMM	16
ACCM	023	COMM	16
ACCM	022	COMM	16
ACCM	021	COMM	15
ACCM	020	COMM	15
ACCR	120	COMR	99
ACCR	119	COMR	99
ACCR	118	COMR	99
ACCR	117	COMR	99
ACCR	116	COMR	99
ACCR	115	COMR	99
ACCR	114	COMR	98
ACCR	113	COMR	98
ACCR	112	COMR	98
ACCR	111	COMR	97
ACCR	110	COMR	97
ACCR	109	COMR	97
ACCR	108	COMR	97

ACCR	107	COMR	96
ACCR	106	COMR	96
ACCR	105	COMR	96
ACCR	104	COMR	95
ACCR	103	COMR	95
ACCR	102	COMR	95
ACCR	101	COMR	94
ACCR	100	COMR	94
ACCR	099	COMR	94
ACCR	098	COMR	93
ACCR	097	COMR	93
ACCR	096	COMR	92
ACCR	095	COMR	92
ACCR	094	COMR	91
ACCR	093	COMR	91
ACCR	092	COMR	90
ACCR	091	COMR	90
ACCR	090	COMR	89
ACCR	089	COMR	89
ACCR	088	COMR	88
ACCR	087	COMR	88
ACCR	086	COMR	87
ACCR	085	COMR	87
ACCR	084	COMR	86
ACCR	083	COMR	86
ACCR	082	COMR	85
ACCR	081	COMR	85
ACCR	080	COMR	84
ACCR	079	COMR	84
ACCR	078	COMR	83

ACCR	077	COMR	83
ACCR	076	COMR	82
ACCR	075	COMR	82
ACCR	074	COMR	81
ACCR	073	COMR	81
ACCR	072	COMR	80
ACCR	071	COMR	79
ACCR	070	COMR	79
ACCR	069	COMR	78
ACCR	068	COMR	78
ACCR	067	COMR	77
ACCR	066	COMR	76
ACCR	065	COMR	76
ACCR	064	COMR	75
ACCR	063	COMR	75
ACCR	062	COMR	74
ACCR	061	COMR	74
ACCR	060	COMR	73
ACCR	059	COMR	72
ACCR	058	COMR	71
ACCR	057	COMR	71
ACCR	056	COMR	70
ACCR	055	COMR	69
ACCR	054	COMR	69
ACCR	053	COMR	68
ACCR	052	COMR	67
ACCR	051	COMR	66
ACCR	050	COMR	66
ACCR	049	COMR	65
ACCR	048	COMR	64

ACCR	047	COMR	63
ACCR	046	COMR	62
ACCR	045	COMR	61
ACCR	044	COMR	60
ACCR	043	COMR	59
ACCR	042	COMR	58
ACCR	041	COMR	57
ACCR	040	COMR	55
ACCR	039	COMR	54
ACCR	038	COMR	52
ACCR	037	COMR	52
ACCR	036	COMR	51
ACCR	035	COMR	48
ACCR	034	COMR	45
ACCR	033	COMR	43
ACCR	032	COMR	41
ACCR	031	COMR	38
ACCR	030	COMR	34
ACCR	029	COMR	31
ACCR	028	COMR	26
ACCR	027	COMR	21
ACCR	026	COMR	18
ACCR	025	COMR	18
ACCR	024	COMR	18
ACCR	023	COMR	18
ACCR	022	COMR	17
ACCR	021	COMR	17
ACCR	020	COMR	17
ACCW	8	COMX	12
ACCW	7	COMX	10

ACCW	6	COMX	09
ACCW	5	COMX	08
ACCW	4	COMX	07
ACCW	3	COMX	05
ACCW	2	COMX	04
ACCW	1	COMX	03

- ☐ Insert a new row. Enter a code in the Test Code field. A maximum of 6 characters can be entered in the field.
- ☐ Confirm that the hint text for the Test Code field displays "Test code; press LIST for valid codes".
- ☐ Enter a score in the Test Score field. A maximum of 15 characters can be entered in the field. Confirm that the score validates against the minimum and maximum scores on STVTESC.
- ☐ Confirm that the hint text for the Test Score field displays "Test score; validated against minimum and maximum values on STVTESC".
- ☐ Enter a code in the Equivalent Test Code field. A maximum of 6 characters can be entered.
- ☐ Confirm that the hint text for the Test Code field displays "Equivalent test code; press LIST for valid codes".
- ☐ Enter a score in the Equivalent Test Score field. A maximum of 15 characters can be entered in the field. Confirm that the score validates against the minimum and maximum scores on STVTESC.
- ☐ Confirm that the hint text for the Equivalent Test Score field displays "Equivalent test score; validated against minimum and maximum values on STVTESC".
- ☐ Save the record.
- ☐ Rollback to the Key Block and enter a term that falls between the current From Term and To Term records. Perform a Next Block function. Confirm that the Maintenance button is activated.

- ☐ Click the Maintenance Button. Confirm that an Option List appears with the following options:
 - Copy All Test Score Equivalencies
 - End All Test Score Equivalencies
- ☐ Click Copy All Test Score Equivalencies. Confirm that all of the data from the previous From Term are copied to the new term.
- ☐ Delete a row that had been previously created. Confirm that the record still exists for the previous From Term.
- ☐ In the Key Block, enter a term for which you wish to end all test score equivalencies. Perform a Next Block function and click the Maintenance button. When the End All Test Score Equivalencies option is selected, all records for that effective term forward to the To Term will be deleted.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Index Calculation Rules Form (ZOALSIR)

ZOALSIR Purpose

The Learning Support Index Calculation Rules Form (ZOALSIR) was created to allow for the entry and maintenance of index calculation rules per index rule codes established on ZTVLSRC. This functionality was provided as a result of the USG Learning Support policy changes approved in 2014.

ZOALSIR Enhancements

The following enhancements are included with this release:

- Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation, display, and calculation purposes.
- The Key Block of the form was restructured for better navigation functionality.
- A None radio button was added to the Learning Support Index Rules block to enhance field processing.

Functional Impact

Users will be able to use expanded test codes.

The Key Block of the form now only displays one Index Rule Code at a time rather than allowing the user to scroll through a list of codes. The Term code field has been moved under the Index Rule Code field.

When the Element field is populated with CONSTANT or HSGPA, the None radio button is automatically selected.

Setup for Testing

- ☐ Confirm that index type codes have been created on the Learning Support Index Type Validation Form (ZTVLSIV) for EPI and MPI.
- ☐ Confirm that index rule codes are established on the Learning Support Index Rule Code Validation Form (ZTVLSRC). Confirm that all rows have the appropriate priority rank value.

- ☐ Confirm that Accuplacer to Compass test score equivalencies have been established on the Learning Support Test Score Equivalency Form (ZOALSTE).

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Student Rules menu.
- ☐ Verify that the Learning Support Index Calculation Rules Form (ZOALSIR) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOALSIR in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Query on the Index Rule Code and Confirm that all of the index rule codes and descriptions established on ZTVLSRC are displayed in the LOV.
- ☐ Enter a value in the query and use the FIND button on the LOV.
- ☐ Confirm that the selection has narrowed based on your criteria.
- ☐ Select a value and click on the OK button.
- ☐ Confirm that the correct value is returned to the Index Rule Code field.
- ☐ Select an index rule code and enter a valid effective term in the Term field. This field is validated against STVTERM.
- ☐ Confirm that the hint text for the Term field displays "Effective term; press LIST for valid codes."
- ☐ Perform a Next Block function.
- ☐ Confirm that the term code entered in the Key Block populates the From Term and the To Term is populated with 999999.

- ☐ Confirm that the hint text for the left parenthesis field displays "Left Parenthesis".
- ☐ Enter a character other than "(" in the left parenthesis field and tab or click into another field. Confirm that an error message is received indicating that this is an invalid character and the only options are (or null. Remove the invalid character from the left parenthesis field.
- ☐ Confirm that the hint text for the Element field displays "Element Type; enter TEST, HSGPA, or CONSTANT".
- ☐ Type an invalid code in the Element field and confirm that an error message is received indicating that this is an invalid code. Remove the invalid code from the Element field.
- ☐ Enter "TEST" in the Element field and tab. Confirm that the cursor goes to the Test Code field.
- ☐ Confirm that the hint text for the Test Code field displays "Test Code, LIST for valid values".
- ☐ Enter a valid test code or select one from the List of Values. This field is validated against STVTEC.
- ☐ Confirm that the Highest Only radio button is automatically populated.
- ☐ Confirm that the hint text for both the Highest Only, Most Recent, and None radio buttons displays "Index will use Highest Only or Most Recent test score. CONSTANT and HSGPA elements require None."
- ☐ Confirm that the hint text for the Factor Use field displays "Factor Use Operator; enter *, /, or =."
- ☐ Enter an invalid character in the Factor Use field. Confirm that an error is received indicating that this is an invalid code and listing the valid values. Remove the invalid code from the Factor Use field and enter a valid code.
- ☐ Confirm that the hint text for the Factor field displays "Element factor; enter value in format #####.#####."
- ☐ Confirm that the hint text for the right parenthesis field displays "Right Parenthesis".

- ☐ Enter a character other than “)” in the right parenthesis field and tab or click into another field. Confirm that an error message is received indicating that this is an invalid character and the only options are) or null. Remove the invalid character from the right parenthesis field.
- ☐ Confirm that the hint text for the Line Operator field displays “Line Operator; Only +, -, *, or / allowed in field.”
- ☐ Create a sample rule that uses HSGPA or CONSTANT in the Element field. Confirm that the form does not allow access to the Test Code.
- ☐ Confirm that the None radio button is selected automatically when the Element field is populated by HSGPA or CONSTANT.
- ☐ Confirm that a record with an Element of HSGPA or CONSTANT will not save with the Highest Only or Most Recent radio buttons selected for that row.

Testing the Maintenance Button

- ☐ Create a rule for a rule code for term. Save the record.
- ☐ In the Key Block, select the same rule code and enter a future term code in the Term field. Perform a Next Block function.
- ☐ Confirm that the cursor goes to the From Term field and displays the term of the previous rule set. The To Term should contain 999999.
- ☐ Confirm that the hint text displays “FROM TERM is not equal to KEY TERM; press Maintenance Button to update the data.”
- ☐ Click the Maintenance button. Confirm that an Options List appears containing a “Copy Rules from previous term” option. Select that option.
- ☐ Confirm that the From Term is now populated with the same term as the Key Block. Make changes to the rules and save the record.
- ☐ Roll back to the Key Block, select the rule code and enter the original term code. Perform a Next Block function.

- ☐ Confirm that the From Term contains the term that was entered in the Key Block and the From Term contains the term code for which the new set of rules was entered. Confirm that the correct rule set is displayed for this From Term.
- ☐ Roll back to the Key Block, select the rule code and enter the second term code. Perform a Next Block function.
- ☐ Confirm that the From Term contains the term that was entered in the Key Block and the To Term contains 999999 if there are no future rule sets. Confirm that the correct rule set is displayed for this From Term.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Index Calculation Process (ZORLSIR)

ZORLSIR Purpose

The Learning Support Index Calculation Process was created to use rules and validations from ZTVLSIV, ZTVLSRC and ZOALSIR as well as student data from SOATEST and SOAHSCH/ZOAHSCD to calculate index scores and store them on the Learning Support Index Calculation Form (ZOALSIC). The process can also be triggered per student from ZOALSIC.

ZORLSIR Enhancements

The following enhancements are included with this release:

- The process was updated to handle the expanded test score and test code functionality in Student 8.10.
- If the ZOALSIR rule to be processed contains a TEST element, ZORLSIR will use the new ZOALSTE Accuplacer to Compass test score equivalencies.
- The Priority Rank field on ZTVLSRC will be used to determine which index should be pushed to SOATEST. The Push to SOATEST indicator on ZOALSIC will be updated as appropriate as well as the SOATEST Audit History tab.
- If any Priority Rank on ZTVLSRC is populated with 99, ZORLSIR will terminate without processing any records.
- When ZORLSIR calculates index values and saves them on ZOALSIC, the new Source field on ZOALSIC will be populated with the ZORLSIR process name.

Functional Impact

Users will be able to use expanded test codes and scores. Index values can be pushed to SOATEST in batch based on ZTVLSRC rules. Accuplacer to Compass test score equivalencies can be processed. Additional fields have been added to identify the source of the push to SOATEST updates.

Setup for Testing

- ☐ Confirm that index type codes have been created on the Learning Support Index Type Validation Form (ZTVLSIV) for EPI and MPI.
- ☐ Confirm that index rule codes are established on the Learning Support Index Rule Code Validation Form (ZTVLSRC). Confirm that all rows have the appropriate priority rank value.

- ☐ Confirm that Accuplacer to Compass test score equivalencies have been established on the Learning Support Test Score Equivalency Form (ZOALSTE).
- ☐ Confirm that index calculation rules are established on the Learning Support Index Calculation Rules Form (ZOALSIR). Create rules that include TEST, HSGPA and CONSTANT elements. Create rules that are formed correctly as well as those that could generate errors during the ZORLSIR rules check.
- ☐ Create a population selection of students who have admissions records for the same term and have varied data on the following forms:
 - Test Score Information Form (SOATEST)
 - High School Information Form (SOAHSCH) or High School Detail Information Form (ZOAHSCHD)

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing for a Population Selection

- ☐ Enter the seven-character acronym ZORLSIR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.

- ☐ Confirm that the description of Parameter 1 is “Term Code” and the Hint text indicates “Enter Term Code. If POPSEL not used, will process all applied students for term.”
- ☐ Enter a term code for Parameter 1. This term code will be used to identify which ZOALSIR rules to process. If population selection or student ID are not used, all students with admissions records for this term will be processed. This field is validated against STVTERM.
- ☐ Confirm that the description of Parameter 2 is “Application Code” and the Hint text indicates “Enter if using population selection.”
- ☐ Enter the application of the population selection in Parameter 2. This is a validated field and provides a list of values from GLIAPPL.
- ☐ Confirm that the description of Parameter 3 is “Selection Identifier” and the Hint text indicates “Enter if using population selection.”
- ☐ Enter the selection identifier of a population selection in Parameter 3. This is a validated field and provides a list of values from GLISLCT.
- ☐ Confirm that the description of Parameter 4 is “Creator ID” and the Hint text indicates “The Creator ID of the sub-population, if applicable.”
- ☐ Enter the creator ID of the population selection in Parameter 4.
- ☐ Confirm that the description of Parameter 5 is “User ID” and the Hint text indicates “The User ID of the sub-population, if applicable.”
- ☐ Enter the user ID of the population selection in Parameter 5.
- ☐ Confirm that the description of Parameter 6 is “Student ID” and the Hint text indicates “Enter student ID to process one student.”
- ☐ Leave Parameter 6 blank.
- ☐ Confirm that the description of Parameter 7 is “Index Type Code” and the Hint text indicates “% or enter specific

ZTVLSIV code.” This field is validated against ZTVLSIV.
Confirm that the value defaults to %.

- ☐ Confirm that the description of Parameter 8 is “Process Indicator” and the Hint text indicates “Must be B when running in batch mode.” Confirm that the value defaults to B.
- ☐ Confirm that the description of Parameter 9 is “Run Mode” and the Hint text indicates “(A)udit Mode or (U)pdate Mode.” Confirm that the value defaults to A.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Review the ZOALSIR RULES CHECK section at the top of the .lis file. If the rule check was successful for an index code, confirm that the message indicates “Index equation OK – index will be calculated”.
- ☐ If the rule check was unsuccessful for an index code, review the error message and return to ZOALSIR to correct the issue. The Seq Nbr column indicates the rule line. Error messages may include the following:
 - No values defined on this line of the equation
 - Left Parenthesis field has value other than ‘(’
 - Right Parenthesis field has value other than ‘)’
 - Cannot define paired parentheses with no other fields defined
 - Missing value in the ELEMENT field
 - FACTOR USE value missing
 - FACTOR USE must be *, /, or =
 - FACTOR value missing
 - Invalid value for ELEMENT
 - FACTOR USE must be ‘=’ when ELEMENT = ‘CONSTANT’
 - Cannot define TEST values when ELEMENT = ‘CONSTANT’
 - Test Code missing
 - Test Code is not valid on STVTESC
 - High/Recent indicator missing
 - High/Recent indicator must be H or R
 - FACTOR USE cannot be ‘=’ when ELEMENT = ‘TEST’
 - FACTOR USE cannot be ‘=’ when ELEMENT = ‘HSGPA’

- Cannot define TEST values when ELEMENT = 'HSGPA'
 - Next line must start with a LEFT PARENTHESIS
 - Missing value in the LINE OPERATOR field
 - Cannot have LINE OPERATOR on last line
 - Rule Priority = 99. ALL RULE PROCESSING WILL BE TERMINATED.
 - FATAL ERROR: Rule Priority Codes need to be Updated on ZTVLSRC. ALL PROCESSING TERMINATED.
- ☐ Review the STUDENT PROCESSING section of the .lis file. Confirm that only students included in the population selection who have an admissions term matching Parameter 1 are included in the output.
- ☐ If no index score was calculated, the Message column may include the following:
- Student exempted via test score
 - NO HS GPA
 - INVALID GPA
 - NO (test code) TEST
 - Index value too large
 - Index value is negative
- ☐ If the index score was calculated, Index Score column will be populated and Message column will indicate "Calculation successful".
- ☐ If the index score is going to be pushed to SOATEST based on the ZTVLSRC priority rank rules, the Index Score column will be populated and the Message column will indicate "SCORE TO POST TO SOATEST; Calc'd {date & time}".
- ☐ Run the process again in Update mode for the same population selection and parameters.
- ☐ Confirm that all students in the population selection are displayed in the .lis file.
- ☐ Confirm that when the index value was successfully calculated, the Message column indicates "Calculation successful & value saved".

- ☐ Confirm that the index value pushed to SOATEST displays the message "SCORE POSTED TO SOATEST; Calc'd {date & time}".
- ☐ Go to ZOALSIC and confirm that the new values are correctly displayed on the Index Calculations tab with the correct activity date.
- ☐ Confirm that the Push to SOATEST indicator is checked correctly and the Source field indicates ZORLSIR. An entry should also appear in the SOATEST Audit History tab.

Testing for a Term

- ☐ Enter the seven-character acronym ZORLSIR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Confirm that the description of Parameter 1 is "Term Code" and the Hint text indicates "Enter Term Code. If POPSEL not used, will process all applied students for term."
- ☐ Enter a term code for Parameter 1. This term code will be used to identify which ZOALSIR rules to process. If population selection or student ID are not used, all students with admissions records for this term will be processed. This field is validated against STVTERM.
- ☐ Leave Parameters 2 – 6 blank.
- ☐ Confirm that the description of Parameter 7 is "Index Type Code" and the Hint text indicates "% or enter specific ZTVLSIV code." This field is validated against ZTVLSIV. Confirm that the value defaults to %.
- ☐ Enter a single index value in Parameter 7.
- ☐ Confirm that the description of Parameter 8 is "Process Indicator" and the Hint text indicates "Must be B when running in batch mode." Confirm that the value defaults to B.
- ☐ Confirm that the description of Parameter 9 is "Run Mode" and the Hint text indicates "(A)udit Mode or (U)pdate Mode." Confirm that the value defaults to A.

- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Review the ZOALSIR RULES CHECK section at the top of the .lis file. If the rule check was successful for an index code, confirm that the message indicates “Index equation OK – index will be calculated”.
- ☐ If the rule check was unsuccessful for an index code, review the error message and return to ZOALSIR to correct the issue. The Seq Nbr column indicates the rule line. Error messages may include the following:
 - No values defined on this line of the equation
 - Left Parenthesis field has value other than ‘(’
 - Right Parenthesis field has value other than ‘)’
 - Cannot define paired parentheses with no other fields defined
 - Missing value in the ELEMENT field
 - FACTOR USE value missing
 - FACTOR USE must be *, /, or =
 - FACTOR value missing
 - Invalid value for ELEMENT
 - FACTOR USE must be ‘=’ when ELEMENT = ‘CONSTANT’
 - Cannot define TEST values when ELEMENT = ‘CONSTANT’
 - Test Code missing
 - Test Code is not valid on STVTEC
 - High/Recent indicator missing
 - High/Recent indicator must be H or R
 - FACTOR USE cannot be ‘=’ when ELEMENT = ‘TEST’
 - FACTOR USE cannot be ‘=’ when ELEMENT = ‘HSGPA’
 - Cannot define TEST values when ELEMENT = ‘HSGPA’
 - Next line must start with a LEFT PARENTHESIS
 - Missing value in the LINE OPERATOR field
 - Cannot have LINE OPERATOR on last line
 - Rule Priority = 99. ALL RULE PROCESSING WILL BE TERMINATED.
 - FATAL ERROR: Rule Priority Codes need to be Updated on ZTVLSRC. ALL PROCESSING TERMINATED.

- ☐ Review the STUDENT PROCESSING section of the .lis file.
- ☐ If no index score was calculated, the Message column may include the following:
 - Student exempted via test score
 - NO HS GPA
 - INVALID GPA
 - NO (test code) TEST
 - Index value too large
 - Index value is negative
- ☐ If the index score was calculated, Index Score column will be populated and Message column will indicate "Calculation successful".
- ☐ If the index score is going to be pushed to SOATEST based on the ZTVLSRC priority rank rules, the Index Score column will be populated and the Message column will indicate "SCORE TO POST TO SOATEST; Calc'd {date & time}".
- ☐ Run the process again in Update mode for the same term and parameters.
- ☐ Confirm that all students with admissions records for the term are displayed in the .lis file.
- ☐ Confirm that when the index value was successfully calculated, the Message column indicates "Calculation successful & value saved".
- ☐ Confirm that the index value pushed to SOATEST displays the message "SCORE POSTED TO SOATEST; Calc'd {date & time}".
- ☐ Go to ZOALSIC and confirm that the new values are correctly displayed on the Index Calculations tab with the correct activity date.
- ☐ Confirm that the Push to SOATEST indicator is checked correctly and the Source field indicates ZORLSIR. An entry should also appear in the SOATEST Audit History tab.

Testing for a Student ID

- ☐ Enter the seven-character acronym ZORLSIR in the Go To field of the General Menu (GUAGMNU) or the Process

Submission Controls form (GJAPCTL) and press the Enter key.

- ☐ Confirm that the description of Parameter 1 is “Term Code” and the Hint text indicates “Enter Term Code. If POPSEL not used, will process all applied students for term.”
- ☐ Enter a term code for Parameter 1. This term code will be used to identify which ZOALSIR rules to process. If population selection or student ID are not used, all students with admissions records for this term will be processed. This field is validated against STVTERM.
- ☐ Leave Parameters 2 – 5 blank.
- ☐ Confirm that the description of Parameter 6 is “Student ID” and the Hint text indicates “Enter student ID to process one student.”
- ☐ Enter the ID of a student in Parameter 6.
- ☐ Confirm that the description of Parameter 7 is “Index Type Code” and the Hint text indicates “% or enter specific ZTVLSIV code.” This field is validated against ZTVLSIV. Confirm that the value defaults to %.
- ☐ Confirm that the description of Parameter 8 is “Process Indicator” and the Hint text indicates “Must be B when running in batch mode.” Confirm that the value defaults to B.
- ☐ Confirm that the description of Parameter 9 is “Run Mode” and the Hint text indicates “(A)udit Mode or (U)pdate Mode.” Confirm that the value defaults to A.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Review the ZOALSIR RULES CHECK section at the top of the .lis file. If the rule check was successful for an index code, confirm that the message indicates “Index equation OK – index will be calculated”.
- ☐ If the rule check was unsuccessful for an index code, review the error message and return to ZOALSIR to correct the issue. The Seq Nbr column indicates the rule line. Error messages may include the following:
 - No values defined on this line of the equation

- Left Parenthesis field has value other than '('
- Right Parenthesis field has value other than ')'
- Cannot define paired parentheses with no other fields defined
- Missing value in the ELEMENT field
- FACTOR USE value missing
- FACTOR USE must be *, /, or =
- FACTOR value missing
- Invalid value for ELEMENT
- FACTOR USE must be '=' when ELEMENT = 'CONSTANT'
- Cannot define TEST values when ELEMENT = 'CONSTANT'
- Test Code missing
- Test Code is not valid on STVTESSC
- High/Recent indicator missing
- High/Recent indicator must be H or R
- FACTOR USE cannot be '=' when ELEMENT = 'TEST'
- FACTOR USE cannot be '=' when ELEMENT = 'HSGPA'
- Cannot define TEST values when ELEMENT = 'HSGPA'
- Next line must start with a LEFT PARENTHESIS
- Missing value in the LINE OPERATOR field
- Cannot have LINE OPERATOR on last line
- Rule Priority = 99. ALL RULE PROCESSING WILL BE TERMINATED.
- FATAL ERROR: Rule Priority Codes need to be Updated on ZTVLSRC. ALL PROCESSING TERMINATED.

- ☐ Review the STUDENT PROCESSING section of the .lis file.
- ☐ If no index score was calculated, the Message column may include the following:
 - Student exempted via test score
 - NO HS GPA
 - INVALID GPA
 - NO (test code) TEST
 - Index value too large
 - Index value is negative

- ☐ If the index score was calculated, Index Score column will be populated and Message column will indicate "Calculation successful".
- ☐ If the index score is going to be pushed to SOATEST based on the ZTVLSRC priority rank rules, the Index Score column will be populated and the Message column will indicate "SCORE TO POST TO SOATEST; Calc'd {date & time}".
- ☐ Run the process again in Update mode for the same student ID and parameters.
- ☐ Confirm that only the single student is displayed in the .lis file.
- ☐ Confirm that when the index value was successfully calculated, the Message column indicates "Calculation successful & value saved".
- ☐ Confirm that the index value pushed to SOATEST displays the message "SCORE POSTED TO SOATEST; Calc'd {date & time}".
- ☐ Go to ZOALSIC and confirm that the new values are correctly displayed on the Index Calculations tab with the correct activity date.
- ☐ Confirm that the Push to SOATEST indicator is checked correctly and the Source field indicates ZORLSIR. An entry should also appear in the SOATEST Audit History tab.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Index Calculation Form (ZOALSIC)

ZOALSIC Purpose

The Learning Support Index Calculation Form was created to store Learning Support index scores per student and index type. The form displays calculation results and provides the option to calculate new indices. One index value per index type can be pushed to SOATEST and a history of all values pushed is maintained.

ZOALSIC Enhancements

The following enhancements are included with this release:

- Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation, display, and calculation purposes.
- Source and User ID fields were added to the Index Calculations and SOATEST Audit History tabs. The Source field identifies if the value was updated or pushed to SOATEST via ZOALSIC or when the ZORLSIR process was executed.
- The ZORLSIR process pushes index values to SOATEST in batch using a new priority rank field on ZTVLSRC. If ZORLSIR is run after an index is manually pushed to SOATEST via ZOALSIC, the process will override the manual push.

Functional Impact

Users will be able to use expanded test codes and scores. Additional fields have been added to identify the source of the ZOALSIC push to SOATEST updates.

Setup for Testing

- ☐ Confirm that index type codes have been created on the Learning Support Index Type Validation Form (ZTVLSIV) for EPI and MPI.
- ☐ Confirm that the EPI and MPI codes exist on the Test Code Validation Form (STVTESE).
- ☐ Confirm that index rule codes are established on the Learning Support Index Rule Code Validation Form (ZTVLSRC). Confirm that all rows have the appropriate priority rank value.

- ☐ Confirm that Accuplacer to Compass test score equivalencies have been established on the Learning Support Test Score Equivalency Form (ZOALSTE).
- ☐ Confirm that index calculation rules are established on the Learning Support Index Calculation Rules Form (ZOALSIR). Create rules that include TEST, HSGPA and CONSTANT elements. Create rules that are formed correctly as well as those that could generate errors during the ZORLSIR rules check.
- ☐ Obtain a selection of test students who have admissions records for the same term and have varied data on the following forms:
 - Test Score Information Form (SOATEST)
 - High School Information Form (SOAHSCH) or High School Detail Information Form (ZOAHSCHD)

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Learning Support Index Calculation Form (ZOALSIC) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOALSIC in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Enter the ID of a student who has an admissions record for a term which has rules built on ZOALSIR.
- ☐ Enter an index type code in the Index Type field. This field is required and validated against ZTVLSIV.
- ☐ Perform a Next Block function. If the student has prior calculated or manually entered scores, they will be displayed in the Index Calculations tab.
- ☐ Perform a Next Block function to the Admissions Term field. Enter the student's admissions term code. This field is validated against STVTERM.

- ☐ Click the Calculate Index button. This triggers the ZORLSIR process.
- ☐ If an error is encountered by the ZORLSIR process, confirm that a popup message is provided indicating that no indexes were calculated and referring to the ZORLSIR .lis and .log. Review the output and resolve the error before attempting to calculate the index again.
- ☐ If the index calculation by ZORLSIR was successful, confirm that a popup message is provided indicating that ZORLSIR was successful.
- ☐ Confirm that the correct index code, description and index value are displayed on the Index Calculations tab. The Source field should be populated by "ZORLSIR". The Activity Date should be today.
- ☐ Confirm that the Push to SOATEST indicator was correctly checked based on the ZTVLSRC Priority Rank rules.
- ☐ Go to the SOATEST Audit History tab and confirm that the pushed index code, description, index value and calculation date are displayed. The Calculation Date should match the Activity Date on the Index Calculations tab if the index was calculated on a previous day. The Source field should be populated by "ZORLSIR". The Activity Date on the SOATEST Audit History tab should be today.
- ☐ Go to SOATEST and confirm that the index type code appears in the Test Code field, the index value populates the Test Score field, and the Test Date field contains today's date.
- ☐ Go to SOATEST for the student and change the appropriate test score. Go to SOAHSCH or ZOAHSCH and change the GPA to a different value. Go to ZOALSIC and calculate the index again.
- ☐ Confirm that the most recent calculations appear at the top of the list on the Index Calculations tab in alphabetical order by Activity Date. Note: the calculation time is also stored which may make the alphabetical order to appear in correct if multiple indices are calculated on the same date.
- ☐ Manually insert a new index row and save. Confirm that the Source field displays "ZOALSIC".

- ☐ Check the Push to SOATEST indicator for the manually inserted row (confirming that this is the only row checked for the index type) and save the record. Confirm that the Source field displays ZOALSIC on the SOATEST Audit History tab.
- ☐ Check the Push to SOATEST indicator for the more than one index. A popup message should indicate that only one record can be checked. Uncheck the indicator for the previous index. Save the record.
- ☐ Go to the SOATEST Audit History tab and confirm that the pushed index code and associated data appears.
- ☐ Go to SOATEST for the student and confirm that the new index for this type has replaced the previous score and test date. Only one entry for this index type code should appear on SOATEST.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Placement Rules Form (ZOALSPR)

ZOALSPR Purpose

The Learning Support Placement Rules Form (ZOALSPR) provides the ability to build rules for placing Learning Support requirements on a student's ZOAGARP record based on English and Math Placement Indexes as well as offset scores. These rules are used by the Learning Support Placement Process (ZORLSPL) to create ZOAGARP requirements, insert placement codes in the Form field on SOATEST, and create or end/remove holds on SOAHOLD.

ZOALSPR Enhancements

The following enhancements are included with this release:

- Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation, display, and calculation purposes.
- The Key Block of the form was restructured for better navigation functionality.

Functional Impact

Users will be able to use expanded test codes and test scores and the Key Block can be navigated more easily.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that the Learning Support NCRQ codes have been established on the Georgia Requirements Rules Form (ZOAGARQ). These codes should use the requirement type code with the Learning Support indicator checked on ZTVGARQ. Make note of the Hold Type code associated to Learning Support NCRQ codes.

