Test Plan for Georgia Banner Enhanced Student and Financial Aid Systems

Version 8.52

Academic Georgia Requirements
High School XML Transcript
Admissions Index
USG Academic Transcript
Update Zip Code Process

Information Technology Services

March 2017

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Test Plan for Georgia Enhancements 8.52

General Testing Instructions

Introduction

This test plan for Georgia Enhancements 8.52 is to be used for testing the following:

- Academic Georgia Requirements
- High School XML Transcript
- Admissions Index
- USG Academic Transcript
- Update Zip Code Process

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 have been updated with this release:

- Georgia Requirements Security Form (ZOAGARS)
- Georgia Requirements Establishment Rules Form (ZOAGARE)
- Georgia Requirements Test Rules Form (ZOAGART)
- RHSC Test Rules Form (ZOACPCT)
- RHSC Fulfilling Courses Form (ZOACPCF)
- RHSC Desired Courses Rules Form (ZOACPCD)
- History/ Constitution Fulfilling Courses Rules Form (ZOALHCF)
- History/Constitution Desired Courses Rules Form (ZOALHCD)
- Georgia Requirements Form (ZOAGARP)
- RHSC Fulfilling High School Courses Rules Form (ZOACPCH)
- High School Detail Information Form (ZOAHSCD)
- Index Calculation Rules Form (ZOAINDX)
- Update Zip Code Process (ZGRZIPC)

Prerequisites

The prerequisite for Georgia Enhancements 8.52 is as follows:

- Georgia Enhancements 8.51

Certification

The Georgia Enhancements 8.52 release has been certified by ITS at the following versions:

- Accounts Receivable 8.5.2

- Financial Aid 8.28
- General 8.8.9
- Student 8.11 +
- Georgia Enhancements 8.51

ITS and two beta institutions have tested and certified this release for the prerequisites at Oracle 12.1.0.2 on Linux Red Hat 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.
- ☐ For Critical Thinking Overlay (OC), Global Perspectives Overlay (OG) and US Perspective Overlay (OU) requirement type codes, attempt to edit the Core indicator.
  - When tabbing to the field, the field hint text states “Core Requirements Indicator; check for yes; uncheck for no. Field no longer used, query only in Georgia Enhancements 8.51.”
  - When clicking in the field, the field hint text states, “FRM-40200: Field is protected against update.”
- ☐ Only one indicator can be checked per requirement type code. For a requirement type, check more than one indicator and save the record. The following error message should be displayed in the hint text line.
  - *ERROR* Only ONE requirement indicator 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.

ZOAGARS Enhancements

The following enhancements are included in this release:

- Renamed the “CPC” checkbox to “RHSC”. The associated hint text was also updated to indicate RHSC.
- Updated the title bar name of the User ID list of values window to “User ID Control”. The column titles in the User ID list of values window were updated to “Abbrev” and “Banner ID”.

Functional Impact

The hint text for the RHSC checkbox displays “RHSC Requirement Access; check for yes; uncheck for no.”

When accessing the list of values for the User ID field, the title of the window will indicate “User ID Control”. The column titles will display User ID, Description, Abbrev, and Banner ID.

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. Confirm that the title of the pop up window is “User ID Control” and the column titles display User ID, Description, Abbrev, and Banner ID.
- ☐ 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 RHSC. 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 RHSC requirement and save the record. The record should save successfully.
- ☐ Update the Requirement Status code for non-RHSC 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 RHSC 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). Critical Thinking Overlay (OLCT), Global Perspectives Overlay (OLGL), and US Perspectives Overlay (OLUS) remain for historical purposes only.
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ). Critical Thinking Overlay (OC), Global Perspectives Overlay (OG), and US Perspectives Overlay (OU) remain for historical purposes only.
- ☐ 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). Hold type codes Critical Thinking Overlay (OC), Global Perspectives Overlay (OG), and US Perspectives Overlay (OU) remain on the Georgia Requirement Hold Rules form (ZOAGARH) for historical purposes only.
- ☐ Confirm that the Create Requirement indicator is set to 'No' for OLCT (Critical Thinking Overlay), OLGL (Global Perspectives Overlay) and OLUS (US Perspectives Overlay) to prevent the Overlay Requirement NCRQ codes from being automatically added to ZOAGARP.

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 Enhancements and Defect Corrections

The following defects were encountered during internal testing:

- The table sequence number did not populate with whole numbers in numerical order when new rows were inserted between existing rows on the form.
- The table sequence number did not populate with whole numbers in numerical order when sequence number 1 row was deleted from the form.
- When deleting the first row of an And/Or set of rules, the new first row now contained an A or O in the And/Or field and could be saved with no errors.
- Using the Record Insert > Record Duplicate functionality together generated sequence number errors in the table.
- The asterisk did not consistently appear next to the NCRQ code in the Key Block of the form when the Next Block function was performed.
- The 'Unmatched parentheses' error message did not include the same wording as other similar Georgia Enhancement forms.
- Multiple records containing the same NCRQ code and different test code values generated the same table sequence number.

The following enhancements are included in this release:

- Updated the User ID field in the table when changes are made on the form.
- Added validation to the System Pivot and Institution Pivot fields for numeric test scores only.
- Updated the field mask to remove blank spaces before the score in the System Pivot and Institution Pivot fields.

Functional Impact

The Record Insert function can be used to create a blank row, but the Record Duplicate function has been disabled to prevent existing rows from being copied and generating table sequence number errors. When rows are inserted or updated on the form, only whole numbers in numerical order will be generated for the table sequence number. When sequence number 1 row is deleted from the form, the other existing

table sequence numbers will renumber to ensure there is always a sequence number 1.

A technical update was made to the primary key constraint on the ZORGARE table to exclude the ZORGARE_TESC_CODE field. This will prevent multiple