Steps in Testing

- ☐ Confirm that test codes have been created on the Test Code Validation Form (STVTESE) for EPI and MPI.
- ☐ Confirm that placement codes have been created on the Form Code Validation Form (STVTEFR).
- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Learning Support Placement Rules Form (ZOALSPR) is listed and accessible.
- ☐ Confirm that ZOALSPR is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOALSPR in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Confirm that the NCRQ Codes available in the Key Block are those that are established on ZOAGARQ using a Requirement Status code that has the Learning Support indicator checked on ZTVGARQ.
- ☐ Click on the NCRQ code for which rules will be built. An asterisk should appear in the column to the left of the selected NCRQ code.
- ☐ Confirm that the hint text for the NCRQ Code field displays "Non-Course Requirement Code; press LIST for List of Values."
- ☐ In the Term field, enter the effective term of the rules to be built. This field is validated against STVTERM and provides a list of values.
- ☐ Confirm that the hint text for the Term field displays "Effective term; press LIST for valid codes."
- ☐ Perform a Next Block function to the Learning Support Placement Rules block.

- ☐ In the Test Code field, enter or select a test code from the list of values. This field is validated against STVTESE and is a required field.
- ☐ Confirm that the hint text for the Test Code field displays "Test Code; LIST for valid values."
- ☐ In the Score Range Min and Max fields, enter a score range. A range is required.
- ☐ Confirm that the hint text for the Min field displays "Minimum test score."
- ☐ Confirm that the hint text for the Max field displays "Maximum test score."
- ☐ In the Offset Index Code field, enter or select a test code from the list of values. This field is validated against STVTESE. This field is optional.
- ☐ Confirm that the hint text for the Offset Index Code field displays "Offset index code; LIST for valid values."
- ☐ Enter a score in the Offset Score field. This field is optional, but is used in conjunction with the Offset Index Code field. A maximum of five digits can be entered in the field.
- ☐ Confirm that the hint text for the Offset Score field displays "Offset score."
- ☐ In the Status Code field, enter or select a status code from the list of values. This field is validated against STVNCS and is an optional field.
- ☐ Confirm that the hint text for the Status Code field displays "Status Code to be assigned on ZOAGARP for the Learning Support requirement."
- ☐ In the Placement Code field, enter or select a code from the list of values. This field is validated against STVTEFR and is an optional field.
- ☐ Confirm that the hint text for the Placement Code field displays "Placement code to be entered on SOATEST > Form field."
- ☐ Check the Learning Support Hold indicator.

- ☐ Confirm that the hint text for the Learning Support Hold indicator displays “Check if a hold should exist for this rule.”
- ☐ Save the record.
- ☐ Rollback to the Key Block and enter a different term code. Perform a Next Block function. The From Term should display the term code for which the previous rules were built. The Maintenance icon should be activated.
- ☐ Click the Maintenance icon. A popup window should provide the option to “Copy Rules from previous term”.
- ☐ Click “Copy Rules from previous term”.
- ☐ The From Term field will match the term in the Key Block. All of the existing rules should be displayed.
- ☐ Enter additional rule rows using various combinations of the Offset Index Code and Offset Score, Status Code, Placement Code, and Learning Support Hold indicator.
- ☐ Save the record.
- ☐ Rollback to the Key Block and enter the original term code. Perform a Next Block function. The To Term will be populated by the term code for which the new set of rules were built.
- ☐ Run the Learning Support Placement Process (ZORLSPL) and confirm that ZOAGARP, SOATEST, and SOAHOLD are updated as expected based on the rules existing on ZOALSPR.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Placement Process (ZORLSPL)

ZORLSPL Purpose

The Learning Support Placement Process (ZORLSPL) uses the rules established on the Learning Support Placement Rules Form (ZOALSPR) to create Learning Support requirements on a student's ZOAGARP record based on English and Math Placement Indexes as well as offset scores. The process also inserts placement codes in the Form field on SOATEST, and creates or ends/removes holds on SOAHOLD.

ZORLSPL Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This process has been enhanced to allow for the expansion of the test scores for all validation, display, and calculation purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that the Learning Support NCRQ codes have been established on the Georgia Requirements Rules Form (ZOAGARQ). These codes should use the requirement type code with the Learning Support indicator checked on ZTVGARQ. Make note of the Hold Type code associated to Learning Support NCRQ codes.
- ☐ Confirm that test codes have been created on the Test Code Validation Form (STVTESE) for EPI and MPI.
- ☐ Confirm that placement codes have been created on the Form Code Validation Form (STVTEFR).

- ☐ Confirm that rules are established on the Learning Support Placement Rules Form (ZOALSPR).
- ☐ Create a population selection containing a mixture of students who have existing Learning Support requirements on ZOAGARP, placement codes on ZOATEST, and hold codes as well as students who should have those items created by the process.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter ZORLSPL.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes confirm that the process output printed correctly. Note: The process was designed to be printed in landscape mode.

Validate Parameters

- ☐ Enter the seven-character acronym ZORLSPL in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Confirm that the description of Parameter 1 is "Term Code" and the Hint text indicates "Enter Term Code. If POPSEL not used, will process all enrolled for term."
- ☐ Verify that this field is validated against STVTERM.
- ☐ Confirm that the description of Parameter 2 is "Application Code" and the Hint text indicates "Enter if using population selection."

- ☐ Verify that this field validates against GLIAPPL.
- ☐ Confirm that the description of Parameter 3 is "Selection Identifier" and the Hint text indicates "Enter if using population selection."
- ☐ Verify that this field validates against GLISLCT.
- ☐ Confirm that the description of Parameter 4 is "Creator ID" and the Hint text indicates "The Creator ID of the sub-population, if applicable."
- ☐ Confirm that the description of Parameter 5 is "User ID" and the Hint text indicates "The User ID of the sub-population, if applicable."
- ☐ Confirm that the description of Parameter 6 is "End or Remove holds?" and the Hint text indicates "Enter E to end holds; R to remove holds." Confirm that the value defaults to E.
- ☐ Verify that this field validates with the only selectable values being "E" and "R".
- ☐ Confirm that the description of Parameter 7 is "Hold End Date" and the Hint text indicates "Hold end date if holds are to be ended. (DD-MON-YYYY)". Confirm that the value defaults to today's date.
- ☐ Confirm that the description of Parameter 8 is "Delete Unrequired ZOAGARP Rec?" and the Hint text indicates "Enter Y if unrequired NCRQ record should be deleted from ZOAGARP". Confirm that the value defaults to Y.
- ☐ Verify that this field validates with the only selectable values being "N" and "Y".
- ☐ Confirm that the description of Parameter 9 is "Run Mode" and the Hint text indicates "(A)udit Mode or (U)pdate Mode." Confirm that the value defaults to A.
- ☐ Verify that this field validates with the only selectable values being "A" and "U".

Testing for a Population Selection in Audit (Split to Audit and Update)

- ☐ Enter the seven-character acronym ZORLSPL in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Enter a term code in Term Code Parameter 1. This term code will be used to identify which ZOALSPR rules to process. If no population selection is used, all students registered for this term will be processed.
- ☐ Enter the application code of the population selection in the Application Code Parameter 2.
- ☐ Enter the selection identifier of a population selection in the Selection Identifier Parameter 3.
- ☐ Enter the creator ID of the population selection in the Creator ID Parameter 4.
- ☐ Enter the user ID of the population selection in the User ID Parameter 5.
- ☐ Enter E in the End or Remove holds?Parameter 6.
- ☐ Enter Today's date in the Hold End Date Parameter 7.
- ☐ Enter N in the Delete Unrequired ZOAGARP Rec? Parameter 8.
- ☐
- ☐ Leave the Run Mode Parameter 9 in audit mode.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that the rule evaluation appears at the top of the .lis file. A row should appear for each NCRQ code used on ZOALSPR and the rule count should equal the number of rule rows per NCRQ code.
- ☐ Confirm that all students in the population selection are displayed on the .lis file.
- ☐ Confirm that for each student all NCRQ codes listed in the rule evaluation are listed in the NCRQ column.

- ☐ For a student who does not have the test codes listed in the ZOALSPR rules, confirm that the message “Could not evaluate; No <test code> on SOATEST” appears.
- ☐ For a student whose test data would not meet any rule rows on ZOALSPR for a requirement, confirm that the message “WARNING: No Rules Met” appears.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a status code and currently has the NCRQ already existing on ZOAGARP or requires the addition of it, confirm that the ZOAGARP Message indicates “Reqt already exists: <NCST code>”, “Will create reqt: <NCST code>” or “Will update <NCRQ code> to <NCST code>”.
- ☐ For a student who should not meet a rule row on ZOALSPR but already has the NCRQ existing on ZOAGARP, confirm that the ZOAGARP Message indicates “Will delete reqt: <NCST code>”.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a placement code and currently has the placement code on SOATEST or requires the addition of it, confirm that the SOATEST Message indicates “TEFR already exists: <placement code>”, “Will update TEFR <code> to <code>”, or “Will create TEFR: <code>”.
- ☐ For a student who should meet a rule row on ZOALSPR that does not include a placement code but the student already has the placement code existing on SOATEST for the test code, confirm that the SOATEST Message indicates “Will delete TEFR: <placement code>”.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a checked Learning Support Hold indicator and currently has a hold on SOAHOLD or requires the addition of it, confirm that the SOAHOLD Message indicates “Current hold exists: <hold code>” or “Will create hold <hold code>”.
- ☐ For a student who should meet a rule row on ZOALSPR that includes an unchecked Learning Support Hold indicator and currently has a hold on SOAHOLD, confirm that the SOAHOLD Message indicates “Will end hold <code>”.

- ☐ Run the process again in Update mode for the same population selection and parameters.
- ☐ Confirm that all students in the population selection are displayed on the .lis file.
- ☐ Confirm that for each student all NCRQ codes listed in the ZOALSPR evaluation rules are listed in the NCRQ column.
- ☐ For a student who does not have the test codes listed in the ZOALSPR rules, confirm that the message “Could not evaluate; No <test code> on SOATEST” appears.
- ☐ For a student whose test data would not meet any rule rows on ZOALSPR for a requirement, confirm that the message “WARNING: No Rules Met” appears.

Testing for a Population Selection in Update

- ☐ Enter the seven-character acronym ZORLSPL in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Enter a term code in Term Code Parameter 1. This term code will be used to identify which ZOALSPR rules to process. If no population selection is used, all students registered for this term will be processed.
- ☐ Enter the application code of the population selection in the Application Code Parameter 2.
- ☐ Enter the selection identifier of a population selection in the Selection Identifier Parameter 3.
- ☐ Enter the creator ID of the population selection in the Creator ID Parameter 4.
- ☐ Enter the user ID of the population selection in the User ID Parameter 5.
- ☐ Enter E in the End or Remove holds? Parameter 6.
- ☐ Enter Today's date in the Hold End Date Parameter 7.
- ☐ Enter Y in the Delete Unrequired ZOAGARP Rec? Parameter 8.
- ☐ Enter a U in the Run Mode Parameter 9.

- ☐ For a student who should meet a rule row on ZOALSPR that includes a status code and currently has the NCRQ already existing on ZOAGARP or requires the addition of it, confirm that the ZOAGARP Message indicates “New reqt created: <NCST code>” or “<NCST> updated to <NCST>.”
- ☐ Go to ZOAGARP and confirm that the Learning Support requirements were correctly inserted or updated.
- ☐ For a student who should not meet a rule row on ZOALSPR but already has the NCRQ existing on ZOAGARP, confirm that the ZOAGARP Message indicates “Reqt deleted: <NCST code>”.???
- ☐ Go to ZOAGARP and confirm that the Learning Support requirement was correctly deleted.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a placement code and currently has the placement code on SOATEST or requires the addition of it, confirm that the SOATEST Message indicates “TEFR <code> updated to <code>” or “TEFR created: <code>”.
- ☐ Go to SOATEST and confirm that the Form field was correctly inserted or updated for the specified test.
- ☐ For a student who should meet a rule row on ZOALSPR that does not include a placement code but the student already has the placement code existing on SOATEST for the test code, confirm that the SOATEST Message indicates “TEFR deleted: <code>”.
- ☐ Go to SOATEST and confirm that the data in the Form field was correctly removed.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a checked Learning Support Hold indicator and currently has a hold on SOAHOLD, confirm that the SOAHOLD Message indicates “Current hold exists: <hold code>”.
- ☐ Go to SOAHOLD and confirm that the existing hold still exists and the original hold dates were not modified.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a checked Learning Support Hold indicator and a

hold code is being added to SOAHOLD, confirm that the SOAHOLD Message indicates "Hold created <code>".

- ☐ Go to SOAHOLD and confirm that the hold was created successfully.
- ☐ For a student who should meet a rule row on ZOALSPR that includes an unchecked Learning Support Hold indicator and currently has a hold on SOAHOLD, confirm that the SOAHOLD Message indicates "Hold ended <code>".
- ☐ Go to SOAHOLD and confirm that the hold was successfully ended.

Testing for All Students Registered for the Term in Audit

- ☐ Enter the seven-character acronym ZORLSPL in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Enter a term code in the Term Code Parameter 1. This term code will be used to identify which ZOALSPR rules to process. If no population selection is used, all students registered for this term will be processed. This field is validated against STVTERM.
- ☐ Leave Parameters 2-5 blank.
- ☐ Enter R in the End or Remove Holds? Parameter 6 to remove existing holds.
- ☐ Enter tomorrow's date in the Hold End Date Parameter 7.
- ☐ Enter N in the Delete Unrequired ZOAGARP Rec? Parameter 8. This indicates that no unrequired NCRQ records should be deleted from ZOAGARP.
- ☐ Leave the Run Mode Parameter 9 in audit mode.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that all students who are eligible to be registered for the term are displayed on the .lis file.
- ☐ Confirm that for each student all NCRQ codes listed in the rule evaluation are listed in the NCRQ column.

- ☐ For a student who does not have the test codes listed in the ZOALSPR rules, confirm that the message “Could not evaluate; No <test code> on SOATEST” appears.
- ☐ For a student whose test data would not meet any rule rows on ZOALSPR for a requirement, confirm that the message “WARNING: No Rules Met” appears.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a status code and currently has the NCRQ already existing on ZOAGARP or requires the addition of it, confirm that the ZOAGARP Message indicates “Reqt already exists: <NCST code>” or “Will create reqt: <NCST code>”. If the student’s current status is different from the rule status code, confirm that the ZOAGARP message indicates “Will update <NCRQ code> to <NCST code>”.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a placement code and currently has the placement code on SOATEST or requires the addition of it, confirm that the SOATEST Message indicates “TEFR already exists: <placement code>”, “Will update TEFR <code> to <code>”, or “Will create TEFR: <code>”.
- ☐ For a student who should meet a rule row on ZOALSPR that does not include a placement code but the student already has the placement code existing on SOATEST for the test code, confirm that the SOATEST Message indicates “Will delete TEFR: <placement code>”.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a checked Learning Support Hold indicator and currently has a hold on SOAHOLD or requires the addition of it, confirm that the SOAHOLD Message indicates “Current hold exists: <hold code>” or “Will create hold <hold code>”.
- ☐ For a student who should meet a rule row on ZOALSPR that includes an unchecked Learning Support Hold indicator and currently has a hold on SOAHOLD, confirm that the SOAHOLD Message indicates “Will remove hold <code>”.

Testing for All Students Registered for the Term in Update

- ☐ Enter the seven-character acronym ZORLSP in the Go To field of the General Menu (GUAGMNU) or the Process

Submission Controls form (GJAPCTL) and press the Enter key.

- ☐ Enter a term code in the Term Code Parameter 1. This term code will be used to identify which ZOALSPR rules to process. If no population selection is used, all students registered for this term will be processed. This field is validated against STVTERM.
- ☐ Leave Parameters 2-5 blank.
- ☐ Enter R in the End or Remove Holds? Parameter 6 to remove existing holds.
- ☐ Enter tomorrow's date in the Hold End Date Parameter 7.
- ☐ Enter N in the Delete Unrequired ZOAGARP Rec? Parameter 8. This indicates that no unrequired NCRQ records should be deleted from ZOAGARP.
- ☐ Enter a U in the Run Mode Parameter 9.
- ☐ Confirm that all students who are eligible to be registered for the term are displayed on the .lis file.
- ☐ Confirm that for each student all NCRQ codes listed in the ZORLSPR evaluation rules are listed in the NCRQ column. For a student who does not have the test codes listed in the ZOALSPR rules, confirm that the message "Could not evaluate; No <test code> on SOATEST" appears.
- ☐ For a student whose test data would not meet any rule rows on ZOALSPR for a requirement, confirm that the message "WARNING: No Rules Met" appears.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a status code and currently has the NCRQ already existing on ZOAGARP or requires the addition of it, confirm that the ZOAGARP Message indicates "Reqt already exists", "New reqt created: <NCST code>" or "<NCST> updated to <NCST>".
- ☐ Go to ZOAGARP and confirm that the Learning Support requirements were correctly inserted or updated.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a placement code and currently has the placement code on SOATEST or requires the addition of it, confirm that the SOATEST Message indicates "TEFR already exists:

<code>”, “TEFR <code> updated to <code>” or “TEFR created: <code>”.

- ☐ Go to SOATEST and confirm that the Form field was correctly inserted or updated for the specified test.
- ☐ For a student who should not meet a rule row on ZOALSPR but already has the placement code existing on SOATEST for the test code, confirm that the SOATEST Message indicates “TEFR already exists: <code>” or “TEFR deleted: <code>”.
- ☐ Go to SOATEST and confirm that the data in the Form field was correctly removed.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a checked Learning Support Hold indicator and currently has a hold on SOAHOLD, confirm that the SOAHOLD Message indicates “Current hold exists: <hold code>”.
- ☐ Go to SOAHOLD and confirm that the existing hold still exists and the original hold dates were not modified.
- ☐ For a student who should meet a rule row on ZOALSPR that includes a checked Learning Support Hold indicator and currently has a hold on SOAHOLD or requires the addition of it, confirm that the SOAHOLD Message indicates “Current hold exists: <code>” or “Hold created <code>”.
- ☐ Go to SOAHOLD and confirm that the hold was created successfully.
- ☐ For a student who should meet a rule row on ZOALSPR that includes an unchecked Learning Support Hold indicator and currently has a hold on SOAHOLD, confirm that the SOAHOLD Message indicates “Hold removed <code>”.
- ☐ Go to SOAHOLD and confirm that the hold was successfully ended.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Exit Rules Form (ZOALSXR)

ZOALSXR Purpose

The Learning Support Exit Rules Form (ZOALSXR) provides the ability to build rules for exiting a student from Learning Support based on courses. These rules are used by the Learning Support Exit Process (ZORLSXT) to update ZOAGARP requirements and create or end/remove holds on SOAHOLD.

ZOALSXR Enhancements

The following enhancements are included with this release:

- Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation, display, and calculation purposes.
- The Hours Range fields (Low, High) were expanded to match baseline credit hour fields. These fields will now accept values in format #####.###.
- The Key Block of the form was restructured for better navigation functionality.

Functional Impact

Users will be able to use expanded test codes, test scores, and credit hours. And. The Key Block can be navigated more easily.

Known Issue

The following known issue was encountered during internal testing and will be resolved in a future release:

- ZOALSXR allows the And/Or field to be populated and saved in the first rule row. This scenario is created when multiple rows are entered using And/Or logic and then the first row is removed. When the Learning Support Exit Process (ZORLSXT) encounters this rule, the process terminates.

Workaround: When removing rule rows on ZOALSXR, ensure that And/Or field is not populated for the first row.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).

- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that the Learning Support NCRQ codes have been established on the Georgia Requirements Rules Form (ZOAGARQ). These codes should use the requirement type code with the Learning Support indicator checked on ZTVGARQ. Make note of the Hold Type code associated to Learning Support NCRQ codes.
- ☐ Confirm that test codes have been created on the Test Code Validation Form (STVTESE) for EPI and MPI.
- ☐ Confirm that placement codes have been created on the Form Code Validation Form (STVTEFR).

Steps in Testing

- ☐ Enter the General Menu (GUAGMNU).
- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Learning Support Exit Rules Form (ZOALSXR) is listed and accessible.
- ☐ Confirm that ZOALXPR is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOALSXR in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Query from the NCRQ Code field and confirm that the NCRQ Codes available in the Key Block are those that are established on ZOAGARQ using a Requirement Status code that has the Learning Support indicator checked on ZTVGARQ.

- ☐ Query on the NCRQ Code field and confirm that the Find button works to narrow the selection down.
- ☐ Confirm that the hint text for the NCRQ Code field displays “Non-Course Requirement Code”.
- ☐ In the Term field, enter the effective term of the rules to be built. This field is validated against STVTERM and provides a list of values.
- ☐ Confirm that the hint text for the Term field displays “Effective term; press LIST for valid codes.”.
- ☐ In the Rules Status Code field, enter the status code for which the rules should be built. This represents the current status code of the ZOAGARP requirements. This field is validated against STVNCST and provides a list of values.
- ☐ Confirm that the hint text for the Rules Status Code field displays “Rules Status Code”.
- ☐ Perform a Next Block function to the Learning Support Maintenance block.
- ☐ In the Exiting Requirement Status Code field, enter the next code that the student should receive on ZOAGARP. This field is validated against STVNCST and provides a list of values.
- ☐ Confirm that the hint text for the Exiting Requirement Status Code field displays “Status Code to be assigned on ZOAGARP for the Learning Support requirement.”
- ☐ Check the LS Hold indicator.
- ☐ Confirm that the hint text for the LS Hold Ind field displays “Check if a hold should exist for this rule.”
- ☐ Perform a Next Block function to the Learning Support Exit Rules block.
- ☐ Confirm that the hint text for the And/Or field displays “A(nd) and O(r) are valid.”
- ☐ Confirm that the hint text for the Left Paren field displays “Left Parenthesis.”

- ☐ In the Subj Code field, enter or select a subject code from the list of values. This field is validated against STVSUBJ and is a required field.
- ☐ Confirm that the hint text for the Subj Code field displays "Subject Code; LIST for valid values."
- ☐ In the Course Range Low field, enter a course number. This is a required field. A maximum of five characters can be entered in this field.
- ☐ Confirm that the hint text for the Low field displays "Lowest Course Number."
- ☐ Confirm that the hint text for the High field displays "Highest Course Number."
- ☐ In the Hours Range Low field, enter a credit hour number. This field is in the format 9999D999. If a single digit is entered, ".000" will be automatically added.
- ☐ Confirm that the hint text for the Low (hrs) field displays "Lowest credit."
- ☐ Confirm that the hint text for the High field displays "Highest credit."
- ☐ In the Hours Range High field, enter a credit hour number. This field is in the format 9999D999. If a single digit is entered, ".000" will be automatically added.
- ☐ In the Min Grade field, enter or select a grade code from the list of values. This field is validated against SHAGRDE and is a required field.
- ☐ Confirm that the hint text for the Min Grade field displays "Minimum Grade; LIST for valid values."
- ☐ Confirm that the hint text for the Right Paren field displays "Right Parenthesis."
- ☐ Save the record.
- ☐ Rollback to the Key Block and enter a different term code but the same status code. Perform a Next Block function. The From Term should display the term code for which the previous rules were built. The Maintenance icon should be activated.

- ☐ The Exiting Requirement Status Code field and LS Hold indicator will be populated with the same values as the previous term's rules.
- ☐ Click the Maintenance icon. A popup window should provide the option to "Copy Rules from previous term".
- ☐ Click "Copy Rules from previous term".
- ☐ The From Term field will match the term in the Key Block. The Maintenance Button will be grayed out and inactivated. All of the existing rules should be displayed.
- ☐ Next Block and enter additional rule rows using the And/Or and parenthesis fields with various combinations of the Subj Code, Course Range, Hours Range, and Min Grade fields.
- ☐ Save the record.
- ☐ Rollback to the Key Block and enter the original term code and status code. Perform a Next Block function. The Maintenance Button will be grayed out and inactivated. The To Term will be populated by the term code for which the new set of rules were built.
- ☐ Run the Learning Support Exit Process (ZORLSXT) and confirm that ZOAGARP and SOAHOLD are updated as expected based on the rules existing on ZOALSXR.
- ☐ Run the Learning Support Increment Update Process (ZORLSUI) and confirm that the number of attempts per Learning Support area are correctly updated on the Learning Support Attempts Tracking Form (ZOALSAT) based on the courses listed on ZOALSXR.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Exit Process (ZORLSXT)

ZORLSXT Purpose

The Learning Support Exit Process (ZORLSXT) uses the rules established on the Learning Support Exit Rules Form (ZOALSXR) to update the Learning Support requirements on a student's ZOAGARP record based on coursework. The process also creates or ends/removes holds on SOAHOLD.

ZORLSXT Known Issue

The following known issue was encountered during internal testing and will be resolved in a future release:

- ZOALSXR allows the And/Or field to be populated and saved in the first rule row. This scenario is created when multiple rows are entered using And/Or logic and then the first row is removed. When the Learning Support Exit Process (ZORLSXT) encounters this rule, the process terminates.

Workaround: When removing rule rows on ZOALSXR, ensure that And/Or field is not populated for the first row.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that the Learning Support NCRQ codes have been established on the Georgia Requirements Rules Form (ZOAGARQ). These codes should use the requirement type code with the Learning Support indicator checked on ZTVGARQ. Make note of the Hold Type code associated to Learning Support NCRQ codes.
- ☐ Confirm that test codes have been created on the Test Code Validation Form (STVTEC) for EPI and MPI.
- ☐ Confirm that rules are established on the Learning Support Exit Rules Form (ZOALSXR).
- ☐ Create a population selection containing a mixture of students who have existing Learning Support requirements

on ZOAGARP, registered courses that could be used to satisfy the requirement based on the ZOALSXR rules as well as students who should have those items created or ended/removed by the process.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing for a Population Selection

- ☐ Enter the seven-character acronym ZORLSXT in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Confirm that the description of Parameter 1 is "Term Code" and the Hint text indicates "Enter Term Code. If POPSEL not used, will process all enrolled for term."
- ☐ Enter a term code in Parameter 1. This term code will be used to identify which ZOALSXR rules to process. If no population selection is used, all students registered for this term will be processed. This field is validated against STVTERM.
- ☐ Confirm that the description of Parameter 2 is "Application" and the Hint text indicates "Enter if using population selection."

- ☐ Enter the application of the population selection in Parameter 2.
- ☐ Confirm that the description of Parameter 3 is "Selection Identifier" and the Hint text indicates "Enter if using population selection."
- ☐ Enter the selection identifier of a population selection in Parameter 3.
- ☐ Confirm that the description of Parameter 4 is "Creator ID" and the Hint text indicates "Enter if using population selection."
- ☐ Enter the creator ID of the population selection in Parameter 4.
- ☐ Confirm that the description of Parameter 5 is "User ID" and the Hint text indicates "The User ID of the sub-population, if applicable."
- ☐ Enter the user ID of the population selection in Parameter 5.
- ☐ Confirm that the description of Parameter 6 is "End or Remove holds?" and the Hint text indicates "Enter E to end holds; R to remove holds." Confirm that the value defaults to E.
- ☐ Confirm that the description of Parameter 7 is "Hold End Date" and the Hint text indicates "Hold end date if holds are to be ended. (DD-MON-YYYY)". Confirm that the value defaults to today's date.
- ☐ Confirm that the description of Parameter 8 is "Run Mode" and the Hint text indicates "(A)udit Mode or (U)pdate Mode." Confirm that the value defaults to A.
- ☐ Leave Parameter 8 in audit mode.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that the rule evaluation appears at the top of the .lis file. A row should appear for each NCRQ code and NCST code combination used on ZOALSXR and the rule count should equal the number of rule rows per NCRQ code.

- ☐ Confirm that all students in the population selection are displayed on the .lis file.
- ☐ Confirm that for each student all Learning Support NCRQ codes that appear on their ZOAGARP record are listed in the NCRQ column with the Current Status that appears on ZOAGARP for the requirement.
- ☐ If a NCRQ code is listed in the NCRQ column but no rules have been established on ZOALSXR for this code, confirm that the message “No exit rule defined” or “No exit rule detail defined” appears in the Message column.
- ☐ For a student whose coursework did not meet a ZOALSXR rule, confirm that the message “Did not meet rule criteria” appears in the Message column.
- ☐ For a student whose coursework for the term did meet a ZOALSXR rule, confirm that the New Status column is populated by the code from the Exiting Requirement Status Code field on ZOALSXR and the message “Will update status” appears in the Message column. If the student already has this NCRQ and NCST combination on ZOAGARP, confirm that the message “New status = old status” appears in the Message column.
- ☐ For a student whose coursework meets a ZOALSXR rule that has the LS Hold indicator checked, confirm that the SOAHOLD Message column indicates “Current hold exists: <hold code>” or “Will create hold <code>”.
- ☐ For a student whose coursework meets a ZOALSXR rule that has the LS Hold indicator unchecked but the student has an existing hold code on SOAHOLD, confirm that the SOAHOLD Message column indicates “Will end hold <code>”.
- ☐ Run the process again in Update mode for the same population selection and parameters.
- ☐ Confirm that all students in the population selection are displayed on the .lis file.
- ☐ Confirm that for each student all Learning Support NCRQ codes that appear on their ZOAGARP record are listed in the NCRQ column with the Current Status that appears on ZOAGARP for the requirement.

- ☐ If a NCRQ code is listed in the NCRQ column but no rules have been established on ZOALSXR for this code, confirm that the message “No exit rule defined” or “No exit rule detail defined” appears in the Message column.
- ☐ For a student whose coursework did not meet a ZOALSXR rule, confirm that the message “Did not meet rule criteria” appears in the Message column.
- ☐ For a student whose coursework did meet a ZOALSXR rule, confirm that the New Status column is populated by the code from the Exiting Requirement Status Code field on ZOALSXR and the message “Status updated” appears in the Message column. If the student already has this NCRQ and NCST combination on ZOAGARP, confirm that the message “New status = old status” appears in the Message column.
- ☐ Go to ZOAGARP and confirm that the Learning Support requirement status was correctly updated.
- ☐ For a student whose coursework meets a ZOALSXR rule that has the LS Hold indicator checked, confirm that the SOAHOLD Message column indicates “Current hold exists: <hold code>” or “Hold created <code>”.
- ☐ Go to SOAHOLD and confirm that the hold was successfully created.
- ☐ For a student whose coursework meets a ZOALSXR rule that has the LS Hold indicator unchecked but the student has an existing hold code on SOAHOLD, confirm that the SOAHOLD Message column indicates “Hold ended <code>”.
- ☐ Go to SOAHOLD and confirm that the hold was successfully ended.

Testing for All Students Registered for the Term

- ☐ Enter the seven-character acronym ZORLSXT in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.

- ☐ Confirm that the description of Parameter 1 is “Term Code” and the Hint text indicates “Enter Term Code. If POPSEL not used, will process all enrolled for term.”
- ☐ Enter a term code in Parameter 1. This term code will be used to identify which ZOALSXR rules to process. If no population selection is used, all students registered for this term will be processed. This field is validated against STVTERM.
- ☐ Leave Parameters 2-5 blank.
- ☐ Enter R in Parameter 6 to remove existing holds.
- ☐ Enter tomorrow’s date in Parameter 7.
- ☐ Leave Parameter 8 in audit mode.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that the rule evaluation appears at the top of the .lis file. A row should appear for each NCRQ code and NCST code combination used on ZOALSXR and the rule count should equal the number of rule rows per NCRQ code.
- ☐ Confirm that all students registered for the term who have established Learning Support requirements on ZOAGARP are displayed on the .lis file.
- ☐ Confirm that for each student all Learning Support NCRQ codes that appear on their ZOAGARP record are listed in the NCRQ column with the Current Status that appears on ZOAGARP for the requirement.
- ☐ If a NCRQ code is listed in the NCRQ column but no rules have been established on ZOALSXR for this code, confirm that the message “No exit rule defined” or “No exit rule detail defined” appears in the Message column.
- ☐ For a student whose coursework did not meet a ZOALSXR rule, confirm that the message “Did not meet rule criteria” appears in the Message column.
- ☐ For a student whose coursework did meet a ZOALSXR rule, confirm that the New Status column is populated by the code from the Exiting Requirement Status Code field on ZOALSXR and the message “Will update status” appears in

the Message column. If the student already has this NCRQ and NCST combination on ZOAGARP, confirm that the message “New status = old status” appears in the Message column.

- ☐ For a student whose coursework meets a ZOALSXR rule that has the LS Hold indicator checked, confirm that the SOAHOLD Message column indicates “Current hold exists: <hold code>” or “Will create hold <code>”.
- ☐ For a student whose coursework meets a ZOALSXR rule that has the LS Hold indicator unchecked but the student has an existing hold code on SOAHOLD, confirm that the SOAHOLD Message column indicates “Will remove hold <code>”.
- ☐ Run the process again in Update mode for the same parameters.
- ☐ Confirm that all students registered who have established Learning Support requirements on ZOAGARP are displayed on the .lis file.
- ☐ Confirm that for each student all Learning Support NCRQ codes that appear on their ZOAGARP record are listed in the NCRQ column with the Current Status that appears on ZOAGARP for the requirement.
- ☐ If a NCRQ code is listed in the NCRQ column but no rules have been established on ZOALSXR for this code, confirm that the message “No exit rule defined” or “No exit rule detail defined” appears in the Message column.
- ☐ For a student whose coursework did not meet a ZOALSXR rule, confirm that the message “Did not meet rule criteria” appears in the Message column.
- ☐ For a student whose coursework did meet a ZOALSXR rule, confirm that the New Status column is populated by the code from the Exiting Requirement Status Code field on ZOALSXR and the message “Status updated” appears in the Message column. If the student already has this NCRQ and NCST combination on ZOAGARP, confirm that the message “New status = old status” appears in the Message column.
- ☐ Go to ZOAGARP and confirm that the Learning Support requirement status was correctly updated.

- ☐ For a student whose coursework meets a ZOALSXR rule that has the LS Hold indicator checked, confirm that the SOAHOLD Message column indicates “Current hold exists: <hold code>” or “Hold created <code>”.
- ☐ Go to SOAHOLD and confirm that the hold was successfully created.
- ☐ For a student whose coursework meets a ZOALSXR rule that has the LS Hold indicator unchecked but the student has an existing hold code on SOAHOLD, confirm that the SOAHOLD Message column indicates “Hold removed <code>”.
- ☐ Go to SOAHOLD and confirm that the hold was successfully removed.

Results

Comments/Errors

Signature

Title

Testing the CPE Results Update Process (ZORCPER)

ZORCPER Purpose

The CPE Results Update Process (ZORCPER) is used to evaluate CPE/COMPASS test results from received scores.

Setup for Testing

- ☐ Confirm that validation codes have been established on STVNCST.
- ☐ Confirm that rules have been established on ZOAGARE, ZOAGART, and ZOACPCT.
- ☐ Delete and re-enter test scores have been entered on SOATEST for students to be processed by ZORCPER. This will clear the Form field to allow for testing of the TEFR code insertion/update. The test date must be equal to or after the date entered in Parameter 1.
- ☐ Delete and re-establish default requirements on ZOAGARP for students to be processed by ZORCPER. Default requirements are based on the ZOAGARE rules and can be established on ZOAGARP or by running ZORRQCR. Create at a population selection of students who have CPE requirements that may be updated or satisfied by test scores. These students should have requirements established on ZOAGARP. Some of these students should have CPE/CPC holds established on SOAHOLD.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process. When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing for a Population Selection

- ☐ Enter the seven-character acronym ZORCPER in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter a date in Parameter 1. The process will select test scores with a SOATEST Date Taken date that is equal to or greater than the date entered here. The date format is DD-MON-YYYY.
- ☐ Enter the system status code in Parameter 2 to be assigned to any new Learning Support requirements.
- ☐ Enter the institutional status code in Parameter 3 to be assigned to any new Learning Support requirements.
- ☐ Enter E in Parameter 4 to end CPE/CPC holds when a requirement is satisfied.
- ☐ Enter a date in Parameter 5 for use when ending the hold on SOAHOLD.
- ☐ Enter N in Parameter 6.
- ☐ Enter population selection information in Parameters 7-10.
- ☐ Enter the term code in Parameter 11. This term will only be used in the output header information.
- ☐ Enter A in Parameter 12 to run the process in Audit mode.
- ☐ Execute the process and review the .lis and .log files.
- ☐ If more than 999 pages are created in the .lis file, confirm that the page numbers are displayed correctly in the upper right and lower left corners.
- ☐ Run the process again with the same parameters and enter U in Parameter 12 to run the process in Update mode. Go to ZOAGARP to confirm that requirements were satisfied or Learning Support requirements established correctly.

- ☐ Confirm that any test used in processing is dated after the date in Parameter 1.
- ☐ Go to SOAHOLD to confirm that CPE/CPC holds were ended with the date entered in Parameter 5.

Testing for a Student without a ZOAGARP Record

- ☐ Confirm that ZOAGARP is blank for the student. No default requirements should be established.
- ☐ Enter test scores on SOATEST that would cause ZOAGARP to attempt to update or insert a record based on the ZOAGART and ZOAGARE rules.
- ☐ Add the test student to your population selection on GLAEXTR.
- ☐ Enter the seven-character acronym ZORCPR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter a date in Parameter 1. The process will select test scores with a SOATEST Date Taken date that is equal to or greater than the date entered here. The date format is DD-MON-YYYY.
- ☐ Enter the system status code in Parameter 2 to be assigned to any new Learning Support requirements.
- ☐ Enter the institutional status code in Parameter 3 to be assigned to any new Learning Support requirements.
- ☐ Enter E in Parameter 4 to end CPE/CPC holds when a requirement is satisfied.
- ☐ Enter a date in Parameter 5 for use when ending the hold on SOAHOLD.
- ☐ Enter N in Parameter 6
- ☐ Enter population selection information in Parameters 7-10.

- ☐ Enter the term code in Parameter 11. This term will only be used in the output header information.
- ☐ Enter A in Parameter 12 to run the process in Audit mode.
- ☐ Execute the process and review the .lis and .log files.
- ☐ Run the process again with the same parameters and enter U in Parameter 12 to run the process in Update mode.
- ☐ Confirm that the message NO REQT or REQT NOT EST is displayed in the .lis file for any requirements that would have been updated if a ZOAGARP record existed for the student.
- ☐ Go to ZOAGARP to confirm that no requirements were created.
- ☐ Go to SOAHOLD to confirm that no holds were created or ended/removed.

Testing for a Student without Test Scores

- ☐ Delete and re-establish default requirements on ZOAGARP.
- ☐ Delete all test scores from SOATEST.
- ☐ Add the test student to your population selection on GLAEXTR.
- ☐ Enter the seven-character acronym ZORCPER in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter a date in Parameter 1. The process will select test scores with a SOATEST Date Taken date that is equal to or greater than the date entered here. The date format is DD-MON-YYYY.
- ☐ Enter the system status code in Parameter 2 to be assigned to any new Learning Support requirements.
- ☐ Enter the institutional status code in Parameter 3 to be assigned to any new Learning Support requirements.

- ☐ Enter E in Parameter 4 to end CPE/CPC holds when a requirement is satisfied.
- ☐ Enter a date in Parameter 5 for use when ending the hold on SOAHOLD.
- ☐ Enter N in Parameter 6
- ☐ Enter population selection information in Parameters 7-10.
- ☐ Enter the term code in Parameter 11. This term will only be used in the output header information.

Enter A in Parameter 12 to run the process in Audit mode.

- ☐ Execute the process and review the .lis and .log files.
- ☐ Run the process again with the same parameters and enter U in Parameter 12 to run the process in Update mode.
- ☐ Confirm that the student does not appear in the .lis file.
- ☐ Go to ZOAGARP to confirm that no requirements were updated
- ☐ Go to SOAHOLD to confirm that no holds were created or ended/removed.

Testing for a Student with Test Scores on SOATEST that do not appear in any rules on ZOAGARE, ZOAGART, or ZOACPCT.

- ☐ Delete and re-establish default requirements on ZOAGARP.
- ☐ Delete all test scores from SOATEST. Add a test to SOATEST that does not appear in any rules on ZOAGARE, ZOAGART, or ZOACPCT.
- ☐ Add the test student to your population selection on GLAEXTR.
- ☐ Enter the seven-character acronym ZORCPER in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).

- ☐ Enter a date in Parameter 1. The process will select test scores with a SOATEST Date Taken date that is equal to or greater than the date entered here. The date format is DD-MON-YYYY.
- ☐ Enter the system status code in Parameter 2 to be assigned to any new Learning Support requirements.
- ☐ Enter the institutional status code in Parameter 3 to be assigned to any new Learning Support requirements.
- ☐ Enter E in Parameter 4 to end CPE/CPC holds when a requirement is satisfied.
- ☐ Enter a date in Parameter 5 for use when ending the hold on SOAHOLD.
- ☐ Enter N in Parameter 6.
- ☐ Enter population selection information in Parameters 7-10.
- ☐ Enter the term code in Parameter 11. This term will only be used in the output header information.
- ☐ Enter A in Parameter 12 to run the process in Audit mode.
- ☐ Execute the process and review the .lis and .log files.
- ☐ Run the process again with the same parameters and enter U in Parameter 12 to run the process in Update mode.
- ☐ Go to ZOAGARP to confirm that no requirements were updated
- ☐ Go to SOAHOLD to confirm that no holds were created or ended/removed.

Testing for a Student with Passing Test Scores on SOATEST and No Existing Learning Support Requirements or Holds.

- ☐ Delete and re-establish default requirements on ZOAGARP. No Learning Support requirements (LSUE, LSUR, and LSUM) should exist on this record.
- ☐ Confirm that no holds exist for the student.

- ☐ Delete all test scores from SOATEST. Add a test to SOATEST that is listed on ZOAGART, or ZOACPCT and the test score is above the pivot. Confirm that the Form field is blank.
- ☐ Add the test student to your population selection on GLAEXTR.
- ☐ Enter the seven-character acronym ZORCPER in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter a date in Parameter 1. The process will select test scores with a SOATEST Date Taken date that is equal to or greater than the date entered here. The date format is DD-MON-YYYY.
- ☐ Enter the system status code in Parameter 2 to be assigned to any new Learning Support requirements.
- ☐ Enter the institutional status code in Parameter 3 to be assigned to any new Learning Support requirements.
- ☐ Enter E in Parameter 4 to end CPE/CPC holds when a requirement is satisfied.
- ☐ Enter a date in Parameter 5 for use when ending the hold on SOAHOLD.
- ☐ Enter N in Parameter 6
- ☐ Enter population selection information in Parameters 7-10.
- ☐ Enter the term code in Parameter 11. This term will only be used in the output header information.
- ☐ Enter A in Parameter 12 to run the process in Audit mode.
- ☐ Execute the process and review the .lis and .log files.
- ☐ Run the process again with the same parameters and enter U in Parameter 12 to run the process in Update mode.
- ☐ The .lis file should indicate that the requirement was satisfied using the test on SOATEST. The TR column will include an X.

- ☐ Go to ZOAGARP to confirm that the requirement was updated using the test on SOATEST.
- ☐ Go to SOAHOLD to confirm that no holds were created or ended/removed.
- ☐ Go to SOATEST to confirm that X has been inserted in the Form field for the test.
- ☐ It is recommended that you repeat this scenario using a test code from each NCRQ rule listed on ZOAGART and ZORCPCR.

Testing for a Student with Failing Test Scores on SOATEST and No Existing Learning Support Requirements or Holds.

- ☐ Delete and re-establish default requirements on ZOAGARP. No Learning Support requirements (LSUE, LSUR, and LSUM) should exist on this record.
- ☐ Confirm that no holds exist for the student.

Delete all test scores from SOATEST. Add a test to SOATEST that is listed on ZOAGART, or ZOACPCT and the test score is below the pivot. Confirm that the Form field is blank.
Add the test student to your population selection on GLAEXTR.

- ☐ Enter the seven-character acronym ZORCPCR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter a date in Parameter 1. The process will select test scores with a SOATEST Date Taken date that is equal to or greater than the date entered here. The date format is DD-MON-YYYY.
- ☐ Enter the system status code in Parameter 2 to be assigned to any new Learning Support requirements.
- ☐ Enter the institutional status code in Parameter 3 to be assigned to any new Learning Support requirements.

- ☐ Enter E in Parameter 4 to end CPE/CPC holds when a requirement is satisfied.
- ☐ Enter a date in Parameter 5 for use when ending the hold on SOAHOLD.
- ☐ Enter Y in Parameter 6.
- ☐ Enter population selection information in Parameters 7-10.
- ☐ Enter the term code in Parameter 11. This term will only be used in the output header information.
- ☐ Enter A in Parameter 12 to run the process in Audit mode.
- ☐ Execute the process and review the .lis and .log files.
- ☐ Run the process again with the same parameters and enter U in Parameter 12 to run the process in Update mode.
- ☐ The .lis file should indicate that the requirement was satisfied using the test on SOATEST. The TR column will include a P.
- ☐ Go to ZOAGARP to confirm that the requirement was updated using the test on SOATEST.
- ☐ Go to SOAHOLD to confirm that a hold was created based on your rules.
- ☐ Go to SOATEST to confirm that P has been inserted in the Form field for the test.
- ☐ It is recommended that you repeat this scenario using a test code from each NCRQ rule listed on ZOAGART and ZORCPCR.

Testing for All Students Registered for a Term

- ☐ Enter the seven-character acronym ZORCPER in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).

- ☐ Enter a date in Parameter 1. The process will select test scores with a SOATEST Date Taken date that is equal to or greater than the date entered here. The date format is DD-MON-YYYY.
- ☐ Enter the system status code in Parameter 2 to be assigned to any new Learning Support requirements.
- ☐ Enter the institutional status code in Parameter 3 to be assigned to any new Learning Support requirements.
- ☐ Enter R in Parameter 4 to remove CPE/CPC holds when a requirement is satisfied.
- ☐ Leave Parameter 5 blank.
- ☐ Enter Y in Parameter 6.
- ☐ Leave Parameters 7-10 blank.
- ☐ Enter the term code in Parameter 11. All students registered for this term will be processed.
- ☐ Enter A in Parameter 12 to run the process in Audit mode.
- ☐ Execute the process and review the .lis and .log files.
- ☐ If more than 999 pages are created in the .lis file, confirm that the page numbers are displayed correctly in the upper right and lower left corners.
- ☐ Run the process again with the same parameters and enter U in Parameter 12 to run the process in Update mode.
- ☐ Go to ZOAGARP to confirm that requirements were satisfied or Learning Support requirements established correctly.
- ☐ Confirm that any test used in processing is dated after the date in Parameter 1.
- ☐ Go to SOAHOLD to confirm that CPE/CPC holds were removed when requirements were satisfied and Learning Support holds created when LS requirements were established.

Results

Comments/Errors

Signature

Title

Testing the CPE Requirements Update Process (ZORCPED)

ZORCPED Purpose

The CPE Requirements Update Process (ZORCPED) is used to evaluate existing CPE/COMPASS requirements for new test scores. The process updates or deletes the requirement status and associated holds which are no longer needed.

ZORCPED Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This process has been enhanced to allow for the expansion of the test scores for all validation, display, and calculation purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that requirement establishment rules have been built on the Georgia Requirements Establishment Rules form (ZOAGARE).
- ☐ Confirm that RHSC test rules have been built on the RHSC Test Rules Form (ZOACPCT)

- ☐ Confirm that CPC fulfilling rules have been built on the RHSC Fulfilling Courses Rules form (ZOACPCF).
- ☐ Create a population selection of test students who have RHSC requirements on ZOAGARP. Add RHSC holds to some of the students in the population selection, particularly those whose requirements will be updated.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter ZOACPED as the process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer. Output should be printed in Landscape mode.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process. When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing to Update Requirements

- ☐ Enter the seven-character acronym ZORCPED in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Enter the date that will be used to select tests in Parameter 1.
- ☐ Enter U in Parameter 2 to update existing CPE requirements and holds.
- ☐ Enter a status code in Parameter 3 to update the CPE requirements.
- ☐ Enter today's date in the Parameter 4 to end holds.
- ☐ Enter population selection information in parameters 5-8.

- ☐ Enter A in Parameter 9 to run the process in audit mode.
- ☐ Execute the process. View the .lis and .log files to confirm that the process executed successfully.
- ☐ Run the process again for the same parameters with U in Parameter 9 to run the process in Update mode.
- ☐ Go to ZOAGARP for the students processed to confirm that the requirement status code and any holds are updated.

Testing to Delete Requirements

- ☐ Enter the seven-character acronym ZORCPED in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Enter the date that will be used to select tests in Parameter 1.
- ☐ Enter D in Parameter 2 to delete existing CPE requirements and holds.
- ☐ Leave Parameters 3-4 blank.
- ☐ Enter population selection information in parameters 5-8.
- ☐ Enter A in Parameter 9 to run the process in audit mode.
- ☐ Execute the process. View the .lis and .log files to confirm that the process executed successfully.
- ☐ Run the process again for the same parameters with U in Parameter 9 to run the process in Update mode.
- ☐ Go to ZOAGARP for the students processed to confirm CPE requirements and associated holds were deleted.

Results

Comments/Errors

Signature

Title

Testing the History/Constitution Requirements Update Process (ZORLHCR)

ZORLHCR Purpose

The History/Constitution Requirements Update Process (ZORLHCR) evaluates successful completion of Georgia Legislative Requirements using the courses specified on ZOALHCD. If specific courses are not identified for a student, the process applies the course rules defined on ZOALHCF. The process also updates the requirement status and ends or removes any associated hold maintained on ZOAGARP.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ). Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that requirement establishment rules have been built on the Georgia Requirements Establishment Rules form (ZOAGARE).
- ☐ Confirm that History/Constitution fulfilling rules have been built on the History/Constitution Fulfilling Courses Rules form (ZOALHCF).
- ☐ Create a population selection of test students who have Legislative requirements on ZOAGARP. Be sure that some of these students have earned credit in the courses or course attributes used in the ZOALHCF rules. Both institutional and transfer courses can be used. For some of these test students, add a course or course attribute (matching existing course work in academic history) to ZOALHCD. Add Legislative holds to some of the students in the population selection, particularly those whose requirements will be satisfied.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.

- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing for a Population Selection

- ☐ Enter the seven-character acronym ZORLHCR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Enter the status code that will satisfy requirements in Parameter 1.
- ☐ Enter E in Parameter 2 to end existing holds associated with the Legislative requirements.
- ☐ Enter today's date in the Parameter 3. All holds updated with ZORLHCR will receive this date.
- ☐ Enter the population selection values in Parameters 4-7.
- ☐ Enter a term code in Parameter 8. This term code will only be used in the output header information.
- ☐ Enter A in Parameter 9 to print all records processed.
- ☐ Enter A in Parameter 10 to run the process in audit mode.
- ☐ Leave Parameter 11 blank.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ The .lis file output will provide messages indicating when no requirements exist, no requirements established, previously satisfied requirements, no tests found, no rules,

and no courses in addition to requirement satisfied and hold ended/removed.

- ☐ Execute the process again using U in Parameter 10 to run the process in update mode for the same population.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that the ZOAGARP requirement has been updated with the appropriate status code and that the Legislative hold has been ended.
- ☐ If a course was used to satisfy the requirement, go to ZOALHCU to confirm that the used course is correctly added to the form.
- ☐ Assistance may be required from your campus technical staff to confirm that the course used to satisfy the requirement was successfully inserted into the ZORUSEI table for the specific student and NCRQ code.

Testing for All Students Registered for the Term

- ☐ Enter the seven-character acronym ZORLHCR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter the status code that will satisfy requirements in Parameter 1.
- ☐ Enter R in Parameter 2 to remove existing holds associated with the Legislative requirements.
- ☐ Leave Parameter 3-7 blank.
- ☐ Enter a term code in Parameter 8. All students registered for this term will be processed.
- ☐ Enter C in Parameter 9 to print only completed records.
- ☐ Enter A in Parameter 10 to run the process in audit mode.
- ☐ Leave Parameter 11 blank.

- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ The .lis file output will provide only records that will be satisfied and any holds that will be removed.
- ☐ Execute the process again using U in Parameter 10 to run the process in update mode for the same term.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that the ZOAGARP requirement has been updated with the appropriate status code and that the Legislative hold has been ended.
- ☐ If a course was used to satisfy the requirement, go to ZOALHCU to confirm that the used course is correctly added to the form.
- ☐ Assistance may be required from your campus technical staff to confirm that the course used to satisfy the requirement was successfully inserted into the ZORUSEI table for the specific student and NCRQ code.

Results

Comments/Errors

Signature

Title

Testing the History/Constitution Used Courses Form (ZOALHCU)

ZOALHCU Purpose

The History/Constitution Used Courses Form (ZOALHCU) is used to specify the course(s) actually used to fulfill a History/Constitution requirement for an individual student.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Select students who have Legislative requirements established on ZOAGARP. These students must have institutional and transfer academic history.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the History/Constitution Used Courses Form (ZOALHCU) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOALHCU in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Enter the ID of a student for whom courses have been used to fulfill Legislative requirements.
- ☐ Perform a Next Block function to the Non-Course Requirement Code block. With your cursor on a Legislative requirement, perform a Next Block function to the Institution block.
- ☐ On a blank row, enter a Term code or use the LOV button to view a list of valid values. Select a term for which the student does not have any courses.

- ☐ Click on the LOV button for the CRN field. A popup message will indicate that no courses exist for the person/term.
- ☐ Return to the Term field and select a term for which the student has courses.
- ☐ Click on the LOV button for the CRN field to view a list of courses for that term. Select a course. If the course is not on ZOALHCF or ZOALHCD for the student, a popup will indicate that the course is not a desired or fulfilling course. Click OK on the popup message. Another popup will appear, warning that the course is not a desired or fulfilling course, with instructions to COMMIT or CLEAR RECORD. Click OK on the popup message.
- ☐ The form allows the record to be saved. A message will indicate that the ZOAGARP status may need to be updated.
- ☐ Perform a Next Block function to the Transfer block.
- ☐ On a blank row, click on the LOV button for the Course field. A list of transfer courses will be displayed. Select a course.
- ☐ If the course is not on ZOALHCF or ZOALHCD for the student, a popup will indicate that the course is not a desired or fulfilling course. Another popup will appear, warning that the course is not a desired or fulfilling course, with instructions to COMMIT or CLEAR RECORD.
- ☐ The form allows the record to be saved. A message will indicate that the ZOAGARP status may need to be updated.
- ☐ Select a student who has courses in institutional and transfer history that match courses in ZOALHCF or ZOALHCD and follow the same steps.

Results

Comments/Errors

Signature

Title

Testing the Overlay Requirement Update Process (ZORORUP)

ZORORUP Purpose

The Overlay Requirement Update Process (ZORORUP) evaluates successful fulfillment of Overlay Requirements using the courses and tests specified on ZOAORFC.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Create a RGTORFC label in the EDI Verification Label Validation form (STVXLBL).
- ☐ Confirm that overlay requirement reuse translations exist on SOAXREF for Cross-Reference label RGTORFC. Based on the current policy, courses previously used to satisfy a Legislative requirement can be used to satisfy the OLUS (US Perspectives) overlay requirement. The RGTORFC translation will be used by the ZORORUP process to identify the NCRQ codes associated with the Legislative requirements. Confirm that an Electronic Qualifier exists for each row, with OLUS in the Electronic Value field and the STVNCRQ value for each Legislative requirement (LCNG, LCNU, LHSG, and LHSU) in the Banner Value field.
- ☐ Confirm that overlay requirement rules have been built on the Overlay Requirements Fulfilling Courses/Test Scores form (ZOAORFC). Use a combination of course attributes, course ranges, hour ranges and start/end terms as well as test score rules.
- ☐ Include at least one set of rules defined on either ZOAORCD or ZOAORFC for courses that satisfy the requirement, and the rule includes 'AND' logic.
- ☐ Create two population selections of test students who are registered for the term and for whom ZOAGARP requirements exist for the following NCRQ codes:

- OLCT
- OLGL
- OLUS

- ☐ Include at least one student who does not have ZOAGARP
Include several students with holds related to Overlay requirements, previously satisfied Legislative requirements that correspond with the SOAXREF > RGTORFC rules and a combination of tests and courses based on the ZOAORFC rules.
- ☐ Include several students who have course and person course attributes established on SHATCKN for courses that could satisfy ZOAORFC rules.
- ☐ Include several students who have transfer course work established in SHATRNS with attributes assigned that could satisfy ZOAORFC rules.
- ☐ Include at least one student who has transfer work established in SHATRNS with attributes assigned that has a transfer course that would satisfy ZOAORFC rules, that includes 'AND' logic, and the transfer course is not the first course to satisfy part of the requirement. (i.e. For a rule that requires both ENGL 1101 and 1102, the student should have ENGL 1102 on SHATRNS)
- ☐ Include at least one student who has transfer work established in SHATRNS with attributes assigned that would not completely satisfy ZOAORFC rules that include 'AND' logic.
- ☐ Include students that have institutional and transfer course work rules established on ZOAORCD.
 - ☐ Include students with course work records on ZOAORCU that were manually entered and updated on ZOAGARP

Note: Assistance may be required from your campus technical staff to confirm that the course used to satisfy the requirement was successfully inserted into the ZORUSEI and/or ZORUSET table for the specific student and NCRQ code.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing for a Population Selection with Parameter 12 set to N – excludes transfer course work

- ☐ Enter the seven-character acronym ZORORUP in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter an invalid status code for Parameter 1. A popup error message should be received indicating that the parameter value failed STVNCST_EQUAL validation.
- ☐ Enter a valid status code that will satisfy requirements in Parameter 1.
- ☐ Enter E in Parameter 2 to end existing holds associated with the RHSC requirements.
- ☐ Enter today's date in the Parameter 3. All holds updated with ZORORUP will receive this date.
- ☐ Enter the population selection values in Parameters 4-7.
- ☐ Enter a term code in Parameter 8. This term code will only be used in the output header information.

- ☐ Enter A in Parameter 9 to print all records processed.
- ☐ Enter A in Parameter 10 to run the process in audit mode.
- ☐ Leave Parameter 11 (GMOD Code) blank (All courses will be considered no matter the Grade Mode Code).
- ☐ Parameter 12 will default to a value of N. Choose Y to include transfer course work or N to exclude transfer course work. Note: When evaluating the .lis and .log files, remember to analyze results based on this parameter choice.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ The .lis file output will provide a variety of messages: no requirements exist, no requirements established, previously satisfied requirements, no tests found, no rules, and no courses in addition to requirement satisfied and hold ended/removed. Note: The .lis file in audit mode will look different with respect to the satisfied indicator and/or course work considered during a process run in update mode. For example, a course that could be used to satisfy one or more requirements will appear as a choice on the .lis file, so the functional user is aware the possibility exists. In update mode, the course will only be used to satisfy one requirement. Exception is repeat use rules you build on SOAXREF for RGTORFC.
- ☐ Execute the process again using U in Parameter 10 to run the process in update mode for the same population.
- ☐ View the .lis and .log files to confirm that the process completed successfully. Note: The .lis file in audit mode will look different with respect to the satisfied indicator and/or course work considered during a process run in update mode. For example, a course that could be used to satisfy one or more requirements will appear as a choice on the .lis file, so the functional user is aware the possibility exists. In update mode, the course will only be used to satisfy one requirement. Exception is repeat use rules you build on SOAXREF for RGTORFC.
- ☐ Confirm that the ZOAGARP requirement has been updated with the appropriate status code and that the overlay

requirement hold has been ended. Also verify that the rules created on ZOAORCD were followed and the appropriate Overlay Requirement Status has been inserted.

- ☐ Confirm that the SOAXREF > RGTORFC translations were appropriately used. An overlay requirement should only be satisfied by a course previously used by the NCRQ code designated in the Banner Value field on SOAXREF > RGTORFC.
- ☐ Go to ZOAORCU for the test students to confirm that the courses used by ZORORUP are listed for the appropriate NCRQ code.
- ☐ Assistance may be required from your campus technical staff to confirm that the course used to satisfy the requirement was successfully inserted into the ZORUSEI table for the specific student and NCRQ code.

Testing for a Population Selection with Parameter 12 set to Y – includes transfer course work

- ☐ Enter the seven-character acronym ZORORUP in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Perform a Next Block function and enter your printer control information. Perform another Next Block to enter the Parameter Values block.
- ☐ Enter an invalid status code for Parameter 1. A popup error message should be received indicating that the parameter value failed STVNCST_EQUAL validation.
- ☐ Enter a valid status code that will satisfy requirements in Parameter 1.
- ☐ Enter E in Parameter 2 to end existing holds associated with the Core Overlay requirements.
- ☐ Enter today's date in the Parameter 3. All holds updated with ZORORUP will receive this date.

- ☐ Enter the population selection values in Parameters 4-7.
- ☐ Enter a term code in Parameter 8. This term code will only be used in the output header information.
- ☐ Enter A in Parameter 9 to print all records processed.
- ☐ Enter A in Parameter 10 to run the process in audit mode.
- ☐ Leave Parameter 11 (GMOD Code) blank (all courses will be considered no matter the Grade Mode Code).
- ☐ Parameter 12 will default to a value of N. For this test sequence, change the value to Y. Transfer course work will be considered for meeting requirements.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully. Note: The .lis file in audit mode will look different with respect to the satisfied indicator and/or course work considered during a process run in update mode. For example, a course that could be used to satisfy one or more requirements will appear as a choice on the .lis file, so the functional user is aware the possibility exists. In update mode, the course will only be used to satisfy one requirement. Exception is repeat use rules you build on SOAXREF for RGTORFC.
- ☐ The .lis file output will provide a variety of messages: no requirements exist, no requirements established, previously satisfied requirements, no tests found, no rules, and no courses in addition to requirement satisfied and hold ended/removed.
- ☐ Execute the process again using U in Parameter 10 to run the process in update mode for the same population.
- ☐ View the .lis and .log files to confirm that the process completed successfully. Note: The .lis file in audit mode will look different with respect to the satisfied indicator and/or course work considered during a process run in update mode. For example, a course that could be used to satisfy one or more requirements will appear as a choice on the .lis file, so the functional user is aware the possibility exists. In update mode, the course will only be used to satisfy one requirement. Exception is repeat use rules you build on SOAXREF for RGTORFC.

- ☐ Confirm that the ZOAGARP requirement has been updated with the appropriate status code and that the overlay requirement hold has been ended. Also verify that the rules created on ZOAORCD were followed and the appropriate Overlay Requirement Status has been inserted.
- ☐ Confirm that the SOAXREF > RGTORFC translations were appropriately used. An overlay requirement should only be satisfied by a course previously used by the NCRQ code designated in the Banner Value field on SOAXREF > RGTORFC.
- ☐ Go to ZOAORCU for the test students to confirm that the courses used by ZORORUP are listed for the appropriate NCRQ code. Confirm that the student, who had transfer work in SHATRNS but did not satisfy overlay requirements does not have the transfer course listed on the Courses Used form.
- ☐ Assistance may be required from your campus technical staff to confirm that the course used to satisfy the requirement was successfully inserted into the ZORUSEI table for the specific student and NCRQ code.

Testing for All Students Registered for the Term

- ☐ Enter the seven-character acronym ZORORUP in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter an invalid status code for Parameter 1. A popup error message should be received indicating that the parameter value failed STVNCST_EQUAL validation.
- ☐ Enter a valid status code that will satisfy requirements in Parameter 1.
- ☐ Enter R in Parameter 2 to remove existing holds associated with the overlay requirements.
- ☐ Leave Parameter 3-7 blank.

- ☐ Enter a term code in Parameter 8. All students registered for this term will be processed.
- ☐ Enter C in Parameter 9 to print only completed records.
- ☐ Enter A in Parameter 10 to run the process in audit mode.
- ☐ Leave Parameter 11 (GMOD Code) blank (all courses will be considered no matter the Grade Mode Code).
- ☐ Parameter 12 will default to a value of N. Choose Y to include transfer course work or N to exclude transfer course work. Note: When evaluating the .lis and .log files, remember to analyze results based on this parameter choice.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ The .lis file output will provide only records that will be satisfied and any holds that will be removed.
- ☐ Execute the process again using U in Parameter 10 to run the process in update mode for the same term.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that the ZOAGARP requirement has been updated with the appropriate status code and that the overlay requirement hold has been ended. Also verify that the rules created on ZOAORCD were followed and the appropriate Overlay Requirement Status has been inserted.
- ☐ Confirm that the SOAXREF > RGTORFC translations were appropriately used. An overlay requirement should only be satisfied by a course previously used by the NCRQ code designated in the Banner Value field on SOAXREF > RGTORFC.
- ☐ Confirm that the SOAXREF > RGTORFC translations were appropriately used. An overlay requirement should only be satisfied by a course previously used by the NCRQ code designated in the Banner Value field on SOAXREF > RGTORFC.
- ☐ Assistance may be required from your campus technical staff to confirm that the course used to satisfy the

requirement was successfully inserted into the ZORUSEI table for the specific student and NCRQ code.

Testing for Overlay Requirement Reuse

- ☐ Ensure that your population selection contains students for the following scenarios:
 - Student who has a course that is listed on ZOACPCU as being used to satisfy a requirement but could also be used to satisfy an OLUS requirement.
 - Student who has a course that is listed on ZOALHCU as being used to satisfy a Legislative requirement but could also be used to satisfy an OLUS requirement.
- ☐ Enter the seven-character acronym ZORORUP in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter the status code that will satisfy requirements in Parameter 1.
- ☐ Enter E in Parameter 2 to end existing holds associated with the RHSC requirements.
- ☐ Enter today's date in the Parameter 3. All holds updated with ZORORUP will receive this date.
- ☐ Enter the population selection values in Parameters 4-7.
- ☐ Enter a term code in Parameter 8. This term code will only be used in the output header information.
- ☐ Enter A in Parameter 9 to print all records processed.
- ☐ Enter A in Parameter 10 to run the process in audit mode.
- ☐ Leave Parameter 11 (GMOD Code) blank (all courses will be considered no matter the Grade Mode Code).
- ☐ Parameter 12 will default to a value of N. Choose Y to include transfer course work or N to exclude transfer

course work. Note: When evaluating the .lis and .log files, remember to analyze results based on this parameter choice.

- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully. Note: The .lis file in audit mode will look different with respect to the satisfied indicator and/or course work considered during a process run in update mode. For example, a course that could be used to satisfy one or more requirements will appear as a choice on the .lis file, so the functional user is aware the possibility exists. In update mode, the course will only be used to satisfy one requirement. Exception is repeat use rules you build on SOAXREF for RGTORFC.
- ☐ The .lis file output will provide messages indicating when no requirements exist, no requirements established, previously satisfied requirements, no tests found, no rules, and no courses in addition to requirement satisfied and hold ended/removed.
- ☐ Execute the process again using U in Parameter 10 to run the process in update mode for the same population.
- ☐ View the .lis and .log files to confirm that the process completed successfully. Note: The .lis file in audit mode will look different with respect to the satisfied indicator and/or course work considered during a process run in update mode. For example, a course that could be used to satisfy one or more requirements will appear as a choice on the .lis file, so the functional user is aware the possibility exists. In update mode, the course will only be used to satisfy one requirement. Exception is repeat use rules you build on SOAXREF for RGTORFC.
- ☐ Confirm that the ZOAGARP requirement has been updated with the appropriate status code and that the overlay requirement hold has been ended. Also verify that the rules created on ZOAORCD were followed and the appropriate Overlay Requirement Status has been inserted.
- ☐ Confirm that the SOAXREF > RGTORFC translations were appropriately used. An overlay requirement should only be satisfied by a course previously used by the NCRQ code designated in the Banner Value field on SOAXREF > RGTORFC.

- For the student who has a course that is listed on ZOACPCU as being used to satisfy a requirement but could also be used to satisfy an OLUS requirement, the course should not have satisfied the OLUS requirement.
- For the student who has a course that is listed on ZOALHCU as being used to satisfy a Legislative requirement but could also be used to satisfy an OLUS requirement, the course should have been used to satisfy the OLUS requirement.

- ☐ Go to ZOAORCU for the test students to confirm that the courses used by ZORORUP are listed for the appropriate NCRQ code.

Results

Comments/Errors

Signature

Title

Testing the Overlay Requirements Courses Used Form (ZOAORCU)

ZOAORCU Purpose

The Overlay Requirements Courses Used Form (ZOAORCU) has allows the manual entry of institutional or transfer course work to meet core overlay requirements on an individual student basis. Institutional and transfer course work entered manually on this form will only be maintained with the manual update of the associated core overlay NCRQ code on ZOAGARP.

Note: Manual data entry of coursework requires manual update of status on ZOAGARP.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Select students who have Core Overlay requirements established on ZOAGARP. These students must have institutional and transfer course work in their academic history that could be used to satisfy a variety of Core Overlay Requirements. Several students should also have coursework manually entered on ZOAORCU with the appropriate status update on ZOAGARP.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Overlay Requirements Courses Used Form (ZOAORCU) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAORCU in the Go To field of the General Menu (GUAGMNU) and press the Enter key.

- ☐ Enter the ID of a student who has institutional and transfer course work in their academic history that could be used to satisfy a variety of Core Overlay Requirements.
- ☐ Perform a Next Block function to the Non-Course Requirement Code block. With your cursor on a Core Overlay requirement, perform a Next Block function to the Institution block.
- ☐ On a blank row, enter a Term code or use the LOV button to view a list of valid values. Select a term for which the student does not have any courses.
- ☐ Tab or mouse click into the CRN field.
- ☐ Click on the LOV button for the CRN field. A popup message will indicate that no courses exist for the person/term.
- ☐ Return to the Term field and select a term for which the student has courses.
- ☐ Tab or mouse click into the CRN field.
- ☐ Click on the LOV button for the CRN field to view a list of courses for that term. Select a course. If the course is not on ZOAORFC or ZOAORCD for the student, a popup will indicate that the course is not a desired course. Click OK on the popup message. Another popup will appear, warning that the course is not a desired or fulfilling course, with instructions to COMMIT or CLEAR RECORD. Click OK on the popup message.
- ☐ Save the record. The form allows the record to be saved. A popup message will indicate that the ZOAGARP status may need to be updated. Make a note to update ZOAGARP based on data entry on ZOAORCU before running ZORORUP.
- ☐ Perform a Next Block function to the Transfer block.
- ☐ On a blank row, click on the LOV button for the Course field. A list of transfer courses will be displayed. Select a course.
- ☐ If the course is not on ZOAORFC or ZOAORCD for the student, a popup will indicate that the course is not a desired course. Click OK on the popup message. Another popup will appear, warning that the course is not a desired

or fulfilling course, with instructions to COMMIT or CLEAR RECORD.

- ☐ Save the record. The form allows the record to be saved. A message will indicate that the ZOAGARP status may need to be updated. Make a note to update ZOAGARP based on data entry on ZOAORCU before running ZORORUP.
- ☐ Go to ZORORUP and run the process in Audit mode for a population selection with Parameter 12 set to "Y." Evaluate the .lis file to determine if the appropriate passing status is given based on the manual entries made on ZOAORCU, as well as ZOAORCD and ZOAORFC rules, and the student's academic history. Run ZORORUP in Update mode.
- ☐ Go to ZOAGARP for a student whose record was updated by ZORORUP to confirm that the rules created on ZOAORCD and ZOAORFC were followed and the appropriate Overlay Requirement Status has been inserted.
- ☐ Go to ZOAORCU for the test students to confirm that the institutional and/or transfer courses used by ZORORUP are listed for the appropriate NCRQ code for those students in your population selection that did not have manual data entry on ZOAORCU with the appropriate ZOAGARP update.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Increment Update Process (ZORLSUI)

ZORLSUI Purpose

The Learning Support Increment Update Process (ZORLSUI) updates a student's number of Learning Support attempts based upon enrollment in a Learning Support course at the end of the term.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes that have the Learning Support indicator checked have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that the Learning Support NCRQ codes have been established on the Georgia Requirements Rules Form (ZOAGARQ). These codes should use the requirement type code with the Learning Support indicator checked on ZTVGARQ. Make note of the Hold Type code associated to Learning Support NCRQ codes.
- ☐ Confirm that rules are established on the Learning Support Exit Rules Form (ZOALSXR).
- ☐ Create a population selection of test students. Select test students who do not have Learning Support requirements established on ZOAGARP and no increment count on ZOALSAT as well as students who do have requirements established and existing ZOALSAT records. Some of these students should have holds established using the Hold Type indicated on ZOAGARQ for the Learning Support NCRQ codes. All of these students should be registered for the term and include a mixture of students who have registration for courses that will count as attempts and those that will not.
- ☐ Assistance may be required from campus technical staff to verify that the correct source of the update is inserted into the ZORLSAT table.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).

- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing with a Population Selection

- ☐ Enter the seven-character acronym ZORLSUI in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Confirm that the description of Parameter 1 is "Term Code" and the Hint text indicates "Enter Term Code. If population selection not used, term will be processed."
- ☐ Enter a term code in Parameter 1. This term code will be used to identify which ZOALSXR rules to process. If no population selection is used, all students registered for this term will be processed. This field is validated against STVTERM.
- ☐ Confirm that the description of Parameter 2 is "LS Foundations Status Code" and the Hint text indicates "Enter STVNCST code used on ZOAGARP to identify LS Foundations level."
- ☐ Enter the NCST status code that identifies LS Foundations level in Parameter 2. This field is validated against STVNCST.

- ☐ Confirm that the description of Parameter 3 is “LS English NCRQ Code” and the Hint text indicates “Enter STVNCRQ code used on ZOAGARP to identify LS English.”
- ☐ Enter the NCRQ code that identifies Learning Support English in Parameter 3. This field is validated against STVNCRQ.
- ☐ Confirm that the description of Parameter 4 is “LS Math NCRQ Code” and the Hint text indicates “Enter STVCNRQ code used on ZOAGARP to identify LS Math.”
- ☐ Enter the NCRQ code that identifies Learning Support Math in Parameter 4. This field is validated against STVNCRQ.
- ☐ Confirm that the description of Parameter 5 is “English Max Attempt Limit” and the Hint text indicates “Enter the max attempts to satisfy a LS English requirement.”
- ☐ Enter the maximum number of English attempts in Parameter 5.
- ☐ Confirm that the description of Parameter 6 is “Math Max Attempt Limit” and the Hint text indicates “Enter the max attempts to satisfy a LS Math requirement.”
- ☐ Enter the maximum number of Math attempts in Parameter 6.
- ☐ Confirm that the description of Parameter 7 is “Create LS Hold” and the Hint text indicates “Enter Y to create holds, if Max attempt limit is met.”
- ☐ Enter N in Parameter 7 to not allow the creation of Learning Support holds when the maximum attempt limit is reached.
- ☐ Confirm that the description of Parameter 8 is “English Hold Code” and the Hint text indicates “Hold code to be assigned to LS English requirement if Max attempt limit is met.”
- ☐ Leave Parameter 8 blank.
- ☐ Confirm that the description of Parameter 9 is “Math Hold Code” and the Hint text indicates “Hold code to be assigned to LS Math requirement if Max attempt limit is met.”
- ☐ Leave Parameter 9 blank.

- ☐ Confirm that the description of Parameter 10 is “Selection Identifier” and the Hint text indicates “Enter if using population selection.”
- ☐ Enter the selection identifier of a population selection in Parameter 10.
- ☐ Confirm that the description of Parameter 11 is “Application” and the Hint text indicates “Enter if using population selection.”
- ☐ Enter the application of the population selection in Parameter 11.
- ☐ Confirm that the description of Parameter 12 is “Creator ID” and the Hint text indicates “Enter if using population selection.”
- ☐ Enter the creator ID of the population selection in Parameter 12.
- ☐ Confirm that the description of Parameter 13 is “User ID” and the Hint text indicates “The User ID of the sub-population, if applicable.”
- ☐ Enter the user ID of the population selection in Parameter 13.
- ☐ Confirm that the description of Parameter 14 is “Run Mode” and the Hint text indicates “(A)udit Mode or (U)pdate Mode.” Confirm that the value defaults to A.
- ☐ Leave Parameter 14 in audit mode.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that all students in the population selection are displayed on the .lis file.
- ☐ For students who have no Learning Support requirements on ZOAGARP, the message “NO REQ” should appear.
- ☐ For students who have a Learning Support requirement on ZOAGARP but no courses registered for the term that match the ZOALSXR rules, the Learning Support NCRQ code and the message “No Course Matched Rule” should appear.

- ☐ For students who have a Learning Support requirement on ZOAGARP and were registered in a course listed on ZOALSXR, the Learning Support NCRQ code, total number of attempts to be updated on ZOALSAT, and one of the following messages based on the max attempt parameters and the student's total number of attempts:
 - REQT NOT SAT
 - REQT NOT SAT – MAX ATTEMPTS
 - REQT NOT SAT – OVER MAX ATT
- ☐ For students who have an existing active hold on SOAHOLD with the hold type listed on ZOAGARQ or the hold code parameter if populated, the hold code and message "HOLD EXISTS" should be displayed.
- ☐ For students who have the "REQT NOT SAT – MAX ATTEMPTS" or "REQT NOT SAT – OVER MAX ATT" messages and a hold should be placed, confirm that the correct hold type code is displayed and the message "
- ☐ Run the process again in update mode for the same population selection and parameters.
- ☐ Review the .lis and .log file to confirm the process completed successfully.
- ☐ Go to ZOALSAT and enter the ID of a student whose record was updated by ZORLSUI. Perform a Next Block function to the Requirements block.
- ☐ With your cursor on the Learning Support NCRQ code, perform a Next Block function.
- ☐ Confirm that the number of attempts is correct based on the student's academic history and the ZORLSUI output.
- ☐ Click in the Number of Attempts field and change the number. Save the record.
- ☐ Go to SOAHOLD to confirm that no Learning Support holds were created.
- ☐ On SOAHOLD, confirm that an active hold exists if the message "HOLD EXISTS" appears on the .lis file for the student.

- ☐ Run the process again for the same population selection with a character other than A or U in Parameter 13. An error will display in the Hint text to indicate "Parameter value for parameter 13 is invalid according to GJBPVAL". The process cannot be run with an incorrect value.
- ☐ Access the ZORLSAT table (campus technical assistance may be required) and confirm that the ZORLSAT_SOURCE field is populated with "ZOALSAT" for records updated via the form. This field should be populated with "ZORLSUI" for records updated via the process.

Testing with All Students Registered for the Term

- ☐ Enter the seven-character acronym ZORLSUI in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Confirm that the description of Parameter 1 is "Term Code" and the Hint text indicates "Enter Term Code. If population selection not used, term will be processed."
- ☐ Enter a term code in Parameter 1. This term code will be used to identify which ZOALSXR rules to process. If no population selection is used, all students registered for this term will be processed. This field is validated against STVTERM.
- ☐ Confirm that the description of Parameter 2 is "LS Foundations Status Code" and the Hint text indicates "Enter STVNCST code used on ZOAGARP to identify LS Foundations level."
- ☐ Enter the NCST status code that identifies LS Foundations level in Parameter 2. This field is validated against STVNCST.
- ☐ Confirm that the description of Parameter 3 is "LS English NCRQ Code" and the Hint text indicates "Enter STVNCRQ code used on ZOAGARP to identify LS English."
- ☐ Enter the NCRQ code that identifies Learning Support English in Parameter 3. This field is validated against STVNCRQ.

- ☐ Confirm that the description of Parameter 4 is “LS Math NCRQ Code” and the Hint text indicates “Enter STVCNRQ code used on ZOAGARP to identify LS Math.”
- ☐ Enter the NCRQ code that identifies Learning Support Math in Parameter 4. This field is validated against STVNCRQ.
- ☐ Confirm that the description of Parameter 5 is “English Max Attempt Limit” and the Hint text indicates “Enter the max attempts to satisfy a LS English requirement.”
- ☐ Enter the maximum number of English attempts in Parameter 5.
- ☐ Confirm that the description of Parameter 6 is “Math Max Attempt Limit” and the Hint text indicates “Enter the max attempts to satisfy a LS Math requirement.”
- ☐ Enter the maximum number of Math attempts in Parameter 6.
- ☐ Confirm that the description of Parameter 7 is “Create LS Hold” and the Hint text indicates “Enter Y to create holds, if Max attempt limit is met.”
- ☐ Enter Y in Parameter 7 to allow the creation of Learning Support holds when the maximum attempt limit is reached.
- ☐ Confirm that the description of Parameter 8 is “English Hold Code” and the Hint text indicates “Hold code to be assigned to LS English requirement if Max attempt limit is met.”
- ☐ Populate Parameter 8 with a hold code that is not associated to the LS English NCRQ code on ZOAGARQ.
- ☐ Confirm that the description of Parameter 9 is “Math Hold Code” and the Hint text indicates “Hold code to be assigned to LS Math requirement if Max attempt limit is met.”
- ☐ Populate Parameter 9 with a hold code that is not associated to the LS Math NCRQ code on ZOAGARQ.
- ☐ Leave Parameters 10 – 13 blank.
- ☐ Confirm that the description of Parameter 14 is “Run Mode” and the Hint text indicates “(A)udit Mode or (U)pdate Mode.” Confirm that the value defaults to A.
- ☐ Leave Parameter 14 in audit mode.

- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that only students registered for the term and have an existing ZOAGARP record with NCRQ codes used on ZOALSXR are displayed on the .lis file.
- ☐ For students who have a Learning Support requirement on ZOAGARP and were registered in a course listed on ZOALSXR, the Learning Support NCRQ code, total number of attempts to be updated on ZOALSAT, and one of the following messages based on the max attempt parameters and the student's total number of attempts:
 - REQT NOT SAT
 - REQT NOT SAT – MAX ATTEMPTS
 - REQT NOT SAT – OVER MAX ATT
- ☐ For students who have an existing active hold on SOAHOLD with the hold type listed on ZOAGARQ or the hold code parameter if populated, the hold code and message "HOLD EXISTS" should be displayed.
- ☐ For students who have the "REQT NOT SAT – MAX ATTEMPTS" or "REQT NOT SAT – OVER MAX ATT" messages and a hold should be placed, confirm that the correct hold type code is displayed and the message "
- ☐ Run the process again in update mode for the same term and parameters.
- ☐ Review the .lis and .log file to confirm the process completed successfully.
- ☐ Go to ZOALSAT and enter the ID of a student whose record was updated by ZORLSUI. Perform a Next Block function to the Requirements block.
- ☐ With your cursor on the Learning Support NCRQ code, perform a Next Block function.
- ☐ Confirm that the number of attempts is correct based on the student's academic history and the ZORLSUI output.
- ☐ Click in the Number of Attempts field and change the number. Save the record.

- ☐ Go to SOAHOLD confirm that an active hold exists if the message "HOLD EXISTS" appears on the .lis file for the student.
- ☐ Run the process again for the same term with a character other than A or U in Parameter 13. An error will display in the Hint text to indicate "Parameter value for parameter 13 is invalid according to GJBPVAL". The process cannot be run with an incorrect value.
- ☐ Access the ZORLSAT table (campus technical assistance may be required) and confirm that the ZORLSAT_SOURCE field is populated with "ZOALSAT" for records updated via the form. This field should be populated with "ZORLSUI" for records updated via the process.

Results

Comments/Errors

Signature

Title

Testing the Learning Support Attempts Tracking Form (ZOALSAT)

ZOALSAT Purpose

The Learning Support Attempts Tracking Form displays the number of attempts a student accumulated in each Learning Support area.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes that have the Learning Support indicator checked have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that the Learning Support NCRQ codes have been established on the Georgia Requirements Rules Form (ZOAGARQ). These codes should use the requirement type code with the Learning Support indicator checked on ZTVGARQ. Make note of the Hold Type code associated to Learning Support NCRQ codes.
- ☐ Select test students who do not have Learning Support requirements established on ZOAGARP as well as students who do have requirements established and existing ZOALSAT records. Some of these students should have holds established using the Hold Type indicated on ZOAGARQ for the Learning Support NCRQ codes.
- ☐ Assistance may be required from campus technical staff to verify that the correct source of the update is inserted into the ZORLSAT table.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Learning Support Attempts Tracking Form (ZOALSAT) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOALSAT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.

- ☐ Enter the ID of a student who does not have any Learning Support requirements on ZOAGARP. Perform a Next Block function. A popup message will indicate that no Learning Support requirements are established.
- ☐ Enter the ID of a student who does have Learning Support requirements on ZOAGARP. Perform a Next Block function to the Requirements block.
- ☐ Confirm that only Learning Support requirements are displayed and that the requirements match what the student has on ZOAGARP.
- ☐ With your cursor on the Learning Support NCRQ code, perform a Next Block function.
- ☐ Confirm that the number of attempts is correct based on the student's academic history.
- ☐ Click in the Number of Attempts field and change the number. Save the record.
- ☐ Access the ZORLSAT table (campus technical assistance may be required) and confirm that the ZORLSAT_SOURCE field is populated with "ZOALSAT" for records updated via the form. This field should be populated with "ZORLSUI" for records updated via the process.

Results

Comments/Errors

Signature

Title

Testing the Regents' Testing Update Process (ZORRTPR)

ZORRTPR Purpose

The Regents' Testing Update Process (ZORRTPR) is used to evaluate the Regents' Test results based on scores received, update the requirement status, and end or remove any associated holds maintained on ZOAGARP.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).
- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that Regents' Test requirement rules have been built on ZOAGART.
- ☐ Create a population selection of students who have Regents' Test scores on SOATEST and Regents' Test requirements on ZOAGARP as well as associated holds on SOAHOLD.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully. Perform a Next Block function. Submit the process. When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing with a Population Selection

- ☐ Enter the seven-character acronym ZORRTPR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter a begin date for selecting test scores in Parameter 1.
- ☐ Enter E in Parameter 2 to end holds.
- ☐ Enter today's date in Parameter 3 to end holds.
- ☐ Enter population selection information in Parameters 4-7.
- ☐ Enter a term code in Parameter 8. This term code will only be used in the output header information.
- ☐ Enter A in Parameter 9 to run the process in audit mode.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Run the process again with the same population selection and U in Parameter 9.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that the Regents' Test requirements were correctly updated on ZOAGARP.
- ☐ Confirm that holds were ended on SOAHOLD.

Testing with All Students Registered for the Term

- ☐ Enter the seven-character acronym ZORRTPR in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter a begin date for selecting test scores in Parameter 1.

- ☐ Enter R in Parameter 2 to remove holds.
- ☐ Leave Parameters 3-7 blank.
Enter a term code in Parameter 8. All students registered for this term will be processed.
- ☐ Enter A in Parameter 9 to run the process in audit mode.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Run the process again with the same population selection and U in Parameter 9.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Confirm that the Regents' Test requirements were correctly updated on ZOAGARP.
- ☐ Confirm that holds were removed from SOAHOLD.

Results

Comments/Errors

Signature

Title

Testing the Generic Hold Set Process (ZPRHOLD)

ZPRHOLD Purpose

The Generic Hold Set Process (ZPRHOLD) provides a means of creating holds (to prevent registration, enrolment verification, transcript processing, grade mailer production, degree conferring, or accounts receivable processing) based upon students' failure to fulfill immunization or other Georgia Requirements.

Setup for Testing

Create a population selection containing students for whom you want to set holds.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process. When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing with a Population Selection

- ☐ Enter the seven-character acronym ZPRHOLD in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter population selection information in Parameters 1- 4.
- ☐ Enter a term code in Parameter 5. This term code will only be used in the output header information.
- ☐ Enter the hold code in Parameter 6.

- ☐ Enter the hold beginning and end dates in Parameters 7-8.
- ☐ Enter the ID of the user creating the hold in Parameter 9.
- ☐ Leave Parameter 10 blank.
- ☐ Enter Y in Parameter 11 to set the release indicator.
- ☐ Enter the hold amount and hold reason in Parameters 12-13.
- ☐ Enter Y in Parameter 14 to allow the creation of multiple holds.
- ☐ Enter A in Parameter 15 to run the process in audit mode.
- ☐ Execute the process. View the .lis and .log files to confirm that the process completed successfully.
- ☐ Run the process again with the same population selection and enter U in Parameter 15 to run the process in update mode.
- ☐ Go to SOAHOLD to confirm that the holds were successfully created.

Testing with All Students Registered for a Term

- ☐ Enter the seven-character acronym ZPRHOLD in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Leave Parameters 1- 4 blank.
- ☐ Enter a term code in Parameter 5. All students registered for this term will be processed.
- ☐ Enter the hold code in Parameter 6.
- ☐ Enter the hold beginning and end dates in Parameters 7-8.
- ☐ Enter the ID of the user creating the hold in Parameter 9.
- ☐ Leave Parameter 10 blank.

- ☐ Enter N in Parameter 11 to set the release indicator.
- ☐ Enter the hold amount and hold reason in Parameters 12-13.
- ☐ Enter N in Parameter 14 to allow the creation of multiple holds.
- ☐ Enter A in Parameter 15 to run the process in audit mode.

Execute the process. View the .lis and .log files to confirm that the process completed successfully.

- ☐ Run the process again with the same term and enter U in Parameter 15 to run the process in update mode.
- ☐ Go to SOAHOLD to confirm that the holds were successfully created.

Results

Comments/Errors

Signature

Title

Testing the Pre-Requisite Check/Delete Process (ZORPRQD)

ZORPRQD Purpose

The Pre-Requisite Check/Delete Process (ZORPRQD) reports, reverses, or deletes registration for any course that has unfulfilled pre-requisites.

Setup for Testing

- ☐ Confirm that Enrollment Status codes are active on STVESTS and SFAESTS.
- ☐ Confirm that registration status codes are active on STVRSTS and SFARSTS.
- ☐ Verify that prerequisite rules exist for courses on SCAPREQ and SSAPREQ.
- ☐ Create two population selections containing students who are registered in courses that have unfulfilled prerequisites.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing for a CRN

- ☐ Enter the seven-character acronym ZORPRQD in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.

- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter Term code in Parameter 1.
- ☐ Enter a course CRN in Parameter 2.

Enter N for Parameter 3. The process will not include courses where the prerequisite was manually overridden.

- ☐ Enter R in Parameter 4 to reverse the student's registration for this course.
- ☐ Enter a valid registration status code in Parameter 5. This code will be used to reverse the student's registration.
- ☐ Enter the registration status date in Parameter 6.
- ☐ Leave Parameters 7-10 blank.
- ☐ Enter A in the Run Mode parameter to run the process in audit mode.
- ☐ Execute the process and review the .lis and .log files. The .log file identifies the specific prerequisite rules that the student did not satisfy.
- ☐ Run the process in Update mode with the same parameters.
- ☐ Review the .lis and .log files.
- ☐ Go to SFAREGS to confirm that the student's registration was reversed using the registration status code and date provided in the parameters.
- ☐ Run the process again in Audit mode for a different CRN and enter D in Parameter 4 to delete the registration.
- ☐ Execute the process and review the .lis and .log files.
- ☐ Run the process in Update mode with the same parameters.
- ☐ Review the .lis and .log files.
- ☐ Go to SFAREGS to confirm that the student's registration was deleted.

- ☐ Go to SFASTCA to confirm the registration deletion in the audit trail. Confirm that two new rows have been added. One for the Drop/Delete row and the other for the Record Deletion. Also, make sure that the record deleted row has 0.000 hours attempted and credit hours.
- ☐ Run the process again in Audit mode for a different CRN and enter Y in Parameter 3 to check for prerequisite overrides.
- ☐ Execute the process and review the .lis and .log files.
- ☐ Run the process in Update mode with the same parameters.
- ☐ Review the .lis and .log files.
- ☐ Go to SFAREGS to confirm that the student's registration was deleted.
- ☐ Go to SFASTCA to confirm the registration deletion in the audit trail.

Testing for a Population Selection

- ☐ Enter the seven-character acronym ZORPRQD in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter Term code in Parameter 1.
- ☐ Leave Parameter 2 blank.
- ☐ Enter Y for Parameter 3. The process will not include courses where the prerequisite was manually overridden.
- ☐ Enter R in Parameter 4 to reverse the student's registration for this course.
- ☐ Enter a valid registration status code in Parameter 5. This code will be used to reverse the student's registration.
- ☐ Enter the registration status date in Parameter 6.

- ☐ Enter your population selection criteria in Parameters 7-10.
- ☐ Enter A in the Run Mode parameter to run the process in audit mode.
- ☐ Execute the process and review the .lis and .log files. The .log file identifies the specific prerequisite rules that the student did not satisfy.
- ☐ Run the process in Update mode with the same parameters.
- ☐ Review the .lis and .log files.
- ☐ Go to SFAREGS to confirm that the student's registration was reversed using the registration status code and date provided in the parameters.
- ☐ Run the process again in Audit mode for a different population selection and enter D in Parameter 4 to delete the registration.
- ☐ Execute the process and review the .lis and .log files.
- ☐ Run the process in Update mode with the same parameters.
- ☐ Review the .lis and .log files.
- ☐ Go to SFAREGS to confirm that the student's registration was deleted.
- ☐ Go to SFASTCA to confirm the registration deletion in the audit trail. Confirm that two new rows have been added. One for the Drop/Delete row and the other for the Record Deletion. Also, make sure that the record deleted row has 0.000 hours attempted and credit hours.

Testing for All Students Registered for a Term

- ☐ Enter the seven-character acronym ZORPRQD in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).

- ☐ Enter Term code in Parameter 1. All students registered for this term will be processed.
- ☐ Leave Parameter 2 blank.
- ☐ Enter N for Parameter 3. The process will not include courses where the prerequisite was manually overridden.
- ☐ Enter R in Parameter 4 to reverse the student's registration for this course.
- ☐ Enter a valid registration status code in Parameter 5. This code will be used to reverse the student's registration.
- ☐ Enter the registration status date in Parameter 6.
- ☐ Leave Parameters 7-10 blank.
- ☐ Enter A in the Run Mode parameter to run the process in audit mode.
- ☐ Execute the process and review the .lis and .log files. The .log file identifies the specific prerequisite rules that the student did not satisfy.
- ☐ Run the process in Update mode with the same parameters.
- ☐ Review the .lis and .log files.
- ☐ Go to SFAREGS to confirm that the student's registration was reversed using the registration status code and date provided in the parameters.
- ☐ Run the process again in Audit mode for a different term and enter D in Parameter 4 to delete the registration.
- ☐ Execute the process and review the .lis and .log files.
- ☐ Run the process in Update mode with the same parameters.
- ☐ Review the .lis and .log files.
- ☐ Go to SFAREGS to confirm that the student's registration was deleted.
- ☐ Go to SFASTCA to confirm the registration deletion in the audit trail.

Results

Comments/Errors

Signature

Title

Testing the Regents' GPA Recalculation Process (ZORRGPA)

ZORRGPA Purpose

The Regents' GPA Recalculation Process (ZORRGPA) determines whether a Grade Code should be counted in the GPA by the Passed Indicator on the Grade Code Maintenance Form (SHAGRDE) and through a translation on the SOAXREF form.

Setup for Testing

- ☐ Create a new EDI Label Code on the EDI Verification Label Validation form (STVXLBL), if needed. The label will be "RGRDPASS", with a Description of "Regents Passed Indicator"
- ☐ Under the SOAXREF Cross-Reference Label "RGRDPASS", enter Grade Codes in the Electronic Value and Banner Value fields and save. Only enter Grade Codes which have the Passed Indicator unchecked on SHAGRDE and must be included in the Regents GPA calculation. (Example: F, WF, etc.)
- ☐ Create a new EDI Label Code on the EDI Verification Label Validation form (STVXLBL), if needed. The Label will be "RGRDNGPA", with a Description of "Passed Grade Exclude from HOPE"
- ☐ Under the SOAXREF Cross-Reference Label "RGRDNGPA", enter Grade Codes in the Electronic Value and Banner Value fields and save. Only enter Grade Codes which have the Passed Indicator checked on SHAGRDE and must not be included in the Regents' GPA calculation. (Example: 'S' etc.)

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing with a Single Student

- ☐ Enter the seven-character acronym ZORRGPA in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter the semester level code in Parameter 1.
- ☐ Enter Y in Parameter 2 to also process quarter level.
- ☐ Enter a term code in Parameter 3. This term code will only be used in the output header information.
- ☐ Enter a student ID in Parameter 4.
- ☐ Leave Parameters 5-8 blank.
- ☐ Enter Y in Parameter 9 to generate an audit report.
- ☐ Enter N in Parameter 10 to print only the most recent term information.
- ☐ Execute the process. View the .lis and .log file to confirm that the process completed successfully.

- ☐ View ZHATERM for the student to confirm that the Regents' GPA updated successfully.
- ☐ Verify that Grade Codes listed under the SOAXREF Cross Reference Label = RGRDPASS are included in the Regents' GPA.
- ☐ Verify that Grade Codes listed under the SOAXREF Cross-Reference Label = RGRDNGPA are excluded in the Regents' GPA.

Testing with different users for a Population Selection

- ☐ Enter the seven-character acronym ZORRGPA in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter the semester level code in Parameter 1.
- ☐ Enter Y in Parameter 2 to also process quarter level.
- ☐ Enter a term code in Parameter 3. This term code will only be used in the output header information.
- ☐ Leave Parameter 4 blank.
- ☐ Enter population selection information in Parameters 5 and 6.
- ☐ Enter a Creator ID for the population selection that is different from the user ID.
- ☐ Enter a User ID for the population selection that is different from the Creator ID.
- ☐ Enter Y in Parameter 9 to generate an audit report.
- ☐ Enter N in Parameter 10 to print only the most recent term information.
- ☐ Execute the process. View the .lis file to confirm that the process did not complete successfully.
- ☐ View the .log file and verify that the error "The input parm for the Creator ID, XXXX, is not equal to the input parm for

the User ID, YYYY, which may prevent records from being extracted, processed and output on the .lis file.” appears in the output.

Testing with a Population Selection

- ☐ Enter the seven-character acronym ZORRGPA in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter the semester level code in Parameter 1.
- ☐ Enter Y in Parameter 2 to also process quarter level.
- ☐ Enter a term code in Parameter 3. This term code will only be used in the output header information.
- ☐ Leave Parameter 4 blank.
- ☐ Enter population selection information in Parameters 5 and 6.
- ☐ Enter a Creator ID for the population selection that matches the user ID.
- ☐ Enter a User ID for the population selection that matches the Creator ID.
- ☐ Enter Y in Parameter 9 to generate an audit report.
- ☐ Enter N in Parameter 10 to print only the most recent term information.
- ☐ Execute the process. View the .lis and .log file to confirm that the process completed successfully.
- ☐ View ZHATERM for the student to confirm that the Regents' GPA updated successfully.
- ☐ Verify that Grade Codes listed under the SOAXREF Cross Reference Label = RGRDPASS are included in the Regents' GPA.
- ☐ Verify that Grade Codes listed under the SOAXREF Cross-Reference Label = RGRDNGPA are excluded in the Regents' GPA.

Testing with All Students Registered for the Term

- ☐ Enter the seven-character acronym ZORRGPA in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter the semester level code in Parameter 1.
- ☐ Enter Y in Parameter 2 to also process quarter level. Enter a term code in Parameter 3. All students registered for this term will be processed.
- ☐ Leave Parameters 4-8 blank.
- ☐ Enter N in Parameter 9 to generate an audit report.
- ☐ Enter Y in Parameter 10 to print only the most recent term information.
- ☐ Execute the process. View the .lis and .log file to confirm that the process completed successfully.
- ☐ View ZHATERM for the student to confirm that the Regents' GPA updated successfully.
- ☐ Verify that the page breaks do not occur in the middle of any students' Term or Cumulative GPA recalculation.
- ☐ Verify that Grade Codes listed under the SOAXREF Cross Reference Label = RGRDPASS are included in the Regents' GPA.
- ☐ Verify that Grade Codes listed under the SOAXREF Cross-Reference Label = RGRDNGPA are excluded in the Regents' GPA.

Results

Comments/Errors

Signature

Title

Testing the Georgia GPA Course History Form (ZHATERM)

ZHATERM Purpose

The Georgia GPAs Course History Form (ZHATERM) displays both HOPE and Regents' GPA data.

Setup for Testing

Select test students who have multiple levels of academic history and have a HOPE GPA and transfer courses. Confirm that the Regent's GPA process has been run.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Georgia GPAs Course History Form (ZHATERM) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZHATERM in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Verify that the updated name of: 'Georgia GPAs Course History Form (ZHATERM) now displays.
- ☐ Enter a student ID and Level code.
Perform a Next Block function. The student's level information, including Regents' GPA and HOPE GPA will be displayed.
- ☐ Rollback to the KeyBlock and enter another Level code for the student. Perform a Next Block function again and view the student GPA information.

Results

Comments/Errors

Signature

Title

Non-academic Georgia Requirements

Testing the Schedule Form (ZSASECT)

ZSASECT Purpose

The Schedule form (ZSASECT) is a clone of the Banner baseline Schedule form (SSASECT) that allows the Instructional Method field to be updated after registration has occurred for the course section. This field is used by processes such as ICGORLDI, ZSRLDIS, and ZORELCA to identify course sections to be processed. On SSASECT, the Instructional Method field prevents any updates when registration exists for the section.

The Delivery Technology tab on the ZSASECT form facilitates the entry of distance education technology information. The Delivery Technology tab is essentially a clone of the Section Contracts portion of the Contract and Block Schedule Information tab from the Schedule Detail form (SSADETL). Some form field names have been changed, but the field validations will remain the same and the data will be stored in the same SSRSCCD table fields as are currently used by SSADETL.

ZSASECT Enhancement

Form was updated to accommodate changes delivered in the baseline form SSASECT as part of the Student 8.10 upgrade.

Functional Impact

Users will have a new checkbox on ZSASECT allowing an override of start and end dates when using the duration for open learning.

Setup for Testing

The following steps must be completed before testing:

Catalog Setup:

- ☐ Set up the length of Duration Units in terms of days in the Duration Unit Validation table (GTVDUNT).
- ☐ Create Instructional Method codes in the Instructional Method Validation table (GTVINSM).
- ☐ Add at least two Campus codes to the Campus Code Validation table (STVCAMP).
- ☐ Create a CIP code in the CIPC Code Validation table (STVCIPC).
- ☐ Enter class codes on the Class Code Validation table (STVCLAS).
- ☐ Add codes for each college of study in the College Code Validation table (STVCOLL).

- ☐ Create Course Status in the Course Status Code Validation table (STVCSTA).
- ☐ Create Department Codes in the Department Code Validation table (STVDEPT).
- ☐ Add mode codes to the Grading Mode Code Validation table (STVGMOD).
- ☐ Set up at least two level codes on the Level Code Validation table (STVLEVL), one for graduate and one for undergraduate.
- ☐ Add codes to the Major, Minor, Concentration Code Validation table (STVMAJR).
- ☐ Create Term Restriction codes in the Term Restriction Code Validation table (STVRTRM).
- ☐ Enter Schedule Type Codes on the Schedule Type Code Validation table (STVSCHD).
- ☐ Add Subjects to the Subject Code Validation table (STVSUBJ).
- ☐ Create Terms in the Term Code Validation table (STVTERM).
Select a term to use as the test term.
- ☐ Define details for the test term and one or more parts of term on the Term Control form (SOATERM).
- ☐ Add Section status codes to the Section Status Code Validation table (STVSSTS).
- ☐ Enter Session codes in the Session Code Validation table (STVSESS).
- ☐ Add Approval codes to the Special Approval Code Validation table (STVSAPR).
- ☐ Create various Meeting Time codes, days, and times in the Meeting Time Code Validation table (STVMEET).
- ☐ Enter some Schedule Contract codes in the Schedule Contract Code Validation table (STVSCCD).
- ☐ Enter Meeting Types in the Meeting Type Validation (GTVMTYP).
- ☐ Add Partitions to the Partition Code Validation table (GTVPARS).

- ☐ Create Building and Room attributes in the Building/Room Attribute Code Validation table (STVRDEF).
- ☐ Create some Partner System rules in the Integration Partner System Rules form (GORINTG).
- ☐ Define two Cross List Groups by adding a Term (use the selected test term code), Cross list Group Identifier, and Maximum Enrollment on the Schedule Cross List Definition form (SSAXLST).

Creating Instructors:

- ☐ Create two persons in the General Person Identification Form (SPAIDEN).
- ☐ For each of the two persons, enter the ID and term in the Faculty/Advisor Information form (SIAINST). The term used entered as the From Term should be prior or equal to the test term, and the To Term should be after the test term. Activate the persons as faculty by adding an active status code, checking the faculty checkbox, and saving.

Creating Applicants:

- ☐ Create at least five students in the General Person Identification Form (SPAIDEN).
- ☐ Create applications for all students in the Admissions Application Form (SAAADMS).
- ☐ Admit all of the students in the Admission Decision Form (SAADCRV) using an acceptance Decision Code that will generate a record on the General Student Form (SGASTDN).

Creating Catalog:

- ☐ Enter at least four courses in to the Basic Course Information Form (SCACRSE) for a broad term range, including the test term. All courses should be three hours.

Registration Setup:

- ☐ Set up registration status codes on the Course Registration Status Code Validation table (STVRSTS). One code needs to

be set up with the Count in Enrollment and Count in Time Status boxes checked.

- ☐ Add all of the registration status codes to the Course Registration Status Form (SFARSTS) for the test term and part of term.
- ☐ Set up an eligible enrollment status code (code 'EL') with the Affect Headcount **box** checked on the Enrollment Status Code Validation form (STVESTS).
- ☐ Set up a withdrawn enrollment status code with the Third Party Withdrawal Indicator **box** checked on STVESTS.
- ☐ Create an enrollment status code in the Enrollment Status Control form (SFAESTS) using the code created on STVESTS with Affect Headcount checked.

SOAORUL Setup:

- ☐ Enter Open Learning Section Default Rules (SOAORUL).
- ☐ Enter the term that you are creating a section in for testing.
- ☐ Next block and enter a rule with a Campus, Schedule Type, Start Date, End Date, Census Date 1, and Census Date 2.
- ☐ Save the record.

Steps in Testing

Navigation Testing:

- ☐ Enter the GUAGMENU.
- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the Georgia Schedule Form (ZSASECT) is listed and accessible via double click.
- ☐ Verify that this brings you to the Georgia Schedule Form (ZSASECT).

- ☐ Exit the form.
 - ☐ Enter the seven-digit acronym ZSASECT in the Go To field of the General Menu (GUAGMNU).
 - ☐ From the ZSASECT key block, enter a valid Term and CRN. Page down to the Course Section Information tab.
 - ☐ Verify that you can access each tab within the ZSASECT form. Course Section Information, Section Enrollment Information, Meeting Times and Instructor, Section Preferences, and Delivery Technology.
 - ☐ Verify that tabbing through the form works for the Course Section Information and Section Enrollment Information tabs.
 - ☐ Verify that the next block functionality brings you through each tab on the form.
 - ☐ From the Delivery Technology tab, verify that you can use the options menu to navigate to the following blocks and verify that no error message is received: Course Section Information, Schedule Meeting Times, Assigned Instructors, Section Partition Preferences, and Section Room Attribute Preferences.
 - ☐ Exit the ZSASECT form
 - ☐ Enter the seven-digit acronym ZSASECT in the Go To field of the General Menu (GUAGMNU).
 - ☐ From the ZSASECT form, enter a valid Term and CRN. Page down to the Delivery Technology tab
 - ☐ Enter a valid Technology Type and select the Primary Indicator and save the record.
 - ☐ Verify the record saved successfully.
 - ☐ Remove the record that was just saved and verify that no error message was received.
 - ☐ Save, and exit the ZSASECT form
- Entering data in ZSASECT for Open Learning:

- ☐ Enter the seven-digit acronym ZSASECT in the Go To field of the General Menu (GUAGMNU).
- ☐ Enter the test term code in the Term field in the keyblock.
- ☐ Click on the Create CRN button.

Subject Field:

- ☐ Attempt to advance to the next field without entering a value in the Subject field. The following message should be displayed: "FRM-40202: Field must be entered".
- ☐ Use the Subject field search button and select View Existing Courses. The Existing Courses form should be displayed. Click Cancel and verify that you are returned to the Subject field and it is unchanged.
- ☐ Use the Subject field search button and select View Existing Courses. The Existing Courses form should be displayed.
- ☐ Enter the Subject code of a catalogue course created in setup in the Find field and click the Find button.
- ☐ Select a Subject and Course from the resulting list. Click the OK button and confirm that you are returned to the ZSASECT form and that the selected Subject, Course Number, and Title are returned and placed in their respective fields.
- ☐ Verify that you can change the Subject field. If the combination of Subject and Course Number are not defined on SCACRSE for this term, you should receive the message "**ERROR* Subject /course does not exist".
- ☐ Use the Subject field query button and select Go to Credit Hours. Verify that you are taken to the Credit Hours.
- ☐ Use the query on the Subject field and select Go To Credit Hours.
- ☐ Click Cancel and verify that you are brought back to the Subject field and it is unchanged.

Course Number Field:

- ☐ Attempt to advance to the next field without entering a value in the Course Number field. The following message should be displayed: "FRM-40202: Field must be entered".
- ☐ Use the Course Number field search button to query on the Course Number field. The Existing Courses form should be displayed and should be populated with only courses for the Subject currently in the Subject field.
- ☐ Click Cancel and verify that you are brought back to the Course Number field and it is unchanged.
- ☐ Use the Course Number field search button to query on the Course Number field again. The Existing Courses form should be displayed and should be populated with only courses for the Subject currently in the Subject field.
- ☐ Select a course from the list and click the OK button. Verify that the course number is placed in the Course Number field and the corresponding course title is placed in the Course Title field.
- ☐ Verify that you can change the Course Number field. If the combination of Subject and Course Number are not defined on SCACRSE for this term, you should receive the message "*ERROR* {value} is invalid. LIST for valid choices". Select a valid value and advance to the next field. The Title should automatically be populated.

Section Field:

- ☐ Delete the default value that has been populated in the Section field. Attempt to advance to the next field without entering a value in the Subject Field. The following message should be displayed: "FRM-40202: Field must be entered".
- ☐ Use the Section field search button to query on the Section field. The Schedule Section Query form (SSASECQ) should be displayed.
- ☐ Execute the query. Verify that only sections for the test term, subject, and course number currently populated on ZSASECT are displayed.

- ☐ Click Cancel and verify that you are returned to the Section field and it is unchanged.
- ☐ Verify that you can change the Section field. Enter a Section value that already exists. You should receive the following message: “*ERROR* Section exists with subject/course/section number.” Enter a value for a section that does exist; advance to the next field. You should receive no errors.

Cross List Field:

- ☐ Use the Cross List field search button to query on the Cross List field. The Schedule Cross List Query form (SSAXLSQ) should be displayed, with the test term populated in the Term field.
- ☐ Execute the query. Confirm that the cross lists created in setup are displayed. Highlight one selection in the form, then click Cancel. Verify that you are brought back to the Cross List field and it is unchanged.
- ☐ Verify that you can enter a value in the Cross List field. Enter a Cross List value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Cross List field search button to query on the Cross List field again. The Schedule Cross List Query form (SSAXLSQ) should be displayed, with the test term populated in the Term field.
- ☐ Execute the query. Confirm that the cross lists created in setup are displayed.
- ☐ Use the Enter Query button and execute a query based on the Cross List code or Maximum Enrollment. Verify that the expected results are displayed. Highlight a selection on the form and press Select to return to the Schedule form. Verify that the Cross List field is populated with the selected code.
- ☐ Note: The Cross List field is optional; you should be able to designate a value of null for this field.

Campus Field:

- ☐ Attempt to advance to the next field without entering a value in the Campus field. The following message should be displayed: "FRM-40202: Field must be entered".
 - ☐ Use the Campus field search button to query on the Campus field. The Campus Validation form (STVCAMP) should be displayed and should be populated with all valid Campus codes.
 - ☐ Highlight one selection in the resulting list. Click Cancel and verify that you are returned to the ZSASECT form Campus field and it is unchanged.
 - ☐ Verify that you can enter a value in the Campus field. Enter a Campus value that has not been defined. The following message should be displayed: "*ERROR* {value} is invalid. LIST for valid choices."
 - ☐ Use the Campus field search button to query on the Campus field again. The Campus Validation form (STVCAMP) should be displayed and should be populated with all valid Campus codes.
 - ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Campus field populated with the correct value. If multiple codes exist that match the selection criteria, all matching values should be displayed on the STVCAMP form. Highlight a selection on the list and click. Verify that you are returned to the ZSASECT form and that the Campus field is populated with the correct code.
-

Status Field:

- ☐ Attempt to advance to the next field without entering a value in the Status field. The following message should be displayed: "FRM-40202: Field must be entered".
- ☐ Use the Status field search button to query on the Status field. The Section Status Code Validation form (STVSSTS) should be displayed and should be populated with all defined Section Status codes.

- ☐ Click Cancel and verify that you are returned to the ZSASECT form Status field and it is unchanged.
- ☐ Verify that you can enter a value in the Status field. Enter a Status value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Status field search button to query on the Status field again. The Section Status Code Validation form (STVSSTS) should be displayed and should be populated with all defined Status codes.
- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Status field populated with the correct value. If multiple codes exist that match the selection criteria, all matching values should be displayed on the STVSSTS form. Highlight a selection on the list and click OK. Verify that you are returned to the ZSASECT form and that the Status field is populated with the correct code.

Schedule Type Field:

- ☐ Attempt to advance to the next field without entering a value in the Schedule Type field. The following message should be displayed: “FRM-40202: Field must be entered”.
- ☐ Use the Schedule Type search button to query on the Schedule Type field. The Schedule Type Query form should be displayed and should be populated with all valid Schedule Type codes defined for this Subject + Course Number on SCACRSE.
- ☐ Click Cancel and verify that you are returned to the ZSASECT form Status field and it is unchanged.
- ☐ Verify that you can enter a value in the Schedule Type field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Schedule Type field search button to query on the Schedule Type field again. The Schedule Type Query form

should be displayed and should be populated with all valid Schedule Type codes defined for this Subject + Course Number on SCACRSE.

- ☐ Use the Find field to define selection criteria and click the Find button. All values that match the selection criteria should be displayed on the Schedule Type Query form. Highlight a selection on the list and click OK. Verify that you are returned to the ZSASECT form and that the Schedule Type field is populated with the correct code. If an Instructional Method has been defined for this Schedule Type, that value will be populated in the Instructional Method field.

Instructional Method Field:

- ☐ Verify that the Instructional Method code associated with the Schedule Type populates in the Instructional Method field (if applicable).
- ☐ Use the Instructional Method search button to query on the Instructional Method field. The Instructional Method Validation form (GTVINSM) should be displayed and should be populated with all defined Instructional Method codes.
- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Instructional Method field and it is unchanged.
- ☐ Verify that you can change the Instructional Method field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Instructional Method search button to query on the Instructional Method field again. The Instructional Method Validation form (GTVINSM) should be displayed and should be populated with all defined Instructional Method codes.
- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Instructional Method field populated with the correct value. If multiple codes exist that match the search criteria, all matching values should be displayed on the GTVINSM

form. Highlight a selection on the form and click OK. Verify that you are returned to the ZSASECT form and that the Instructional Method field is populated with the correct code.

- ☐ Verify that you can change the Instructional Method value to either a valid value or a null.

Integration Partner Field:

- ☐ Use the Integration Partner search button to query on the Integration Partner field. The Integration Partner System Rules form (GORINTG) should be displayed and should be populated with all defined Integration Partner codes.
- ☐ Highlight a selection from the list and click Exit. Verify that you are returned to the Integration Partner field and it is unchanged.
- ☐ Use the Integration Partner search button to query on the Integration Partner field again. The Integration Partner System Rules form (GORINTG) should be displayed and should be populated with all defined Integration Partner codes.
- ☐ Highlight a selection from the list and press Select. Verify that you are returned to the Schedule Form and the Integration Partner field is populated with the correct code.
- ☐ Verify that you can change the Integration Partner field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Verify that you can change the Integration Partner value to either a valid value or a null.

Grade Mode Field:

- ☐ Use the Grade Mode search button to query on the Grade Mode field. The Section Grading Mode Query form should be displayed and should be populated with all valid Grade Mode codes defined for this Subject + Course Number on SCACRSE.

- ☐ Click Cancel and verify that you are returned to the Grade Mode field and it is unchanged.
- ☐ Verify that you can change the Grade Mode field. Enter a value that has not been defined for this Subject + Course Number on SCACRSE. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Grade Mode search button to query on the Grade Mode field again. The Section Grading Mode Query form should be displayed and should be populated with all valid Grade Mode codes defined for this Subject + Course Number on SCACRSE.
- ☐ Use the Find field to define selection criteria and click the Find button. All values that match the selection criteria should be displayed on the form. Highlight a selection on the list and click OK. Verify that you are returned to the ZSASECT form and that the Grade Mode field is populated with the correct code.
- ☐ Verify that you can change the Grade Mode value to either a valid value or a null.

Session Field:

- ☐ Use the Session search button to query on the Session field. The Session Validation form (STVSESS) should be displayed and should be populated with all defined Session Code values.
- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Session field and it is unchanged.
- ☐ Verify that you can change the Session field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Session search button to query on the Session field again. The Session Validation form (STVSESS) should be

displayed and should be populated with all defined Session Codes values.

- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Session field populated with the correct value. If multiple codes exist that match the selection criteria, all matching values should be displayed on the STVSESS form. Highlight a value on the list and click. Verify that you are returned to the ZSASECT form and that the Session field is populated with the correct code.
- ☐ Verify that you can change the Session value to either a valid value or a null.

Special Approval Field:

- ☐ Use the Special Approval search button to query on the Special Approval field. The Special Approval Validation form (STVSAPR) should be displayed and should be populated with all defined Special Approval codes.
- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Special Approval field and it is unchanged.
- ☐ Verify that you can change the Special Approval field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Special Approval search button to query on the Special Approval field again. The Special Approval Validation form (STVSAPR) should be displayed and should be populated with all defined Special Approval codes.
- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Special Approval field populated with the correct value. If multiple codes exist that match the selection criteria, all matching values should be displayed on the STVSAPR form. Highlight a selection on the list and click OK. Verify that you

are returned to the ZSASECT form and that the Special Approval field is populated with the correct code.

- ☐ Verify that you can change the Special Approval value to either a valid value or a null.

Duration Fields:

- ☐ Enter a number in the Duration field. Verify that form displays the value in the 99990d00 format.
- ☐ Use the Duration Unit search button to query on the Duration Unit field. The Duration Unit Validation form (GTVDUNT) should be displayed and should be populated with all defined Duration Unit codes.
- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Duration Unit field and it is unchanged.
- ☐ Verify that you can change the Duration Unit field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Duration Unit search button to query on the Duration Unit field again. The Duration Unit Validation form (GTVDUNT) should be displayed and should be populated with all defined Duration Unit codes.
- ☐ Use the Find field to define selection criteria and click the Find button. All values that match the selection criteria should be displayed on the form. Highlight a selection on the list and click OK. Verify that you are returned to the ZSASECT form and that the Duration Unit field is populated with the correct code.
- ☐ Verify that you can change the Duration Unit value to either a valid value or a null.

Override Duration

- ☐ Remove the Duration.
- ☐ Check the Override Duration check box.

- ☐ Save and verify that the following errors are received:
 - *ERROR* Override Duration only applicable to Open Learning sections.
 - *ERROR* Duration is required when Override Duration indicator is set to Y.
- ☐ Uncheck the Override Duration check box.
- ☐ Enter a Duration.
- ☐ Verify that you can check the Override Duration check box.
- ☐ Save the record.
- ☐ Verify that you receive, “*ERROR* Instructional Method, Duration and units, Registration and Census Date must be present to complete an Open Learning Section.”.

Registration Dates and Start Dates Fields:

- ☐ Use the Registration Dates Calendar button on the Registration Dates, First field.
- ☐ Verify that the Calendar form (GUACALN) is displayed and that today’s date is highlighted.
- ☐ Select a date and click OK. Verify that you are returned to the ZSASECT form and that the Registration Dates, First field is populated with the correct value.
- ☐ Use the Registration Dates Calendar button on the Registration Dates, First field.
- ☐ Select a date and click Cancel. Verify that you are returned to the Registration Dates, First field and it is unchanged.
- ☐ Verify that you can change the Registration Dates, First field to any valid date or a null.
- ☐ Repeat the steps above for the Registration Dates, Last field. Verify that when the Registration Dates, Last is prior to the Registration Dates, First that the following error is displayed: “*ERROR* Registration from date is greater than registration to date.”

- ☐ Use the Start Dates Calendar button on the Start Dates, First field.
- ☐ Verify that the Calendar form (GUACALN) is displayed and that today's date is highlighted.
- ☐ Select a date and click OK. Verify that you are returned to the ZSASECT form and that the Start Dates, First field is populated with the correct value.
- ☐ Use the Start Dates Calendar button on the Start Dates, First field.
- ☐ Select a date and click Cancel. Verify that you are returned to the Start Dates, First field and it is unchanged.
- ☐ Verify that you can change the Start Dates, First field to any valid date or a null.
- ☐ Repeat the steps above for the Start Dates, Last field.
- ☐ Verify that when the Start Dates, Last is prior to the Start Dates, First that the following error is displayed: "**ERROR* Learner registration to date is less than Learner registration from date."
- ☐ Verify that when the Start Dates, First is prior to the Registration Dates, First that the following error is displayed: "**ERROR* Learner start date is less than Registration From date."

Maximum Extensions Field:

- ☐ Enter a number in the Maximum Extensions field.
- ☐ Verify that you can change the Maximum Extensions field.

Prerequisite check Method Field:

- ☐ Verify that you can change the Prerequisite Check Method radio button to either a value of Basic or None, CAPP, or Degree Works, if applicable.

Credit Hours Fields:

- ☐ Verify that you cannot change the Low and High values and the None, To, and Or radial buttons on the Credit Hours, Billing Hours, Contact Hours, Lecture Hours, Lab Hours, and Other Hours fields

Link Identifier Field:

- ☐ Verify that you can enter a value in the Link Identifier field.
- ☐ Verify that you can change the value of Link Identifier field.

Attendance Method Field:

- ☐ Use the Attendance Method search button to query on the Attendance Method field. The Attendance Accounting Method Validation form (STVACCT) should be displayed and should be populated with all defined Attendance Accounting Method codes.
- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Attendance Method field and it is unchanged.
- ☐ Verify that you can change the Attendance Method field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Attendance Method search button to query on the Attendance Method field again. The Attendance Accounting Method Validation form (STVACCT) should be displayed and should be populated with all defined Attendance Accounting Method codes.
- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Attendance Method field populated with the correct value. If multiple codes exist that match the selection criteria, all matching values should be displayed on the STVACCT form. Highlight a selection on the list other than Independent Study and click OK. Verify that you are

returned to the ZSASECT form and that the Attendance Method field is populated with the correct code.

- ☐ If there are no Contact hours defined for this section, verify that you receive the following message: “*ERROR* Attendance method should be defined as Independent Study for this section”.
 - ☐ Verify that you can change the Attendance Method value to either a valid value or a null.
-

Various Check Box Fields:

- ☐ Verify that you can check and uncheck the Print check box.
- ☐ Verify that you can check and uncheck the Voice Response and Self-Service Available check box.
- ☐ Verify that you can check and uncheck the Gradable check box.
- ☐ Verify that you can check and uncheck the Tuition and Fee Waiver check box.
- ☐ Save the Section.
- ☐ Verify that the error for SOAORUL appears “Corresponding rules have not been established in SOAORUL for this Open Learning section”.
- ☐ Change the Campus, Schedule Type, and Instructional Method so that they match the SOAORUL created in setup.
- ☐ Save the Section.
- ☐ Verify that the section was saved with no errors.

Part of Term Field:

- ☐ Remove the values in the Registration Dates, and the Duration fields.
- ☐ Place a zero in the Maximum Extensions.
- ☐ Uncheck the box for the Override Duration.

- ☐ Enter the Part of Term.
- ☐ Use the Part of Term search button to query on the Part of Term field. The Section Part of Term Query form should be displayed and should be populated with all Part of Term codes defined for this Term on SOATERM.
- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Part of Term field and it is unchanged.
- ☐ Verify that you can change the Part of Term field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* Invalid code; press LIST for valid codes.”
- ☐ Use the Part of Term search button to query on the Part of Term field again. The Section Part of Term Query form should be displayed and should be populated with all Part of Term codes defined for this Term on SOATERM.
- ☐ Use the Find field to define selection criteria and click the Find button. All values that match the selection criteria should be displayed on the form. Highlight a selection on the list and click OK. Verify that you are returned to the ZSASECT form and that the Part of Term field is populated with the correct code. The Part of Term start and end date and number of weeks fields should be populated automatically.
- ☐ Verify that the cursor has advanced to the Part of Term Start Date field.
- ☐ Return to the Part of Term field, update the value to a null, and press Tab. Verify that the cursor advances to the Registration Dates, First field.
- ☐ Return to the Part of Term field and verify that you can change the Part of Term value to a different valid value and press Tab. The Part of Term start and end date and number of weeks fields should be populated automatically.
- ☐ Verify that the cursor has advanced to the Part of Term Start Date field.

- ☐ Verify that the following errors are received.
 - Cannot change Part-of-Term fields when enrollments or meeting times exist, or when section is Open Learning
 - Duration Unit must be entered for Open Learning section
 - Number of Units must be entered for Open Learning section
- ☐ Perform a Rollback.
- ☐ Choose No, to not save the changes you have made.
- ☐ Verify that you return to the key block.

Entering data in ZSASECT for Part of Term:

- ☐ Enter the seven-digit acronym ZSASECT in the Go To field of the General Menu (GUAGMNU).
- ☐ Enter the test term code in the Term field in the keyblock.
- ☐ Click on the Create CRN button.

Subject Field:

- ☐ Attempt to advance to the next field without entering a value in the Subject field. The following message should be displayed: "FRM-40202: Field must be entered".
- ☐ Use the Subject field search button and select View Existing Courses. The Existing Courses form should be displayed. Click Cancel and verify that you are returned to the Subject field and it is unchanged.
- ☐ Use the Subject field search button and select View Existing Courses. The Existing Courses form should be displayed.
- ☐ Enter the Subject code of a catalogue course created in setup in the Find field and click the Find button.
- ☐ Select a Subject and Course from the resulting list. Click the OK button and confirm that you are returned to the ZSASECT form and that the selected Subject, Course

Number, and Title are returned and placed in their respective fields.

- ☐ Verify that you can change the Subject field. If the combination of Subject and Course Number are not defined on SCACRSE for this term, you should receive the message “*ERROR* Subject /course does not exist”.
- ☐ Use the Subject field query button and select Go to Credit Hours. Verify that you are taken to the Credit Hours.
- ☐ Use the query on the Subject field and select Go To Credit Hours.
- ☐ Click Cancel and verify that you are brought back to the Subject field and it is unchanged.

Course Number Field:

- ☐ Attempt to advance to the next field without entering a value in the Course Number field. The following message should be displayed: “FRM-40202: Field must be entered”.
- ☐ Use the Course Number field search button to query on the Course Number field. The Existing Courses form should be displayed and should be populated with only courses for the Subject currently in the Subject field.
- ☐ Click Cancel and verify that you are brought back to the Course Number field and it is unchanged.
- ☐ Use the Course Number field search button to query on the Course Number field again. The Existing Courses form should be displayed and should be populated with only courses for the Subject currently in the Subject field.
- ☐ Select a course from the list and click the OK button. Verify that the course number is placed in the Course Number field and the corresponding course title is placed in the Course Title field.
- ☐ Verify that you can change the Course Number field. If the combination of Subject and Course Number are not defined on SCACRSE for this term, you should receive the message “*ERROR* {value} is invalid. LIST for valid choices”. Select a

valid value and advance to the next field. The Title should automatically be populated.

Section Field:

- ☐ Delete the default value that has been populated in the Section field. Attempt to advance to the next field without entering a value in the Subject Field. The following message should be displayed: "FRM-40202: Field must be entered".
- ☐ Use the Section field search button to query on the Section field. The Schedule Section Query form (SSASECQ) should be displayed.
- ☐ Execute the query. Verify that only sections for the test term, subject, and course number currently populated on ZSASECT are displayed.
- ☐ Click Cancel and verify that you are returned to the Section field and it is unchanged.
- ☐ Verify that you can change the Section field. Enter a Section value that already exists. You should receive the following message: "*ERROR* Section exists with subject/course/section number." Enter a value for a section that does exist; advance to the next field. You should receive no errors.

Cross List Field:

- ☐ Use the Cross List field search button to query on the Cross List field. The Schedule Cross List Query form (SSAXLSQ) should be displayed, with the test term populated in the Term field.
- ☐ Execute the query. Confirm that the cross lists created in setup are displayed. Highlight one selection in the form, then click Cancel. Verify that you are brought back to the Cross List field and it is unchanged.
- ☐ Verify that you can enter a value in the Cross List field. Enter a Cross List value that has not been defined. The following message should be displayed: "*ERROR* {value} is invalid. LIST for valid choices."

- ☐ Use the Cross List field search button to query on the Cross List field again. The Schedule Cross List Query form (SSAXLSQ) should be displayed, with the test term populated in the Term field.
- ☐ Execute the query. Confirm that the cross lists created in setup are displayed.
- ☐ Use the Enter Query button and execute a query based on the Cross List code or Maximum Enrollment. Verify that the expected results are displayed. Highlight a selection on the form and press Select to return to the Schedule form. Verify that the Cross List field is populated with the selected code.
- ☐ Note: The Cross List field is optional; you should be able to designate a value of null for this field.

Campus Field:

- ☐ Attempt to advance to the next field without entering a value in the Campus field. The following message should be displayed: "FRM-40202: Field must be entered".
- ☐ Use the Campus field search button to query on the Campus field. The Campus Validation form (STVCAMP) should be displayed and should be populated with all valid Campus codes.
- ☐ Highlight one selection in the resulting list. Click Cancel and verify that you are returned to the ZSASECT form Campus field and it is unchanged.
- ☐ Verify that you can enter a value in the Campus field. Enter a Campus value that has not been defined. The following message should be displayed: "**ERROR* {value} is invalid. LIST for valid choices."
- ☐ Use the Campus field search button to query on the Campus field again. The Campus Validation form (STVCAMP) should be displayed and should be populated with all valid Campus codes.
- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with

the Campus field populated with the correct value. If multiple codes exist that match the selection criteria, all matching values should be displayed on the STVCAMP form. Highlight a selection on the list and click. Verify that you are returned to the ZSASECT form and that the Campus field is populated with the correct code.

Status Field:

- ☐ Attempt to advance to the next field without entering a value in the Status field. The following message should be displayed: "FRM-40202: Field must be entered".
- ☐ Use the Status field search button to query on the Status field. The Section Status Code Validation form (STVSSTS) should be displayed and should be populated with all defined Section Status codes.
- ☐ Click Cancel and verify that you are returned to the ZSASECT form Status field and it is unchanged.
- ☐ Verify that you can enter a value in the Status field. Enter a Status value that has not been defined. The following message should be displayed: "**ERROR* {value} is invalid. LIST for valid choices."
- ☐ Use the Status field search button to query on the Status field again. The Section Status Code Validation form (STVSSTS) should be displayed and should be populated with all defined Status codes.
- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Status field populated with the correct value. If multiple codes exist that match the selection criteria, all matching values should be displayed on the STVSSTS form. Highlight a selection on the list and click OK. Verify that you are returned to the ZSASECT form and that the Status field is populated with the correct code.

Schedule Type Field:

- ☐ Attempt to advance to the next field without entering a value in the Schedule Type field. The following message should be displayed: "FRM-40202: Field must be entered".
- ☐ Use the Schedule Type search button to query on the Schedule Type field. The Schedule Type Query form should be displayed and should be populated with all valid Schedule Type codes defined for this Subject + Course Number on SCACRSE.
- ☐ Click Cancel and verify that you are returned to the ZSASECT form Status field and it is unchanged.
- ☐ Verify that you can enter a value in the Schedule Type field. Enter a value that has not been defined. The following message should be displayed: "*ERROR* {value} is invalid. LIST for valid choices."
- ☐ Use the Schedule Type field search button to query on the Schedule Type field again. The Schedule Type Query form should be displayed and should be populated with all valid Schedule Type codes defined for this Subject + Course Number on SCACRSE.
- ☐ Use the Find field to define selection criteria and click the Find button. All values that match the selection criteria should be displayed on the Schedule Type Query form. Highlight a selection on the list and click OK. Verify that you are returned to the ZSASECT form and that the Schedule Type field is populated with the correct code. If an Instructional Method has been defined for this Schedule Type, that value will be populated in the Instructional Method field.

Instructional Method Field:

- ☐ Verify that the Instructional Method code associated with the Schedule Type populates in the Instructional Method field (if applicable).
- ☐ Use the Instructional Method search button to query on the Instructional Method field. The Instructional Method

Validation form (GTVINSM) should be displayed and should be populated with all defined Instructional Method codes.

- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Instructional Method field and it is unchanged.
- ☐ Verify that you can change the Instructional Method field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Instructional Method search button to query on the Instructional Method field again. The Instructional Method Validation form (GTVINSM) should be displayed and should be populated with all defined Instructional Method codes.
- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Instructional Method field populated with the correct value. If multiple codes exist that match the search criteria, all matching values should be displayed on the GTVINSM form. Highlight a selection on the form and click OK. Verify that you are returned to the ZSASECT form and that the Instructional Method field is populated with the correct code.
- ☐ Verify that you can change the Instructional Method value to either a valid value or a null.

Integration Partner Field:

- ☐ Use the Integration Partner search button to query on the Integration Partner field. The Integration Partner System Rules form (GORINTG) should be displayed and should be populated with all defined Integration Partner codes.
- ☐ Highlight a selection from the list and click Exit. Verify that you are returned to the Integration Partner field and it is unchanged.
- ☐ Use the Integration Partner search button to query on the Integration Partner field again. The Integration Partner System Rules form (GORINTG) should be displayed and

should be populated with all defined Integration Partner codes.

- ☐ Highlight a selection from the list and press Select. Verify that you are returned to the Schedule Form and the Integration Partner field is populated with the correct code.
- ☐ Verify that you can change the Integration Partner field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Verify that you can change the Integration Partner value to either a valid value or a null.

Grade Mode Field:

- ☐ Use the Grade Mode search button to query on the Grade Mode field. The Section Grading Mode Query form should be displayed and should be populated with all valid Grade Mode codes defined for this Subject + Course Number on SCACRSE.
- ☐ Click Cancel and verify that you are returned to the Grade Mode field and it is unchanged.
- ☐ Verify that you can change the Grade Mode field. Enter a value that has not been defined for this Subject + Course Number on SCACRSE. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Grade Mode search button to query on the Grade Mode field again. The Section Grading Mode Query form should be displayed and should be populated with all valid Grade Mode codes defined for this Subject + Course Number on SCACRSE.
- ☐ Use the Find field to define selection criteria and click the Find button. All values that match the selection criteria should be displayed on the form. Highlight a selection on the list and click OK. Verify that you are returned to the ZSASECT form and that the Grade Mode field is populated with the correct code.

- ☐ Verify that you can change the Grade Mode value to either a valid value or a null.

Session Field:

- ☐ Use the Session search button to query on the Session field. The Session Validation form (STVSESS) should be displayed and should be populated with all defined Session Code values.
- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Session field and it is unchanged.
- ☐ Verify that you can change the Session field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Session search button to query on the Session field again. The Session Validation form (STVSESS) should be displayed and should be populated with all defined Session Codes values.
- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Session field populated with the correct value. If multiple codes exist that match the selection criteria, all matching values should be displayed on the STVSESS form. Highlight a value on the list and click. Verify that you are returned to the ZSASECT form and that the Session field is populated with the correct code.
- ☐ Verify that you can change the Session value to either a valid value or a null.

Special Approval Field:

- ☐ Use the Special Approval search button to query on the Special Approval field. The Special Approval Validation form (STVSAPR) should be displayed and should be populated with all defined Special Approval codes.

- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Special Approval field and it is unchanged.
- ☐ Verify that you can change the Special Approval field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Special Approval search button to query on the Special Approval field again. The Special Approval Validation form (STVSAPR) should be displayed and should be populated with all defined Special Approval codes.
- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Special Approval field populated with the correct value. If multiple codes exist that match the selection criteria, all matching values should be displayed on the STVSAPR form. Highlight a selection on the list and click OK. Verify that you are returned to the ZSASECT form and that the Special Approval field is populated with the correct code.
- ☐ Verify that you can change the Special Approval value to either a valid value or a null.

Part of Term Field:

- ☐ Enter the Part of Term.
- ☐ Use the Part of Term search button to query on the Part of Term field. The Section Part of Term Query form should be displayed and should be populated with all Part of Term codes defined for this Term on SOATERM.
- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Part of Term field and it is unchanged.
- ☐ Verify that you can change the Part of Term field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* Invalid code; press LIST for valid codes.”

- ☐ Use the Part of Term search button to query on the Part of Term field again. The Section Part of Term Query form should be displayed and should be populated with all Part of Term codes defined for this Term on SOATERM.
- ☐ Use the Find field to define selection criteria and click the Find button. All values that match the selection criteria should be displayed on the form. Highlight a selection on the list and click OK. Verify that you are returned to the ZSASECT form and that the Part of Term field is populated with the correct code. The Part of Term start and end date and number of weeks fields should be populated automatically.
- ☐ Verify that the cursor has advanced to the Part of Term Start Date field.
- ☐ Return to the Part of Term field, update the value to a null, and press Tab. Verify that the cursor advances to the Registration Dates, First field.
- ☐ Return to the Part of Term field and verify that you can change the Part of Term value to a different valid value and press Tab. The Part of Term start and end date and number of weeks fields should be populated automatically.
- ☐ Verify that the cursor has advanced to the Part of Term Start Date field.

Maximum Extensions Field:

- ☐ Enter a number in the Maximum Extensions field.
- ☐ Verify that you can change the Maximum Extensions field.

Prerequisite check Method Field:

- ☐ Verify that you can change the Prerequisite Check Method radio button to either a value of Basic or None, CAPP, or DegreeWorks, if applicable.

Credit Hours Fields:

- ☐ Verify that you cannot change the Low and High values and the None, To, and Or radial buttons on the Credit Hours, Billing Hours, Contact Hours, Lecture Hours, Lab Hours, and Other Hours fields

Link Identifier Field:

- ☐ Verify that you can enter a value in the Link Identifier field.
- ☐ Verify that you can change the value of Link Identifier field.

Attendance Method Field:

- ☐ Use the Attendance Method search button to query on the Attendance Method field. The Attendance Accounting Method Validation form (STVACCT) should be displayed and should be populated with all defined Attendance Accounting Method codes.
- ☐ Highlight a selection from the list and click Cancel. Verify that you are returned to the Attendance Method field and it is unchanged.
- ☐ Verify that you can change the Attendance Method field. Enter a value that has not been defined. The following message should be displayed: “*ERROR* {value} is invalid. LIST for valid choices.”
- ☐ Use the Attendance Method search button to query on the Attendance Method field again. The Attendance Accounting Method Validation form (STVACCT) should be displayed and should be populated with all defined Attendance Accounting Method codes.
- ☐ Use the Find field to define selection criteria and click the Find button. If only one code exists that meets the selection criteria, you should be returned to the ZSASECT form, with the Attendance Method field populated with the correct value. If multiple codes exist that match the selection criteria, all matching values should be displayed on the STVACCT form. Highlight a selection on the list other than Independent Study and click OK. Verify that you are returned to the ZSASECT form and that the Attendance Method field is populated with the correct code.

- ☐ If there are no Contact hours defined for this section, verify that you receive the following message: “*ERROR* Attendance method should be defined as Independent Study for this section”.
 - ☐ Verify that you can change the Attendance Method value to either a valid value or a null.
-

Various Check Box Fields:

- ☐ Verify that you can check and uncheck the Print check box.
- ☐ Verify that you can check and uncheck the Voice Response and Self-Service Available check box.
- ☐ Verify that you can check and uncheck the Gradable check box.
- ☐ Verify that you can check and uncheck the Tuition and Fee Waiver check box.
- ☐ Save the Section.
- ☐ Verify that the error for SOAORUL appears “Corresponding rules have not been established in SOAORUL for this Open Learning section”.
- ☐ Change the Campus, Schedule Type, and Instructional Method so that they match the SOAORUL created in setup.
- ☐ Save the Section.
- ☐ Verify that the section was saved with no errors.

Miscellaneous Tests:

- ☐ Save the Section.
- ☐ Verify that the section was saved.
- ☐ Click on the Section Enrollment Information tab.
- ☐ Enter a letter in the Maximum field.

- ☐ Tab away and verify that an error is received in the Hint text.
- ☐ Enter a number in the Maximum field.
- ☐ Enter a letter in the Waitlist Maximum field.
- ☐ Tab away and verify that an error is received in the Hint text.
- ☐ Enter a number in the Waitlist Maximum field.
- ☐ Enter a letter in the Projected field.
- ☐ Tab away and verify that an error is received in the Hint text.
- ☐ Enter a number in the Projected field.
- ☐ Save the record.
- ☐ Click on the Reserved Seats sub-tab.
- ☐ Verify that all of the information from the previous sub-tab carries over.
- ☐ Click on the Meeting Times and Instructor Tab.
- ☐ Use the query on the Meeting Time field.
- ☐ Verify that the validation table comes up and displays all of the codes created in setup.
- ☐ Select a code and return to the Schedule form. Verify that you are brought back to the Meeting Time field with the correct code.
- ☐ Verify that the Meeting Type, Start Date, End Date, days of the week, Start Time, End Time, and Session Indicator populate according to the Meeting Time selected.
- ☐ Use the query on the Meeting Time field.
- ☐ Verify that you are brought back to the Meeting Time Field and it is unchanged.

- ☐ Verify that you can remove the record and enter a new value in the Meeting Time field.
- ☐ Use the query on the Meeting Type field.
- ☐ Verify that the validation table comes up and displays all of the codes created in setup.
- ☐ Select a code and return to the Schedule form. Verify that you are brought back to the Meeting Type field with the correct code.
- ☐ Use the query on the Meeting Type field.
- ☐ Click Cancel and verify that you are brought back to the Meeting Type Field and it is unchanged.
- ☐ Verify that you can change the Meeting Type field.
- ☐ Use the query on the Start Date field.
- ☐ Verify that the Calendar table (GUACALN) comes up and displays today's date.
- ☐ Select a date prior to the start date of the section and verify that it populates on the Start Dates field.
- ☐ Verify that an error is received that the Start date must be greater than or equal to the Start Date of the part of term.
- ☐ Use the query on the Start Date field.
- ☐ Click Cancel and verify that you are brought back to the Start Date Field and it is unchanged.
- ☐ Verify that you can change the End Date field.
- ☐ Use the query on the End Date field.
- ☐ Verify that the Calendar table (GUACALN) comes up and displays today's date.
- ☐ Select a date after to the end date of the section and verify that it populates on the End Dates field.

- ☐ Verify that an error is received that the End date must be less than or equal to the End Date of the part of term.
- ☐ Use the query on the End Date field.
- ☐ Click Cancel and verify that you are brought back to the End Date Field and it is unchanged.
- ☐ Verify that you can change the End Date field.
- ☐ Verify that you can check and uncheck the check boxes for the days of the week.
- ☐ Enter a value higher than 2400 in the Start Time.
- ☐ Verify that an Invalid Time error is received.
- ☐ Enter a value lower than 2400.
- ☐ Enter a value higher than 2400 in the End Time.
- ☐ Verify that an Invalid Time error is received.
- ☐ Enter a value lower than 2400 and before the Start Time.
- ☐ Enter a value in Session Indicator.
- ☐ Use the query on the Automatic Scheduler field.
- ☐ Verify that the validation table comes up and displays all of the codes created in setup.
- ☐ Select a code and return to the Schedule form. Verify that you are brought back to the Automatic Scheduler field with the correct code.
- ☐ Use the query on the Automatic Scheduler field.
- ☐ Click Cancel and verify that you are brought back to the Automatic Scheduler Field and it is unchanged.
- ☐ Verify that you can change the Automatic Scheduler field.
- ☐ Use the query on the Building field.
- ☐ Verify that the validation table comes up and displays all of the codes created in setup (F8).

- ☐ Select a code and return to the Schedule form. Verify that you are brought back to the Building field with the correct code.
- ☐ Use the query on the Building field.
- ☐ Verify that you are brought back to the Building Field and it is unchanged.
- ☐ Verify that you can change the Building field.
- ☐ Use the query on the Room field.
- ☐ Select a code and return to the Schedule form. Verify that you are brought back to the Room field with the correct code.
- ☐ Use the query on the Schedule Type field.
- ☐ Verify that the validation table comes up and displays all of the codes created in setup.
- ☐ Select a code and return to the Schedule form. Verify that you are brought back to the Schedule Type field with the correct code.
- ☐ Use the query on the Schedule Type field.
- ☐ Click Cancel and verify that you are brought back to the Schedule Type Field and it is unchanged.
- ☐ Verify that you can change the Schedule Type field.
- ☐ Enter a letter in the Hours Per Week field.
- ☐ Tab away and verify that an error is received in the Hint text.
- ☐ Enter a number in the Hours Per Week field.
- ☐ Save the record.
- ☐ Verify that an End Time must be greater than beginning time error by entering an End Time Less than the Start Time and saving.

- ☐ Verify that a no Meeting Time exist error is received by removing the Start Time, End Time, and saving.
- ☐ Enter a Meeting Time and Save.
- ☐ Use the query on the ID field in the Instructor block.
- ☐ Verify that SIAIQRV comes up.
- ☐ Ensure that the term is entered and the faculty check box is checked.
- ☐ Perform a Next Block.
- ☐ Execute the query.
- ☐ Select one of the instructors created in setup and return to the Schedule form. Verify that you are brought back to the ID field with the correct instructor.
- ☐ Enter a letter in the Percent of Responsibility field.
- ☐ Tab away and verify that an error is received in the Hint text.
- ☐ Enter a number in the Percent of Responsibility field over 100.
- ☐ Verify that an error is received.
- ☐ Enter a number in the Percent of Responsibility less than 101.
- ☐ Verify that you can check and uncheck the Primary Indicator and Override Indicator.
- ☐ Enter a letter in the Percent of Session field.
- ☐ Tab away and verify that an error is received in the Hint text.
- ☐ Enter a number in the Percent of Session field over 100.
- ☐ Verify that an error is received.
- ☐ Enter a number in the Percent of Session less than 101.

- ☐ Save the record.
- ☐ Click on the Section Preferences tab.
- ☐ Use the query on the Partition Preferences Code field.
- ☐ Verify that the validation table comes up and displays all of the codes created in setup.
- ☐ Select a code and return to the Schedule form. Verify that you are brought back to the Partition Preferences Code field with the correct code.
- ☐ Use the query on the Partition Preferences Code field.
- ☐ Click Cancel and verify that you are brought back to the Partition Preferences Code Field and it is unchanged.
- ☐ Verify that you can change the Partition Preferences Code field.
- ☐ Enter a letter in the Preference Number field.
- ☐ Tab away and verify that an error is received in the Hint text.
- ☐ Enter a number in the Preference Number field over 10.
- ☐ Verify that an error is received.
- ☐ Enter a number in the Preference Number field less than 05.
- ☐ Use the query on the Room Attributes Preferences Code field.
- ☐ Verify that the validation table comes up and displays all of the codes created in setup.
- ☐ Select a code and return to the Schedule form. Verify that you are brought back to the Room Attributes Preferences Code field with the correct code.
- ☐ Use the query on the Room Attributes Preferences Code field.

- ☐ Click Cancel and verify that you are brought back to the Room Attributes Preferences Code Field and it is unchanged.
- ☐ Verify that you can change the Room Attributes Preferences Code field.
- ☐ Enter a letter in the Preference Number field.
- ☐ Tab away and verify that an error is received in the Hint text.
- ☐ Enter a number in the Preference Number field over 10.
- ☐ Verify that an error is received.
- ☐ Enter a number in the Preference Number field less than 05.
- ☐ Click on the Delivery Technology tab.
- ☐ Use the query on the field.
- ☐ Verify that you can change the Technology Type field.
- ☐ Use the query on the Technology Type field.
- ☐ Verify that the validation table comes up and displays all of the codes created in setup.
- ☐ Select a code and return to the Schedule form. Verify that you are brought back to the Technology Type field with the correct code.
- ☐ Use the query on the Technology Type field.
- ☐ Click Cancel and verify that you are brought back to the Technology Type Field and it is unchanged.
- ☐ Verify that you can change the Technology Type field.
- ☐ Enter a number in the Percentage field over 100.
- ☐ Verify that an error is received.
- ☐ Enter a number in the Percentage less than 101.

- ☐ Verify that you can check and uncheck the Primary indicator
- ☐ Save the record and make note of the CRN assigned to the course.
- ☐ Exit the form.

Registration

- ☐ Enter the seven-digit acronym SFAREGS in the Go To field of the General Menu (GUAGMNU).
- ☐ Enter the Term that the section was created for in the Term field.
- ☐ Enter one of the Student IDs created in setup in the ID Field, make sure the date is within the date range for the term, and perform a next block.
- ☐ Perform a Next Block twice.
- ☐ Enter the CRN Code and press tab
- ☐ Enter the Hours if the To or Or options were used for any hours on SSASECT.
- ☐ Enter a registration status.
- ☐ Save the record.
- ☐ If a special approval type exists on SSASECT, an error should be received.
- ☐ Place a Yes in the Override drop down menu.
- ☐ Save the record.
- ☐ Select the Fees.
- ☐ Save the record.
- ☐ Exit the form.

Editing a locked ZSASECT record.

- ☐ Enter the seven-digit acronym ZSASECT in the Go To field of the General Menu (GUAGMNU).
- ☐ Verify that you cannot update the Subject, Course Number, Duration, Part of Term, Registration Dates, Start Dates, and Maximum Extensions fields.
- ☐ With your cursor in the Instructional Method field, confirm that the hint text at the bottom of the screen is as follows:
- ☐ Instructional Method code; press LIST for valid codes. Go to Delivery Technology tab to enter technology type for this section.
- ☐ Verify that you can update the Section, Cross List, Campus, Status, Instructional Method, Integration Partner, Grade Mode, Session, Special Approval, Link Identifier, and Attendance Method fields.
- ☐ Verify that you cannot change the None, To, or Or radial buttons on any of the section hours.
- ☐ Verify that you can check and uncheck the Print check box.
- ☐ Verify that you can check and uncheck the Gradable check box.
- ☐ Verify that you can check and uncheck the Tuition and Fee Waiver check box.
- ☐ Verify that you can check and uncheck the Voice Response and Self-Service Available check box.
- ☐ Verify that you cannot Change the Schedule Type as a Meeting Time Exist.
- ☐ Verify that you can change the Maximum, Waitlist Maximum and Projected fields on the Section Enrollment Information tab.
- ☐ Save the record.
- ☐ Verify that you can change the Meeting Time, Meeting Type, Start Date, End Date, Days of the week, Start Time, End Time, Session Indicator, Automatic Scheduler, Building,

Room, Schedule Type, Hours Per Week, and Session Credit Hours fields.

- ☐ Save and verify that you receive an error about causing Schedule Conflicts for registered Students.
- ☐ Verify that you cannot change the Instructor ID field.
- ☐ Verify that you can change the Percent of Responsibility, Primary Indicator, and percent of session fields.
- ☐ Save the Record.
- ☐ Verify that you can change the Partition Preferences Code, Preference Number, Room Attribute Preferences Code, and the Preference Number.
- ☐ Save the Record.
- ☐ Go to the Options menu, select Delivery Technology. Verify that you are taken to the Delivery Technology tab.
- ☐ Enter the technology type used in this section in the Technology Type field.
- ☐ Enter the percentage of technology used in the Percentage field.
- ☐ Check the primary indicator checkbox. Only one technology type record may have the primary indicator checked. The primary indicator is a required field if any section technology information is entered.
- ☐ Save the Record.
- ☐ Go to the Schedule Detail form (SSADETL).
- ☐ Next Block through the form until you reach the Contract and Block Schedule Information tab.
- ☐ In the Section Contracts, confirm that the information entered on the Delivery Technology tab of ZSASECT appears.

Results

Comments/Errors

Signature

Title

USG Academic Transcript

Testing the USG Transcript Type Rules Form (ZHATPRT)

Purpose

The USG Transcript Type Rules form (ZHATPRT) is used to create and maintain rules for various types of USG academic transcripts. The Georgia Transcript Rules screen contains Georgia specific rule options for including such information as RHSC, Overlay Requirements, Regents' GPA, and Legislative Requirements on the ZHRTRTC transcript.

Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation and display purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Build a transcript type code on the Transcript Type Validation form (STVTPRT).
- ☐ Create a record on the Transcript Type Rules form (SHATPRT) to set up baseline transcript functionality. This record must exist prior to creating rules on ZHATPRT.
- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ).
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ).
- ☐ Confirm that requirement status codes have been built on the Non-Course Requirements Status Code Validation form (STVNCST).

- ☐ Confirm that hold type codes have been built on the Georgia Requirement Hold Rules form (ZOAGARH).
- ☐ Confirm that overlay requirement rules have been built on the Overlay Requirements Fulfilling Courses/Test Scores form (ZOAORFC).
- ☐ Create a population selection of test students who are registered for the term and for whom ZOAGARP requirements exist for NCRQ codes OLCT, OLGL, and OLUS. Some of these students should also have holds related to these overlay requirements, previously satisfied Legislative requirements, and a combination of tests and courses based on the ZOAORFC rules.
- ☐ Compile a list of students who have the following scenarios.
 - Grade changes on SHATCKN
 - Courses used to satisfy RHSC requirements on ZOACPCU
 - Test scores on SOATEST
 - Legislative, Regents' Test and Overlay requirements on ZOAGARP
 - Registration existing for current term
 - Immunization records on GOAIMMU
 - Learning Support requirements on ZOAGARP

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Academic History and Transcript Menu.
- ☐ Verify that the USG Transcript Type Rules Form (ZHATPRT) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Verify that the form name displays USG Transcript Type Rules Form.

- ☐ Enter or select a transcript type code in the Key Block. If a new transcript type code is being entered, the code must first exist on STVTPRT and SHATPRT.
- ☐ In the Georgia Transcript Rules block, check and uncheck the indicators to determine which information will print on a USG transcript. Confirm that the Activity Date field updates when the record is saved.
- ☐ Confirm that the Official checkbox has been removed. A transcript request's "official" status will be determined by the Official checkbox on SHARQTC. If the Official box on SHARQTC is checked and ZHRTRTC parameter 7 is Y, then the transcript will print. If the Official box on SHARQTC is unchecked and the ZHRTRTC parameter 7 is N, the transcript will not print.
- ☐ Confirm that the Learning Support radio buttons for All, Most Recent, and None have been removed.
- ☐ Confirm that the All Grades, RHSC, Regents' Term, Regents' GPA, Overlay Requirement, Current Schedule, Immunization, Legislative Req, Regents' Test, Level Descriptions, Learning Support, and Grade Mode Code indicators are spelled correctly.
- ☐ Confirm that the Previous College Radio indicator is spelled correctly.
- ☐ Perform a Next Block function to the Student Level(s) block. Enter the order in which student levels should print on the ZHRTRTC transcript.

Testing for the All Grades indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the All Grades indicator to print all grades ever assigned to a course on this type of transcript. Save the record.
- ☐ Exit the form.

- ☐ On SHARQTC, enter a transcript request for a student who has courses with grade changes in academic history. Use the transcript type with the All Grades indicator checked.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that both the original and updated grade appear on the transcript with a Grade Change note and the date of the change.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the All Grades indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that only the current grade appears for the course that has a grade change.

Testing for the RHSC indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the RHSC indicator to print a status code and deficiencies count for college preparatory curriculum requirements on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has a mixture of satisfied and unsatisfied statuses for RHSC NCRQ codes, as well as entries in the RHSC Deficiencies Count field on ZOAGARP. Use the transcript type with the RHSC indicator checked.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the RHSC requirement codes, status code, and deficiencies number appear on the transcript. The ZOAGARP status code will be translated to the value in the Electronic Value field on SOAXREF for Cross-Reference Label RGTCP.

- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the RHSC indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the RHSC requirement status information is not printed.

Testing for the Cumulative by Term indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Cumulative by Term indicator to print a cumulative GPA for each term on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student with multiple terms of academic history. Use the transcript type with the Cumulative by Term indicator checked.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that a GPA row marked "CReg" is printed under each term's courses.
- ☐ Verify that the Cumulative Regent's (CReg) Earned Hours (Ehrs), GPA Hours (GPA-Hrs) and Quality Points (Pts) never decrease from one term to the next.
- ☐ Verify that the GPA listed on the CReg row is accurate.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Cumulative by Term indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.

- ☐ View the transcript and confirm that the CReg GPA row is not printed.

Testing for the Regents' Term indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Regents' Term indicator to print a Regents' GPA for each term on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student with multiple terms of academic history. Use the transcript type with the Regents' Term indicator checked.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that a GPA row marked "TReg" is printed under each term's courses.
- ☐ Verify that the Term Regent's (TReg) Earned Hours (Ehrs), GPA Hours (GPA-Hrs) and Quality Points (Pts) and GPA are accurate for the courses taken in each term. Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Regents' Term indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the TReg GPA row is not printed.

Testing for the Regents' GPA indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.

- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Regents' GPA indicator to print the student's cumulative Regents' GPA on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has a Regents' GPA calculated and visible on SHATERM.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that a Regents row appears in the overall totals area. There may be multiple totals areas if the student has quarter, semester, undergraduate and graduate level course work.
- ☐ Verify that the totals for Earned Hrs, GPA Hrs, Points, and GPA match the last line of the Cumulative Regent's (CReg) Earned Hours (Ehrs), GPA Hours (GPA-Hrs), Quality Points (Pts) and GPA.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Regents' GPA indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the Regents' GPA information is not printed.

Testing for the Overlay Requirement indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Overlay Requirement indicator to print the requirements on this type of transcript. Save the record.
- ☐ Exit the form.

- ☐ On SHARQTC, enter a transcript request for a student who has a combination of satisfied and unsatisfied overlay requirements on ZOAGARP. Use the transcript type with the overlay requirement indicator checked.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the OLCT, OLUS, and OLGL requirements appear on the transcript. S indicates the requirement is satisfied. Blank indicates the requirement is unsatisfied.
- ☐ On SHARQTC, enter a transcript request for a student who has no satisfied overlay requirements on ZOAGARP. Use the transcript type with the overlay requirement checked.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that OLCT, OLUS, and OLGL requirements do not appear on the transcript. These requirements will only appear if at least one requirement is satisfied on ZOAGARP.
Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Overlay Requirement indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the Overlay Requirements do not appear.

Testing for the Current Schedule indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Current Standing indicator to print the student's current registration information on this type of transcript. Save the record.
- ☐ Exit the form.

- ☐ On SHARQTC, enter a transcript request for a student with courses registered for the current term.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the current registered classes printed successfully.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Current Schedule indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the current registered courses are not printed.

Testing for the Immunization indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Immunization indicator to print the status of the student's immunization on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has immunization records on GOAIMMU. All records except those with the "Established" status code will be printed.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the immunization code, status, immunization date, and description of the shot are printed.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Immunization indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.

- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the Immunization information is not printed.

Testing for the Legislative Requirements indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Legislative Req indicator to print the status of the student's history and constitution requirements on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has Legislative requirements (i.e. LCNG, LHSU, etc.) on ZOAGARP. At least one of the requirements should have satisfied status.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the Legislative indicators (US/H, US/C, GA/H, GA/C) and the status are printed. S indicates the requirement is satisfied. Blank indicates the requirement is unsatisfied.
- ☐ On SHARQTC, enter a transcript request for a student who has no satisfied Legislative requirements on ZOAGARP.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that Legislative requirements do not appear on the transcript. These requirements will only appear if at least one requirement is satisfied on ZOAGARP.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Legislative indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.

- ☐ View the transcript and confirm that the Legislative information is not printed.

Testing for the Regents' Test indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Regents' Test indicator to print the status of the student's Regents' Test status on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has Regents' Test requirements (i.e. RTPR, RTPW) on ZOAGARP. At least one of the requirements should have satisfied status.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the Regents' Test indicators (RTPW and RTPR) and the status are printed. "Passed" indicates the requirement is satisfied. Blank indicates the requirement is unsatisfied.
- ☐ On SHARQTC, enter a transcript request for a student who has not satisfied Regents' Test requirements on ZOAGARP.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that Regents' Test requirements do not appear on the transcript. These requirements will only appear if at least one requirement is satisfied on ZOAGARP.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Regents' Test indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.

- ☐ View the transcript and confirm that the Regents' Test information is not printed.

Testing for the Level Descriptions indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Level Descriptions indicator to print the description of the student's level code on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has a single level (i.e. undergraduate).
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the student's level is printed in the left column below the address.
- ☐ On SHARQTC, enter a transcript request for a student who has one or more levels (i.e. undergraduate, graduate, etc.).
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the student's levels are printed in the left column below the address. The descriptions will be separated by a /.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Level Descriptions indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the Level Descriptions are not printed.

Testing for the Learning Support indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Level Descriptions indicator to print the description of the student's level code on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has Learning Support requirements (i.e. LSE, LSM) on ZOAGARP. The requirements should have different statuses (i.e. FD, CO) to ensure the correct description prints.
- ☐ View the transcript and confirm that the student's Learning Support NCRQ code, NCST code, and the description of the NCST code is printed on the transcript below the RHSC requirement information (if that indicator is checked on this transcript type).
- ☐ On SHARQTC, enter a transcript request for a student who does not have Learning Support requirements on ZOAGARP.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that no Learning Support data is printed.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Learning Support indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for the student who has Learning Support requirements on ZOAGARP using this transcript type.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the Learning Support data was not printed.

Testing for the Grade Mode Code indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Check the Grade Mode Code indicator to print the grade mode code on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has courses with grades rolled to academic history.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the grade mode codes of all the courses with grades rolled to institutional academic history are printed on the transcript after the grade for each course.
- ☐ On SHARQTC, enter a transcript request for a student who does not have courses with the grades rolled to academic history.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that no grade mode codes are printed.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and uncheck the Grade Mode Code indicator. Save the record.
- ☐ On SHARQTC, enter another transcript request for a student who has courses with grades rolled to academic history.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the grade mode code was not printed.

Testing for the Previous College indicator

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function to the Georgia Transcript Rules block.
- ☐ Select "All" for the Previous College indicator to print all previous colleges attended by the student on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has multiple previous colleges listed on SOAPCOL.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the name of the previous colleges and date of last attendance are printed. This information is only printed when the Attended To date is populated in the Degree Details section of SOAPCOL.
- ☐ Go to the Georgia Transcript Rules block on ZHATPRT and select "Last" for the Previous College indicator to print the last previous college attended by the student on this type of transcript.
- ☐ On SHARQTC, enter a transcript request for a student who has multiple previous colleges listed on SOAPCOL.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the name of the previous college and date of last attendance are printed. Go to the Georgia Transcript Rules block on ZHATPRT and select "None" for the Previous College indicator to exclude previous colleges from this type of transcript.
- ☐ On SHARQTC, enter a transcript request for a student who has multiple previous colleges listed on SOAPCOL.
- ☐ Run the student's transcript using ZHRTRTC.

- ☐ View the transcript and confirm that the name of the previous college and date of last attendance are not printed.

Testing for the Student Levels rules

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function until you reach the Georgia Transcript Rules block.
- ☐ In the Student Levels field, enter all student levels in the order in which they should appear on this type of transcript. Save the record.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has multiple levels of coursework (i.e. undergraduate, graduate, etc.).
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that levels are printed in the correct order on the transcript.

Testing for the Test Display Rules

- ☐ Enter the seven-character acronym ZHATPRT in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).

- ☐ Select your transcript type on the USG Transcript Type Rules Form (ZHATPRT) and perform a Next Block function until you reach Test Display Rules block.
- ☐ Use the LOV button for the Code field and select a test code from STVTESE. Confirm that the description correctly displays.
- ☐ Check the All Scores radio button.
- ☐ Enter another test score code and check the Most Recent radio button.
- ☐ Enter another test score code and check the Highest Only radio button. Save the record.
- ☐ Confirm that your student has multiple test scores for each test code on SOATEST.
- ☐ On SHARQTC, enter a transcript request for the student who has test scores.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that the test scores were printed correctly on the transcript. Confirm that the test code, description, score, Revised or Recentered indicator, test date, and Learning Support indicator (from the Form field on SOATEST) display in a Testing Information section.

Results

Comments/Errors

Signature

Title

Testing the SSN Masking Process (ZHRMSK)

Purpose

The SSN Masking Process for transcripts (ZHRMSK) generates a comment on the transcript with the last four digits of a student's social security number from the General Person form (SPAPERS). The masked SSN comment can be used by other institutions for verification purposes only. The transcript comment will have a masked SSN identifier in the format of SSN = XXX-XX-####, where #### represents the last four digits of the social security number.

Setup for Testing

- ☐ Create a population selection of students that have academic history. The students must have a SGASTDN record. Be sure that the selection includes at least one test student of each category:
- ☐ Student with no comment history on SHATCMT
- ☐ Student with previous comments on SHATCMT
- ☐ Student with different levels of academic history (i.e. undergraduate quarter, undergraduate semester, graduate quarter, graduate semester, etc.)
- ☐ Student with no SSN on SPAPERS
- ☐ Enter the 'ID' code in the STVORIG form with a description of SSN Masking Originator Code.
- ☐ Make sure the Level Comment check box is checked in SHATPRT for the transcript types you are running.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

- ☐ Enter the seven-character acronym ZHRMSK in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter "A" in the Run Mode parameter to run the process in audit mode.
- ☐ Enter your population selection values for the Selection Identifier, Application, Creator ID and User ID parameters. This population should contain at least one test student of each category:
 - Student with no comment history on SHATCMT
 - Student with previous comments on SHATCMT
 - Student with different levels of academic history (i.e. undergraduate quarter, undergraduate semester, graduate quarter, graduate semester, etc.)
 - Student with no SSN on SPAPERS
- ☐ Execute the process.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Go to SHATCMT and view the Transcript Comments by Level tab to ensure no updates were performed by ZHRMSK.
- ☐ Go to ZHRMSK and enter "U" in the Run Mode parameter to run the process in update mode. Use the same population selection parameters as the previous audit run.
- ☐ Execute the process.
- ☐ View the .lis file to confirm that the correct messages are displayed.
 - A student with no previous comment history on SHATCMT should receive a message displaying the SSN, level code, originator ID, sequence number, and masked SSN comment.
 - A student with previous comments on SHATCMT should receive the message "*** Warning *** ID Comment Already Exists".
 - A student with different levels of academic history should receive a message displaying the SSN, level code, originator ID, sequence number, and masked SSN comment.

A student with no SSN on SPAPERS should receive the message “*** Warning *** No SSN entered on SPAPERS”.

- ☐ Check SHATCMT for each student to see that the comment is being added properly in the Transcript Comments by Level option.
- ☐ For a student who has been processed by ZHRMSK, add an additional comment to SHATCMT.
- ☐ Go to SPAPERS and change the SSN for a student who has an existing SSN masking comment on SHATCMT.
- ☐ Go to ZHRMSK and enter “A” in the Run Mode parameter to run the process in audit mode.
- ☐ Enter your population selection values for the Selection Identifier, Application, Creator ID and User ID parameters. This population should contain at least one test student of each category:
 - Student with previous comments generated by ZHRMSK on SHATCMT
 - Student whose SSN was changed on SPAPERS after a comment was generated by ZHRMSK on SHATCMT
 - Student with additional comments added to SHATCMT after being processed by ZHRMSK
- ☐ Execute the process.
- ☐ View the .lis and .log files to confirm that the process completed successfully.
- ☐ Go to SHATCMT and view the Transcript Comments by Level tab for each student to ensure no updates were performed by ZHRMSK.
- ☐ Go to ZHRMSK and enter “U” in the Run Mode parameter to run the process in update mode. Use the same population selection parameters as the previous audit run.
- ☐ Execute the process.
- ☐ View the .lis file to confirm that the correct messages are displayed.
 - A student with previous comments on SHATCMT should receive the message “*** Warning *** ID Comment Already Exists”.
 - A student whose SSN was changed on SPAPERS after a comment was generated by ZHRMSK will receive a message displaying the SSN, level code, originator ID, sequence number, and masked SSN comment.

- A student with previous comments on SHATCMT should receive the message “*** Warning *** ID Comment Already Exists”.
- ☐ Check SHATCMT to see that the comment is being added properly in the Transcript Comments by Level option.
- ☐ On the Transcript Request form (SHARQTC), enter a transcript request for a student using a transcript type code that has the Level Comments option checked on the Transcript Type Rules form (SHATPRT).
- ☐ Run a transcript using the Academic Transcript process (SHRTRTC) to confirm that the comment containing the masked SSN prints correctly.
- ☐ On the Transcript Request form (SHARQTC), enter a transcript request for a student using a transcript type code that has the Level Comments option checked on the Transcript Type Rules form (SHATPRT).
- ☐ Run transcripts using the USG Academic Transcript process (ZHRTRTC) to confirm that the comment containing the masked SSN prints correctly.

Results

Comments/Errors

Signature

Title

Testing the USG Academic Transcript (ZHRTRTC)

Purpose

The USG Academic Transcript process (ZHRTRTC) allows users to report Georgia requirements, Regents' tests, and Regents' GPA. The ZHRTRTC process will print transcripts as they are requested through the Transcript Request Form (SHARQTC) based on the settings in the USG Transcript Type Rules form (ZHATPRT). The USG Academic Transcript provides the ability to produce a course record for students that include items specific to Georgia including but not limited to Core Overlay Requirements, Regents GPA, Legislative Requirements and RHSC Requirements.

Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This process has been enhanced to allow for the expansion of the test scores for all validation, display, and calculation purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Define the transcript printer in the Student System Distribution Initialization (SOADEST).
- ☐ Build Georgia-specific rules on the USG Transcript Type Rules form (ZHATPRT). Use the Georgia Transcript Rules screen to create a transcript type code that activates all features.
- ☐ Enter a transcript comment that exceeds ten (10) lines of data on the Transcript Comment Form (SHATCMT). Note: Each line can be no longer than 50 characters.
- ☐ Select test students that have institutional and transfer academic history for multiple levels, multiple curriculum, test scores, Regents' GPA, student attributes, immunizations, ZOAGARP requirements, courses used to satisfied RHSC requirements on ZOACPCU, courses with expanded hours, Learning Support status on ZOAGARP, level and term comments.
- ☐ Enter a transcript request on SHARQTC using the transcript type code that will print all data on the transcript. Select students with an Issued To and Address with a length greater than 30 characters. The Issued To field can contain

up to 185 characters and each of the Address Street lines can contain up to 75 characters. Make note of the transcript request sequence number.

- ☐ See the section of this test plan for ZHATPRT to ensure that all rules indicator data is correctly printed by ZHRTRTC.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.
- ☐ Confirm that a blank page printed prior to the student's transcript. If you are printing multiple transcripts, the blank page only prints before the first student's transcript.
- ☐ If you are printing multiple transcripts, ensure that the transcript pages break correctly so that the next student's transcript starts on a new page.

Testing with Batch

Note: Multiple transcripts should be requested in the Transcript Request form (SHARQTC) to test this section.

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select a printer. The printer must be correctly setup on GTVPRNT to perform as a network printer.

- ☐ Perform a Next Block function.
- ☐ Enter the following parameters to print batch transcripts.
- ☐ Enter 'N' in the Transcript Population File Parameter 1.
- ☐ Enter a '%' in the ID & [Seq] as XXXXXXXXXX000 Parameter 2.
- ☐ Enter a '%' in the Transcript Type Parameter 3.
- ☐ Enter the rest of the parameters as you normally would to produce transcripts successfully.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.

Testing with Sleep/Wake

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of a process to be run.
- ☐ Perform a Next Block function.
- ☐ Query the Printer field and select the printer defined in SOADEST. The printer must be correctly setup on GTVPRNT to perform as a network printer.
- ☐ Perform a Next Block function. Enter the appropriate parameters for the process to run successfully including setting the following sleep/wake parameters:
- ☐ Enter the sleep/wake printer in the Transcript Printer Parameter 4.
- ☐ Enter a Y in the Run in Sleep/Wake Mode (Y/N) Parameter 12: Run in sleep/wake mode (Y/N).
- ☐ Set the Sleep Interval Parameter 13 to the number of seconds to lapse before the next print job will be printed.
- ☐ Perform a Next Block function. Submit the process.
- ☐ When the process completes and the External Program Interface Form window disappears, confirm that the process output printed correctly.
- ☐ From the main menu enter GJASWPT to review the Sleep Wake Maintenance form for the process to ensure

Sleep/Wake is running. The Continue to Run indicator is set to 'Y'.

- ☐ Request a transcript on SHARQTC and confirm that it prints as expected.

Testing with a Student ID

- ☐ Enter a transcript request on SHARQTC using a transcript type code that has all Georgia Transcript Rules indicators checked on ZHATPRT to print the maximum amount of data on the transcript.
- ☐ In the Issued To field, enter a name that is 185 characters long (including spaces). In each of the Street Line fields, enter addresses that are 75 characters long (including spaces).
- ☐ Enter the seven-character acronym ZHRTRTC in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL)
- ☐ Enter N in Transcript Population File Parameter 1 to indicate that you are not using a transcript population. The default value for this parameter is N.
- ☐ Confirm that the hint text for Transcript Population File Parameter 1 reads "Y indicates transcript population previously selected via SHRTPOP".
- ☐ Enter the student ID and transcript request sequence number in ID & [Seq] as XXXXXXXXX000 Parameter 2. Use XXXXXXXXX000 as the format. The transcript request sequence number is located on SHARQTC. Add leading zeros to the number if necessary (i.e. 003). The default value for this parameter is %.
- ☐ Confirm that the hint text for ID & [Seq] as XXXXXXXXX000 Parameter 2 reads "ID in 1st 9 chars, seq in 10-12; % or return for all ID and sequences."
- ☐ Enter % or a specific transcript type in the Transcript Type Parameter 3. This field is validated against the Transcript Type Code Validation form (STVTPRT). If multiple transcript

requests have been entered using different transcript types, only the requests for this transcript type will print. The default value for this parameter is %.

- ☐ Confirm that the hint text for the Transcript Type Parameter 3 reads "Select by transcript type (TPRT)."
- ☐ Enter % in the Transcript Printer Parameter 4 to process any transcript printer. The default value for this parameter is %.
- ☐ Confirm that the hint text for the Transcript Printer Parameter 4 reads "If specific printer entered, only students requested via it printed."
- ☐ Enter today's date in the Address Selection Date Parameter 5. The default value for this parameter is today's date.
- ☐ Confirm that the hint text for the Address Selection Date Parameter 5 reads "Date used to select appropriate address."
- ☐ Enter the address priority and type in the Address Priority and Type Parameter 6 (i.e. 1MA). The address type can be selected from the Address Type Code Validation form (STVATYP) list of values. The default value for this parameter is 1MA.
- ☐ Confirm that the hint text for the Address Priority and Type Parameter 6 reads "Address priority followed by type (ex. 1MA for 1st priority mailing)".
- ☐ Enter Y in the Official Transcript Request Parameter 7 to print an official transcript. The default value for this parameter is N.
- ☐ Confirm that the hint text for the Official Transcript Request Parameter 7 reads "Y denotes official request. N or return will be considered unofficial."
- ☐ Enter N in the Campus Selection Indicator Parameter 8 to not allow the selection of courses based on a specific campus code. The default value for this parameter is N.
- ☐ Confirm that the hint text for the Campus Selection Indicator Parameter 8 reads "Y denotes campus selection will take place."

- ☐ Leave the Campus Selected Parameter 9 blank to process any campus. This field is validated against the Campus Code Validation form (STVCAMP).
- ☐ Confirm that the hint text for the Campus Selected Parameter 9 reads "If campus selection requested, this is the campus to be processed."
- ☐ Enter N in the Control Report Parameter 10. The default value for this parameter is N.
- ☐ Confirm that the hint text for the Control Report Parameter 10 reads "Y will generate control report. N or return will suppress control report."
- ☐ Enter N in the Page Alignment Parameter 11. The default value for this parameter is N.
- ☐ Confirm that the hint text for the Page Alignment Parameter 11 reads "Y will generate one page of alignment. N or return will not."
- ☐ Enter N in the Run in Sleep/Wake Mode (Y/N) Parameter 12. The default value for this parameter is N.
- ☐ Confirm that the hint text for the Run in Sleep/Wake Mode (Y/N) Parameter 12 reads "Enter Y to start sleep/wake cycling for this process & printer."
- ☐ Enter 60 in the Sleep Interval Parameter 13. The default value for this parameter is 60.
- ☐ Confirm that the hint text for the Sleep Interval Parameter 13 reads "Enter time (in seconds) process pauses before resuming execution."
- ☐ Leave the Substitute In Progress Title Parameter 14 blank.
- ☐ Confirm that the hint text for the Substitute In Progress Title Parameter 14 reads "Default title is "Current Schedule". Enter a substitute title if desired."
- ☐ Enter 9 in the Starting Line Parameter 15 unless your transcript paper format requires a different number of blank lines at the top of the transcript for correct positioning. The default value for this parameter is 9. If the parameter is left blank or contains a number less than 1, the process will default to 9.

- ☐ Confirm that the hint text for the Starting Line Parameter 15 reads “Number of blank lines to appear at top of transcript.”
- ☐ Enter Y in the Laser Printer Indicator (Y/N) Parameter 16 if you are using a laser printer. The default value for this parameter is Y.
- ☐ Confirm that the hint text for the Laser Printer Indicator (Y/N) Parameter 16 reads “(Y)es for Laser printer (N)o for non-Laser printer.”
- ☐ Enter the semester conversion term code in the Semester Conversion Term Code Parameter 17. This field validates against the Term Code Validation form (STVTERM). The default value for this parameter is 199809.
- ☐ Confirm that the hint text for the Semester Conversion Term Code Parameter 17 reads “First Semester term code.”
- ☐ Enter N in the Process Req. Awaiting Grades? Parameters 18 to indicate that you are not processing requests awaiting final grades. The default value for this parameter is N.
- ☐ Confirm that the hint text for the Process Req. Awaiting Grades? Parameter 18 reads “Process requests waiting for end of term grades: Y/N”.
- ☐ Enter N in the Process Req. Awaiting Degrees? Parameters 19 to indicate that you are not processing requests awaiting degree status. The default value for this parameter is N.
- ☐ Confirm that the hint text for the Process Req. Awaiting Degrees? Parameter 19 reads “Process requests waiting for degrees to be posted: Y/N”
- ☐ Leave Parameters 20-21 blank.
- ☐ Confirm that the hint text for the Web Self Service Options Code Parameter 20 reads “Process requests with Web Self Service Options.”
- ☐ Confirm that the hint text for the Web Payment Options Code Parameter 21 reads “Process requests with Web Payment Options.”

- ☐ Enter a number greater than 30 but not to exceed 185 to print a lengthy Issue To in the Print Expanded Issued To Parameter 22. The default value for this parameter is 30.
- ☐ Confirm that the hint text for the Print Expanded Issued To Parameter 22 reads "Print Issued to column to <N> chars between N=30-185".
- ☐ Enter a number greater than 30 but not to exceed 75 to print a lengthy issued to Address in the Print Expanded Address Parameter 23. The default value for this parameter is 30.
- ☐ Confirm that the hint text for the Print Expanded Address Parameter 23 reads "Print Address column to <N> chars between N=30-75".
- ☐ Enter FMIL in the Print Format for Current Name Parameter 24 to specify the printed name format for the Record Of field. The default value for this parameter is FMIL.
- ☐ Query the list of values for the Print Format for Current Name Parameter 24 to confirm that the available parameter values are FMIL (First, Middle, Last) and LFMI (Last, First, Middle).
- ☐ Confirm that the hint text for the Print Format for Current Name Parameter 24 reads "Enter Name format LFMI or FMIL. L=Last Name F=First Name MI=Middle Initials".
- ☐ Leave the Exclude Level(s) Parameter 25 blank.
- ☐ Confirm that the hint text for the Exclude Level(s) Parameter 25 reads "Choose levels to be excluded from transcript."
- ☐ Execute the process. View the .lis and .log files. The .lis file contains the transcript. Review the transcript data to confirm that it matches the student's academic data.
- ☐ Confirm that the columns are lined up properly.
- ☐ Confirm that there is one line per course.
- ☐ Confirm that Grade Modes appear for each course if checked for the Transcript Type on ZHATPRT.
- ☐ Confirm that there is one line per summary line.

- ☐ Confirm that all values are displayed in their correct locations.
- ☐ Confirm that the course data prints in alignment with the column headers. A "Continued on..." message should appear at the end of each column. Institutional work should be group together by term where possible.
- ☐ Confirm that all transcript types requested were printed.
- ☐ Confirm that no alignment page was printed at the beginning of the transcript and no control report printed at the end.
- ☐ Confirm that the heading for any currently registered courses reads "Current Schedule".
- ☐ Verify that if the student had coursework prior to the semester conversion term entered in the Semester Conversion Term Code Parameter 17, a statement indicating that the institution converted from quarter to semester calendar effective the term entered as a parameter. A section titled "Begin Semester Conversion" should contain the hours, quality points, and GPA conversion data for the student's coursework prior to that term.
- ☐ Confirm that the Issued To column on the transcript matches what was input on the Issued To field on SHARQTC.
- ☐ Confirm that the Issued To name and street address information length matches the number of characters entered in the Print Expanded Issued To Parameter 22 and the Print Expanded Address Parameter 23.
- ☐ Confirm that the format of the student's name in the Record Of: field matches the format entered in the Print Format for Current Name Parameter 24.
- ☐ Confirm that all student levels printed based on the rules established on ZHATPRT.
- ☐ Confirm that all current curriculum records appear under the Current Program header.
- ☐ If the student had courses listed on the RHSC Used Courses Form (ZOACPCU), confirm that an asterisk appears next to the course's subject code. A message should appear below

the term courses to explain that the course was used for a RHSC requirement.

- ☐ Enter another transcript request on SHARQTC using the same transcript type code as the previous test.
- ☐ In the Issued To field, enter a name that is 185 characters long (including spaces). In each of the Street Line fields, enter addresses that are 75 characters long (including spaces).
- ☐ Enter the seven-character acronym ZHRTRTC in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter N in the Transcript Population File Parameter 1 to indicate that you are not using a transcript population.
- ☐ Enter the student ID and transcript request sequence number in the ID & [Seq] as XXXXXXXXXX000 Parameter 2. Use XXXXXXXXXX000 as the format. The transcript request sequence number is located on SHARQTC. Add leading zeros to the number if necessary (i.e. 003). The default value for this parameter is %.
- ☐ Enter a specific transcript type in the Transcript Type Parameter 3. This field is validated against the Transcript Type Code Validation form (STVTPRT).
- ☐ Enter % in the Transcript Printer Parameter 4 to process any transcript printer.
- ☐ Enter today's date in the Address Selection Date Parameter 5.
- ☐ Enter the address priority and type in the Address Priority and Type Parameter 6 (i.e. 1MA).
- ☐ Enter Y in the Official Transcript Request Parameter 7 to print an official transcript.
- ☐ Enter N in the Campus Selection Indicator Parameter 8 to not allow the selection of courses based on a specific campus code.

- ☐ Leave the Campus Selected Parameter 9 blank to process any campus.
- ☐ Enter Y in the Control Report Parameter 10 to generate a control report.
- ☐ Enter Y in the Page Alignment Parameter 11 to generate an alignment page.
- ☐ Enter N in the Run in Sleep/Wake Mode (Y/N) Parameter 12.
- ☐ Enter 60 in the Sleep Interval Parameter 13.
- ☐ Enter a substitute title for currently enrolled courses in the Substitute In Progress Title Parameter 14. This title can be a maximum of 30 characters.
- ☐ Enter 9 in the Starting Line Parameter 15 unless your transcript paper format requires a different number of blank lines at the top of the transcript for correct positioning.
- ☐ Enter Y in the Laser Printer Indicator (Y/N) Parameter 16 if you are using a laser printer.
- ☐ Enter a different term code in the Semester Conversion Term Code Parameter 17.
- ☐ Enter N in the Process Req. Awaiting Grades? Parameters 18 to indicate that you are not processing requests awaiting final grades.
- ☐ Enter N in the Process Req. Awaiting Degrees? Parameters 19 to indicate that you are not processing requests awaiting degree status.
- ☐ Leave Parameters 20-21 blank.
- ☐ Enter a number greater than 30 but not to exceed 185 to print a lengthy Issue To in the Print Expanded Issued To Parameter 22.
- ☐ Enter a number greater than 30 but not to exceed 75 to print a lengthy issued to Address in the Print Expanded Address Parameter 23.
- ☐ Enter LFMI in the Print Format for Current Name Parameter 24 to specify the printed name format for the Record Of field.

- ☐ Enter the levels to exclude from the transcript in the Exclude Level(s) Parameter 25. This field is validated against the Level Code Validation form (STVLEVL).
- ☐ Execute the process. View the .lis and .log files.
- ☐ Confirm that the columns are lined up properly.
- ☐ Confirm that there is one line per course.
- ☐ Confirm that there is one line per summary line.
- ☐ Confirm that all values are displayed in their correct locations.
- ☐ Confirm that only the transcript type requested in the Transcript Type Parameter 3 was printed.
- ☐ Confirm that an alignment page displaying XXX was printed at the beginning of the transcript.
- ☐ Confirm that the heading for any currently registered courses displays the title entered in the Substitute In Progress Title Parameter 14.
- ☐ Verify that if the student had coursework prior to the semester conversion term entered in the Semester Conversion Term Code Parameter 17, a statement indicating that the institution converted from quarter to semester calendar effective the term entered as a parameter. A section titled "Begin Semester Conversion" should contain the hours, quality points, and GPA conversion data for the student's coursework prior to that term.
- ☐ Confirm that the Issued To column on the transcript matches what was input on the Issued To field on SHARQTC.
- ☐ Confirm that the Issued To name and street address information length matches the number of characters entered in the Print Expanded Issued To Parameter 22 and the Print Expanded Address Parameter 23.
- ☐ Confirm that the format of the student's name in the Record Of: field matches the format entered in the Print Format for Current Name Parameter 24.

- ☐ Confirm that student levels were excluded from the transcript based on the value in the Exclude Level(s) Parameter 25.
- ☐ If the student had courses listed on the RHSC Used Courses Form (ZOACPCU), confirm that an asterisk appears next to the course's subject code. A message should appear below the term courses to explain that the course was used for a RHSC requirement.
- ☐ Confirm that a control report was printed at the end of the transcript. Verify that the order of parameters matches those on GJACPTL and the parameter values are correct.

Testing for Grades and Degrees

- ☐ Enter a transcript requests on SHARQTC. Be sure that this group includes students with the Hold for Grades and/or Hold for Degrees indicators checked.
- ☐ Enter the seven-character acronym ZHRTRTC in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ Enter N in the Transcript Population File Parameter 1 to indicate that you are not using a transcript population.
- ☐ Enter % in the ID & [Seq] as XXXXXXXXX000 Parameter 2 to process all available transcript requests.
- ☐ Enter % in Parameters 3-4 to process any transcript type and printer.
- ☐ Enter today's date in the Address Selection Date Parameter 5.
- ☐ Enter the address priority and type in the Address Priority and Type Parameter 6 (i.e. 1MA).
- ☐ Enter Y in the Official Transcript Request Parameter 7 to print an official transcript.
- ☐ Enter N in the Campus Selection Indicator Parameter 8 and leave the Campus Selected Parameter 9 blank to process any campus.

- ☐ Enter N in Parameter 10-12.
- ☐ Leave Parameter 13-15 blank.
- ☐ Enter Y in the Laser Printer Indicator (Y/N) Parameter 16 if you are using a laser printer. Enter N if you are not using a laser printer.
- ☐ Enter the semester conversion term code in the Semester Conversion Term Code Parameter 17.
- ☐ Enter Y in Parameters 18-19 to indicate that you are processing requests that were previously awaiting final grades or degree status.
- ☐ Leave Parameters 20-21 blank.
- ☐ Enter a number greater than 30 but not to exceed 185 to print a lengthy Issue To in the Print Expanded Issued To Parameter 22.
- ☐ Enter a number greater than 30 but not to exceed 75 to print a lengthy issued to Address in the Print Expanded Address Parameter 23.
- ☐ Enter FMIL or LFMI in the Print Format for Current Name Parameter 24 to specify the printed name format.
- ☐ Enter the levels to exclude from the transcript in the Exclude Level(s) Parameter 25.
- ☐ Execute the process. View the .lis and .log files. The .lis file contains the transcript. Review the transcript data to confirm that it matches the student's academic data and only transcripts with the Hold for Grades and/or Hold for Degrees were printed.

Results

Comments/Errors

Signature

Title

Testing the USG Academic eSafe Transcript (ZHRXMIT)

Purpose

The Academic eSafe Transcript process (ZHRXMIT) allows users to transmit the USG Academic Transcript to eSCRIP-SAFE.

Setup for Testing

- ☐ Review the technical documentation for this release regarding the connection setup for eSCRIP-SAFE.
- ☐ In order to transmit a file to eSCRIP-SAFE, a DBA or technical representative on campus will need to add the eSCRIP-SAFE ID and eSCRIP-SAFE server to the zhrxmit.shl. These values should be provided by the vendor.
- ☐ Execute all steps to produce the USG Academic Transcript (ZHRTRTC process). Make note of the job number.

Steps in Testing

- ☐ Enter the seven-character acronym ZHRXMIT in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL) and press the Enter key.
- ☐ Complete all required parameters in the Parameter Values Block of the Process Submission Controls form (GJAPCTL).
- ☐ With your cursor on Parameter 1, confirm that the field length is 7 and the hint text indicates "Enter up to seven characters."
- ☐ Enter the ZHRTRTC job number in Parameter 1. This field should accept a maximum of 7 characters.
- ☐ Execute the process. View the zhrxmit_{xxxxxx}.lis, zhrxmit_{xxxxxx}.log and zhrtrtc_{xxxxxx}.txt files. NOTE: These files will NOT be available to be viewed on GJIREVO. The files can only be viewed from the job submission directory.
- ☐ The .lis file contains a copy of the transcript.
- ☐ The .log file contains information pertaining to the submission of the transcript to eSCRIP-SAFE. Check this file to be sure that transfer was successful.
The zhrtrtc_{xxxxxx}.txt file contains the converted transcript file that is sent to eSCRIP-SAFE. The job number of this file will match the value provided as a parameter to the ZHRXMIT process.

Results

Comments/Errors

Signature

Title

Admissions Index

Testing the Index Code Validation Form (ZTVINDX)

ZTVINDX Purpose

The Index Code Validation Form (ZTVINDX) is used to create and validate freshmen index codes to be used as part of the Admissions Index Calculation Process (ZORINDC).

**ZTVINDX
Enhancement**

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation and display purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Admissions Index Menu.
- ☐ Verify that the Index Code Validation Form (ZTVINDX) is listed and accessible.
- ☐ Confirm that ZTVINDX is also in the Georgia Student Validation Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZTVINDX in the Go To field of the Banner General Menu (GUAGMNU), and then press Enter.
- ☐ Enter a new Code.

- ☐ Enter a letter or symbol in the Priority field.
- ☐ Verify that you cannot save the record or tab to the next field. The hint line text should indicate "Index Priority Number; lower number is higher priority." You should not be able to save the record with a letter or special character in the Priority field.
- ☐ Enter a unique number in Priority field.
- ☐ Enter a Description. The field size is 30 characters.
- ☐ Enter a letter in the Low field.
- ☐ Verify that you cannot save the record or tab to the next field. The hint line text should indicate "Low Range Value; format 0000000000.0000".
- ☐ Enter a value higher than 9999999999 in the Low field.
- ☐ Verify that you cannot save the record or tab to the next field. The hint line text should indicate "Low Range Value; format 0000000000.0000".
- ☐ Enter a number in the Low field in the 0000000000.0000 format.
- ☐ Enter a letter in the High field.
- ☐ Verify that you cannot save the record or tab to the next field. The hint line text should indicate "High Range Value; format 0000000000.0000".
- ☐ Enter a value higher than 9999999999 in the High field.
- ☐ Verify that you cannot save the record or tab to the next field. The hint line text should indicate "High Range Value; format 0000000000.0000".
- ☐ Enter a number in the High field that is less than the number entered in the Low field.
- ☐ Verify that you receive an error indicating that the High Range value must be greater than or equal to the Low Range.

- ☐ Enter a number in the Low field that has ten digits before the decimal and four after the decimal in the #####.#### format.
- ☐ Save.
- ☐ Repeat the steps above entering a new line with the same Priority.
- ☐ Save the record. An error message should indicate that only one row per priority number may exist.
- ☐ Perform a Record Remove function on the newly created row and save.
- ☐ Exit the form.

Results

Comments/Errors

Signature

Title

Testing the High School Grade Code Validation Form (ZTVHSGR)

ZTVHSGR Purpose

The High School Grade Code Validation Form (ZTVHSGR) is used to create and validate grades to be used with the High School Grade Definition Form (ZOAHSGR).

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Student Validation Menu.
- ☐ Verify that the High School Grade Code Validation Form (ZTVHSGR) is listed and accessible.
- ☐ Confirm that ZTVHSGR is also in the Georgia Academic Requirements Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZTVHSGR in the Go To field of the Banner General Menu (GUAGMNU), and then press Enter.
- ☐ Enter a Translated Grade Code.
- ☐ Enter a letter in the Quality Points field. Tab or press Enter to go to the next field.
- ☐ Verify that you receive an error in the hint text that the field format is 99.99.
- ☐ Enter a number in the Quality Points field that does not meet the 99.99 format. Tab or press Enter to go to the next field.
- ☐ Verify that you receive an error in the hint text that the field format is 99.99.
- ☐ Enter a valid number in the Quality Points field.
- ☐ Verify that you can check and uncheck the Count in GPA indicator.
- ☐ Save the record.

- ☐ Verify that you can Record Remove a row and save.
- ☐ Exit the form.

Results

Comments/Errors

Signature

Title

Admissions Index

Testing the Index Calculation Rules Form (ZOAINDX)

ZOAINDX Purpose

The Index Calculation Rules Form (ZOAINDX) form is used to define all of the calculations and processing that must be done to determine the final value of each index.

ZOAINDX Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation and display purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Verify that Index Codes have been created on ZTVINDX.
- ☐ Create a test in STVTESE with a Maximum Number of Positions of 15 and the Minimum Score and Maximum Score in the format of 0000000000.0000.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Admissions Index Menu.
- ☐ Verify that the Index Calculation Rules Form (ZOAINDX) is listed and accessible.
- ☐ Confirm that ZOAINDX is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAINDX in the Go To field of the Banner General Menu (GUAGMNU), and then press Enter.
- ☐ Use the query on the Index field.
- ☐ Use the Find field to narrow the selection and click the Find button. Confirm the selection is narrowed.

- ☐ Select a code and return to the ZOAINDX form. Verify that you are brought back to the Index field with the correct code.
- ☐ Use the query on the Index field. The Index Code Validation (ZTVINDX) data should be displayed.
- ☐ Verify that an index with a fifteen-digit value in the format of 0000000000.0000 in the Low Range and High Range displays.
- ☐ Click Cancel and verify that you are brought back to the Index field and it is unchanged.
- ☐ Verify that you can change the Index field.
- ☐ Perform a Next Block function.
- ☐ Enter a number or symbol in the Element Field and tab away.
- ☐ Verify that an error is received when attempting to go to the next field. The only valid values for this field are TEST, GPA, CONSTANT or PERCENTILE.
- ☐ Enter TEST in the Element field.
- ☐ Use the query on the Test field. The Test Code Validation (STVTEC) data should be displayed.
- ☐ Use the Find field to narrow the selection and click the Find button. Confirm the selection is narrowed.
- ☐ Verify that a test with a fifteen-digit value in the format of 0000000000.0000 in the Minimum Score and Maximum Score displays.
- ☐ Select a code and return to the ZOAINDX form. Verify that you are brought back to the Test field with the correct code.
- ☐ Enter a number or letter in the Factor Use field.
- ☐ Verify that you receive an error when attempting to go to the next field. The only valid values for this field are =, +, -, * or /.

- ☐ Enter = in the Factor Use field. Verify that you receive an error indicating that only the element "constant" may have factor use of =.
- ☐ Enter a +, -, * or / in the Factor Use Field.
- ☐ Enter a letter in the Factor field.
- ☐ Verify that you receive an error when attempting to go to the next field.
- ☐ Enter a number in the Factor field.
- ☐ Enter a letter or number in the Line Operator field.
- ☐ Verify that you receive an error indicating that plus, minus, or blank are the valid values for the field.
- ☐ Enter + or - in the Line Operator Field.
- ☐ Enter CONSTANT in the Element field.
- ☐ Verify that you cannot enter the Test field.
- ☐ Verify that you cannot enter a +, -, * or / in the Factor Use Field. An error message should appear in the hint text line indicating that the element "constant" must have factor use of =.
- ☐ Enter an = in the Factor Use Field.
- ☐ Enter a number in the Factor field.
- ☐ Enter + or - in the Line Operator Field.
- ☐ Enter GPA in the Element field.
- ☐ Verify that you cannot enter the Test field.
- ☐ Enter a +, -, * or / in the Factor Use Field.
- ☐ Enter a number in the Factor field.
- ☐ Enter + or - in the Line Operator Field.
- ☐ Enter PERCENTILE in the Element field.

- ☐ Verify that you cannot enter the Test field.
- ☐ Enter a +, -, * or / in the Factor Use Field.
- ☐ Enter a number in the Factor field.
- ☐ Enter + or - in the Line Operator Field.
- ☐ Save.
- ☐ Verify that an error is received that the last Line Operator must be blank. ???
- ☐ Delete the last Line Operator.
- ☐ Save and exit the form.

Results

Comments/Errors

Signature

Title

Testing the High School Grade Definition Form (ZOAHSGR)

ZOAHSGR Purpose

The High School Grade Definition Form (ZOAHSGR) houses a grading scale defined on an institution by institution basis to be used with the High School Detail Information Form (ZOAHSDD).

Setup for Testing

- ☐ Verify that high schools have been set up in STVSBGI.
- ☐ Verify that grades are created on ZTVHSGR.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the High School Grade Definition Form (ZOAHSGR) is listed and accessible.
- ☐ Confirm that ZOAHSGR is also in the Georgia Student Rules Menu and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAHSGR in the Go To field of the Banner General Menu (GUAGMNU), and then press Enter.
- ☐ Use the query on the Institution field.
- ☐ Execute the query and verify that the all of the records set up on STVSBGI are returned.
- ☐ Use the query and enter data to narrow the selection and execute the query. Confirm the selection is narrowed.
- ☐ Select a code and return to the ZOAINDX form. Verify that you are brought back to the Institution field with the correct code.
- ☐ Use the query on the Institution field.
- ☐ Cancel the query without executing a search and verify that you are brought back to the Index field and it is unchanged.

- ☐ Verify that you can change the Institution field. Be sure that this institution does not have existing records on ZOAHSGR.
- ☐ Perform a Next Block function.
- ☐ Verify that a message is received about the query causing no records to be retrieved.
- ☐ Enter a value in the Grade field.
- ☐ Use the query on the Translated Grade Code field. The High School Grade Code (ZTVHSGR) data should be displayed.
- ☐ Use the Find field to narrow the selection and click the Find button. Confirm the selection is narrowed.
- ☐ Select a code and return to the ZOAHSGR form. Verify that you are brought back to the Test field with the correct code.
- ☐ Use the query on the Translated Grade Code field.
- ☐ Click Cancel and verify that you are brought back to the Translated Grade Code field and it is unchanged.
- ☐ Verify that you can change the Translated Grade Code field.
- ☐ Verify that you can change the GPA Indicator. Valid values are Y (yes) and N (no).
- ☐ Verify that you can change the Effective Year field.
- ☐ Verify that you can change the Status Indicator. Valid values are A (active) or I (inactive).
- ☐ Repeat the steps above until you have the full grading scale entered (i.e. A through F).
- ☐ Save and Roll Back to the Key Block.
- ☐ Perform a query and find an institution that does not have Grades.
- ☐ Perform a Next Block.

- ☐ Verify that a message is received about the Query causing no records to be retrieved.
- ☐ Roll Back to the Key Block.
- ☐ Use the query on the Default field. Only high schools with existing grade definitions will be listed.
- ☐ Use the Find field to narrow the selection and click the Find button. Confirm the selection is narrowed.
- ☐ Select a code and return to the ZOAHSGR form. Verify that you are brought back to the Default field with the correct code. The Copy Grades icon will be activated.
- ☐ Perform a RollBack function to clear the Default field.
- ☐ Verify that you can populate the Default field with the SBGI code for which grade translations were newly created based on the instructions above.
- ☐ Click the Copy Grades button.
- ☐ Verify that the grades are populated with the same values as they were created above.
- ☐ Roll Back to the Key Block.
- ☐ Perform a Next Block.
- ☐ Verify that the grades still exist.
- ☐ Exit the form.

Results

Comments/Errors

Signature

Title

Testing the Index Information Form (ZOAINDP)

ZOAINDP Purpose

The Index Information Form (ZOAINDP) is used to hold and display indexes that have been created and calculated for a particular student.

ZOAINDP Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation, display, and calculation purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ A student must be created via General Person Identification Form (SPAIDEN).
- ☐ Verify that the student has the tests required for Index calculation set up on SOATEST.
- ☐ Verify that the Graduation Date, Percentile, and GPA are entered for all high schools on ZOAHS CD.
- ☐ Set up an index that has a Low and High value with fifteen characters (i.e. 1000000000.0001). Create this in STVTEST, ZTVINDEX, and ZOAINDX.

Steps in Testing

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Admissions Index Menu.
- ☐ Verify that the Index Information Form (ZOAINDP) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAINDP in the Go To field of the Banner General Menu (GUAGMNU), and then press Enter.

- ☐ Leave the ID field blank and perform a Next Block function.
- ☐ Confirm that a popup error message is received indicating that an existing ID number must be entered for this function. Click OK or Cancel.
- ☐ Enter the student ID for the student created in setup and perform a Next Block.
- ☐ Verify that a message is received about the Query causing no records to be retrieved. Click OK.
- ☐ Verify that the appropriate indexes are created for the person.
- ☐ Verify that the Index values are correct.
- ☐ Use the query on the Index field.
- ☐ Verify that you can see the fifteen digit values for the Low Range and High Range on the Index created in setup.
- ☐ Use the Find field to narrow the selection and click the Find button. Confirm the selection is narrowed.
- ☐ Select a code and return to the ZOAINDX form. Verify that you are brought back to the Index field with the correct code.
- ☐ Use the query on the Index field.
- ☐ Click Cancel and verify that you are brought back to the Index field and it is unchanged.
- ☐ Verify that you can change the Index field.
- ☐ Enter a letter in the Index Value field.
- ☐ Verify that you receive an error.
- ☐ Enter a number outside of the Index range on ZTVINDX.
- ☐ Verify that an error is received.
- ☐ Enter a valid number in the Index Value field.
- ☐ Save.

- ☐ Click on the Delete/Calculate Index Button.
- ☐ Verify that the manually created Index is removed or changed to the correct value.
- ☐ Exit the form.

Results

Comments/Errors

Signature

Title

Testing the Admissions Index Calculation Process (ZORINDC)

ZORINDC Purpose

The Admission Index Calculation Process (ZORINDC) provides different levels of index calculation depending on the institutional needs. This process allows the ability to store information and calculations, define formulas, calculate a student's high school GPA, and calculate the index.

ZORINDC Enhancement

Student 8.10 has expanded the Test Code field to 6 characters and the Test Score field to 15 characters on the Test Score Information Form (SOATEST) and other related forms, tables and processes. This release also eliminated the need for leading zeroes when the minimum test score has fewer characters than the maximum test score. This form has been enhanced to allow for the expansion of the test scores for all validation and display purposes.

Functional Impact

Users will be able to use expanded test codes and test scores.

Setup for Testing

- ☐ Create the index codes on the Index Code Validation form (ZTVINDX).
- ☐ Define the calculation rules for each index code on the Index Calculation Rules form (ZOAINDX).
- ☐ Create codes to define the grades used to enhance high school transcript processing on the High School Grade Code Validation form (ZTVHSGR).
- ☐ Define the high school's grading structure and translate values to an institutional norm on High School Grade Definition form (ZOAHSGR).
Note: Translations entered on ZOAHSGR are used in calculating high school GPAs by the High School Detail Information form (ZOAHS CD).
- ☐ Enter high school transcript details on the High School Detail Information form (ZOAHS CD) on a student by student basis.
Note: **OPTIONAL** - The second tab of ZOAHS CD is used to enter high school course information.
- ☐ Save the data and exit the form.
- ☐ Select an individual student with prerequisite test scores, high school GPA, Percentile, and no prior index on ZOAINDP.

- ☐ Create a population of students with prerequisite test scores, high school GPA, and Percentile. Select students who have an index on ZOAINDP and some that do not.

Steps in Testing

Testing from the High School Detail Information form

- ☐ Enter the seven-character acronym ZOAHSCD in the Go To field of the main menu and press the Enter key.
- ☐ Type in a valid student ID.
- ☐ Perform a Next Block function to the High School GPA Recalculation and CPC GPA Entry block. Enter a 'Y' in the Recalculate High School GPA field and save.
- ☐ Perform a Next Block to enter the Subjects tab. Confirm that high school courses are entered on the Subjects tab.
- ☐ Click the 'Calculate GPA' button at the bottom of the form.
- ☐ Review the results on the Hint Text Message line at the bottom of the form.
- ☐ Click the 'Calculate Index' button at the bottom of the form.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAINDP in the Go To field of the main menu and press the Enter key.
- ☐ Type in the student id from the previous step and next block to the Index field.
- ☐ Verify the student record updated correctly.
- ☐ Exit the form.

Testing a single student from GJAPCTL with no prior index in Audit

- ☐ Select a different student ID with high school transcript details on ZOAHSCD.

- ☐ Enter the seven-character acronym ZORINDC in the Go To field of the main menu and press the Enter key or enter it directly into GJAJOB.
- ☐ Perform a Next Block.
- ☐ Enter a valid printer name or enter DATABASE if you wish to view the output using the Review Output form (GJIREVO).
- ☐ Perform a Next Block.
- ☐ Enter a Run Mode of A.
- ☐ Enter a Report option of A.
- ☐ Enter the Student ID of a student without Indexes on ZOAINDP.
- ☐ Next Block, Save and execute the ZORINDC process.
- ☐ Verify that all indexes set up on ZOAINDX show up on the .lis file with the calculation and any processing errors.
- ☐ Check ZOAINDP and verify that no indexes were created for the test student. If indexes are created upon entering the form, perform a Record Remove to delete them, save, and exit.

Testing a single student from GJAPCTL with no prior index in Update

- ☐ Select a different student ID with high school transcript details on ZOAHS.
- ☐ Enter the seven-character acronym ZORINDC in the Go To field of the main menu and press the Enter key or enter it directly into GJAJOB.
- ☐ Perform a Next Block.
- ☐ Enter a valid printer name or enter DATABASE if you wish to view the output using the Review Output form (GJIREVO).
- ☐ Perform a Next Block.
- ☐ Enter a Run Mode of U.
- ☐ Enter a Report option of E.

- ☐ Enter the Student ID of a student without Indexes on ZOAINDP.
- ☐ Next Block, Save and execute the ZORINDC process.
- ☐ Verify that only errors show up in the .lis file.
- ☐ Verify the records displayed updated correctly on the Index Information form (ZOAINDP).

Testing a population selection from GJAPCTL in Audit

- ☐ Enter the seven-character acronym ZORINDC in the Go To field of the main menu and press the Enter key or enter it directly into GJAJOB.
- ☐ Perform a Next Block.
- ☐ Enter a valid printer name or enter DATABASE if you wish to view the output using the Review Output form (GJIREVO).
- ☐ Perform a Next Block.
- ☐ Enter Parameters 2 through 5 for the population selection created during setup.
- ☐ Enter a Run Mode of A.
- ☐ Enter a Report option of A.
- ☐ Next Block, Save and execute the ZORINDC process.
- ☐ Verify that all indexes set up on ZOAINDX show up on the .lis file with the calculation and any processing errors.
- ☐ Check ZOAINDP and verify that no indexes were created for the test students. If indexes are created upon entering the form, perform a Record Remove to delete them, save, and exit.

Testing a population selection from GJAPCTL in Update

- ☐ Enter the seven-character acronym ZORINDC in the Go To field of the main menu and press the Enter key or enter it directly into GJAJOB.
- ☐ Perform a Next Block.

- ☐ Enter a valid printer name or enter DATABASE if you wish to view the output using the Review Output form (GJIREVO).
- ☐ Perform a Next Block.
- ☐ Enter Parameters 2 through 5 for the population selection created during setup.
- ☐ Enter a Run Mode of U.
- ☐ Enter a Report option of E.
- ☐ Next Block, Save and execute the ZORINDC process.
- ☐ Verify that only errors show up in the .lis file.
- ☐ Verify the records displayed updated correctly on the Index Information form (ZOAINDP).

Testing a term from GJAPCTL in Audit

- ☐ Enter the seven-character acronym ZORINDC in the Go To field of the main menu and press the Enter key or enter it directly into GJAJOB.
- ☐ Perform a Next Block.
- ☐ Enter a valid printer name or enter DATABASE if you wish to view the output using the Review Output form (GJIREVO).
- ☐ Perform a Next Block.
- ☐ Enter a valid term in the Term parameter.
- ☐ Enter a Run Mode of A.
- ☐ Enter a Report option of A.
- ☐ Next Block, Save and execute the ZORINDC process.
- ☐ Verify that all indexes set up on ZOAINDX show up on the .lis file with the calculation and any processing errors.
- ☐ Check ZOAINDP and verify that no indexes were created for any test student. If indexes are created upon entering the form, perform a Record Remove to delete them, save, and exit.

Testing a term from GJAPCTL in Update

- ☐ Enter the seven-character acronym ZORINDC in the Go To field of the main menu and press the Enter key or enter it directly into GJAJOB.
- ☐ Perform a Next Block.
- ☐ Enter a valid printer name or enter DATABASE if you wish to view the output using the Review Output form (GJIREVO).
- ☐ Perform a Next Block.
- ☐ Enter a Run Mode of U.
- ☐ Enter a Report option of E.
- ☐ Next Block, Save and execute the ZORINDC process.
- ☐ Verify that only errors show up in the .lis file.
- ☐ Verify the records displayed updated correctly on the Index Information form (ZOAINDP) for several students.

Results

Comments/Errors

Signature

Title

Testing the High School Detail Information Form (ZOAHS CD)

ZOAHS CD Purpose

The ZOAHS CD form is used in the calculation of the Freshmen Admissions Index. This also holds additional fields such as the In Progress, AP, and Honors course indicators.

Setup for Testing

- ☐ A student must be created via General Person Identification Form (SPAIDEN).
- ☐ Create admissions request codes on the Admission Request Checklist Code Validation form (STVADMR)
- ☐ Enter the checklist items in the Admission Checklist Rules (SAACHKB).
- ☐ Enter Diploma Types on the Diploma Type Validation form (STVDPLM).
- ☐ Verify that subject codes are entered and if not, enter them in the High School Subject Validation form (STVSBJC).
- ☐ Create several high schools in the Source/Background Institution Code Validation Table (STVSBGI). Make sure at least one Admission Request is tied to the SBGI code that was created in the STVADMR table.
- ☐ Make sure that at least one of the high schools has an address on the Source/Background Institution Base form (SOASBGI) and one does not have an address.
- ☐ Add grades to the High School Grade Code Validation Form (ZTVHSGR) for all of the high schools created.
- ☐ Add translations to the High School Grade Definition Form (ZOAHS GR) for all of the high schools created.
- ☐ Compile student IDs for students who meet the following criteria:
 - Student whose high school transcript (containing a GTID) was loaded into Banner using Axiom
 - Student with a General Person (SPAPERS) record but no admissions, registration, or academic history information

- Student with a General Person (SPAPERS) record and an Admissions Application (SAAADMS) record but no registration or academic history information
- Student with a General Person (SPAPERS) record, an Admissions Application with an Admit Final decision on the Admissions Decision form (SAADCRV) and a General Student (SGASTDN) record but no registration or academic history information

Steps in Testing

Testing Georgia Testing ID

- ☐ Select the Main Georgia Enhancement Menu.
- ☐ Select the Georgia Student Menu.
- ☐ Select the Georgia Academic Requirements Menu.
- ☐ Verify that the High School Detail Information Form (ZOAHS CD) is listed and accessible.
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAHS CD in the Go To field of the Banner General Menu (GUAGMNU), and then press Enter.
- ☐ Enter the ID for the student whose high school transcript was loaded into Banner using Axiom.
- ☐ Next block into the Georgia Testing ID block of the High School(s) tab.
- ☐ Confirm that the GTID displays correctly.
- ☐ Next Block into the Georgia Testing ID block of the High School(s) tab.
- ☐ Replace the existing GTID with a random numeric 10-digit ID in the GTID field.
- ☐ Save the record.
- ☐ Exit the form and re-enter.
- ☐ Remove the GTID and save.

- ☐ Next block into the High School Detail block. The Georgia Testing ID field is optional and should allow you to enter the High School Detail block without entering a GTID.
- ☐ Repeat the steps for each test student.

Testing High School Details and Subjects

- ☐ Enter the student ID for the student created in setup and perform a Next Block.
- ☐ Enter a GTID, Save, and perform a Next Block.
- ☐ Enter a High School in the High School Detail Block that has an address.
- ☐ Verify that the High School Address Exists check box populates.
- ☐ Click on the High School Address Exists check box and verify that the address matches what was entered on SOASBGI during setup.
- ☐ Click OK.
- ☐ Verify that you can query the High School Field and SOISBGI is brought up if the student has no records in the Subjects tab.
- ☐ Verify that the High School Field is protected from input and that SOISBGI is not brought up if a student already has records in the Subjects tab.
- ☐ Execute the query.
- ☐ Verify that all of the SOASBGI data is returned.
- ☐ Enter a query and narrow the search criteria by using part of a name surrounded by percent signs.
- ☐ Execute the query.
- ☐ Verify that only High Schools with that part of a name are returned.
- ☐ Select a High School that does not have an address.

- ☐ Click on the High School Address Exists check box and verify that no address is returned and the fields cannot be updated.
- ☐ Click OK.
- ☐ Enter the Graduation Date.
- ☐ Use the Query on the Graduation Date.
- ☐ Verify that the Calendar (GUACALN) comes up and that you can select a date and click on a date and use the today button.
- ☐ Click OK.
- ☐ Enter the Transcript Receive Date.
- ☐ Use the Query on the Transcript Receive Date.
- ☐ Verify that the Calendar (GUACALN) comes up and that you can select a date and click on a date and use the today button.
- ☐ Click OK.
- ☐ Verify that you can check and uncheck the College Prep checkbox.
- ☐ Enter a letter in the Class Rank.
- ☐ Verify that an error is received.
- ☐ Enter a number in Class Rank.
- ☐ Enter a letter in the Class Size.
- ☐ Verify that an error is received.
- ☐ Enter a number in Class Size.
- ☐ Enter a smaller number in Class Size than exists in Class Rank.
- ☐ Verify that an error is received.
- ☐ Enter a larger number in Class Size than exists in Class Rank.

- ☐ Enter a letter or number in High School GPA field.
- ☐ If the high school was added to the Admission Checklist form, check that the Admission Checklist Request Code is populated.
- ☐ Use the query on the Admission Checklist Request Code field.
- ☐ Use the Find field to narrow the selection and click the Find button. Confirm the selection is narrowed.
- ☐ Select a code and return to the ZOAHS CD form. Verify that you are brought back to the Admission Checklist Request Code field with the correct code.
- ☐ Use the query on the Admission Checklist Request Code field.
- ☐ Click Cancel and verify that you are brought back to the Admission Checklist Request Code field and it is unchanged.
- ☐ Verify that you can change the Admission Checklist Request Code field.
- ☐ Use the query on the Diploma field.
- ☐ Use the Find field to narrow the selection and click the Find button. Confirm the selection is narrowed.
- ☐ Select a code and return to the ZOAHS CD form. Verify that you are brought back to the Diploma field with the correct code.
- ☐ Use the query on the Diploma field.
- ☐ Click Cancel and verify that you are brought back to the Diploma field and it is unchanged.
- ☐ Verify that you can change the Diploma field.
- ☐ Click Save.
- ☐ Verify that the Data Origin field displays "Banner".

- ☐ Highlight the Data Origin field and confirm that you can change this manually by typing something in and saving.
- ☐ Perform a Next Block to enter the High School GPA Recalculation and CPC GPA Entry block. Enter a 'Y' in the Recalculate High School GPA field and click Save.
- ☐ Perform a Next Block to enter the Subjects tab.
- ☐ Enter a letter in the Year.
- ☐ Verify that an error is received.
- ☐ Enter a number in Year.
- ☐ Enter a value in the Semester field.
- ☐ Verify that no more than two characters can be entered in the Semester field.
- ☐ Use the query on the Subject field.
- ☐ Use the Find field to narrow the selection and click the Find button. Confirm the selection is narrowed.
- ☐ Select a code and return to the ZOAHS CD form. Verify that you are brought back to the Subject field with the correct code.
- ☐ Use the query on the Subject field.
- ☐ Click Cancel and verify that you are brought back to the Subject field and it is unchanged.
- ☐ Verify that you can change the Subject field.
- ☐ Enter a letter in the Units.
- ☐ Verify that an error is received.
- ☐ Enter a number in Units.
- ☐ Use the query on the Grade field.
- ☐ Use the Find field to narrow the selection and click the Find button. Confirm the selection is narrowed.

- ☐ Select a code and return to the ZOAHS CD form. Verify that you are brought back to the Grade field with the correct code.
- ☐ Use the query on the Grade field.
- ☐ Click Cancel and verify that you are brought back to the Grade field and it is unchanged.
- ☐ Verify that you can change the Grade field.
- ☐ Verify that you can check and uncheck the Of, In Progress Indicator, AP, Honors Course Indicator, Dual Enrollment, and Count in GPA check boxes.
- ☐ Verify that the Translated Grade Code and the GPA Points are populated.
- ☐ Enter several more courses in the Subjects tab using different criteria.
- ☐ Click the Calculate GPA button. Verify that the GPA is calculated on the High School(s) tab.
- ☐ Save and exit the form.

Testing Navigation

- ☐ Enter the seven-character acronym ZOAHS CD in the Go To field of the Banner General Menu (GUAGMNU), and then press Enter.
- ☐ Enter the student ID for the student created in setup and perform a Next Block.
- ☐ Verify that you are taken to the Georgia Testing ID block.
- ☐ Perform a Next Block and verify that you are taken to the High School Detail Block.
- ☐ Perform a Next Block and verify that you are taken to the High School GPA Recalculation and CPC GPA Entry Block.
- ☐ Perform a Next Block and verify that you are taken to the Subjects tab.

- ☐ Perform a Next Block to return to the High School(s) tab. The cursor should be in the Georgia Testing ID block.
- ☐ Perform a Rollback and Next Block to enter the Georgia Testing ID block again.
- ☐ Click on the Subjects tab. This should bring up the Subjects block.

Results

Comments/Errors

Signature

Title

AR Acceptance Flag Update (ZSRAFLU)

Testing the AR Acceptance Flag Update (ZSRAFLU)

ZSRAFLU Enhancements

The AR Acceptance Flag Update process (ZSRAFLU) was updated to include consistent and clear hint text and descriptions on the parameter values for the Acceptance Indicator; Room Acceptance Flag; Meal Acceptance Flag; and the Phone Acceptance Flag.

ZSRAFLU Defect Correction

Defect correction to ensure room, meal and phone flag updates (parameters 03-05 = 'Y') are processed when acceptance indicator (parameter 02 = 'N').

Functional Impact

Provides the ability for institutions to update the charge accepted indicators in batch.

Setup for Testing

The following items should be set up prior to testing the ZSRAFLU process.

- ☐ Set up the Housing Term Control (SLATERM) for the term you are processing.
- ☐ Build the rates for the specified term in the Room/Meal/Phone Rate Code Rules (SLALMFE).
- ☐ Establish the Dorm Room and Meal Application (SLARMAP) for students if not assigned through the application process.

- ☐ Establish the assignment status for rooms in the Room Assignment Status (SLAASCD), meals in the Meal Assignment Status (SLAMSCD), and phone service in the Phone Assignment Status (SLAPSCD).
- ☐ Process the room assignment in the Room Assignment form (SLARASG), meal assignment in the Meal Assignment form (SLAMASG), and the phone assignment in the Phone Assignment form (SLAPASG).
- ☐ Enroll the student for the term in the Student Course Registration form (SFAREGS).
- ☐ Accept the charges in the Student Payment form (TSASPAY).
- ☐ Verify the charges are accepted in Student Course Registration (SFAREGS), Room Assignment (SLARASG), Meal Assignment (SLAMASG), and Phone Assignment (SLAPASG).

Steps in Testing

The following steps should be completed to test the ZSRAFLU process.

- ☐ Enter the seven-character acronym ZSRAFLU in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).
- ☐ In the Printer Control Block, identify the printer.
- ☐ Verify the update to the Acceptance Indicator (02), parameter description value to 'Acceptance Ind for (C)onfirmed; Acceptance Ind for (N)one and Acceptance Ind for (Y)es.'
- ☐ Verify the update to the Acceptance Indicator (02), the Update Room Acceptance Flag (03), Update Meal Acceptance Flag (04), and Update Phone Acceptance Flag (05) parameter hint text.

Execute the process in Audit mode.

- ☐ After verification for the population of students accepted above in set up, enter parameter values to set indicators to a different value. Execute the process in Audit mode to review the Acceptance indicator and the room, meal and phone acceptance flags.
- ☐ Verify the process completed successfully and the results of the report output to ensure the records found in the file

will be updated into Banner appropriately based on the student's you are processing.

Execute the process again in Update mode.

- ☐ Execute the process in Update mode to update the Acceptance indicator and the room, meal and phone acceptance flags.
- ☐ Verify the process completed successfully and the results of the report output to ensure the records found in the file updated into Banner appropriately based on the student's you are processing.
- ☐ Verify the acceptance indicator has been updated in the Student Course Registration (SFAREGS), Room Assignment (SLARASG), Meal Assignment (SLAMASG), and Phone Assignment (SLAPASG) accordingly.

Results

Comments/Errors

Signature

Title
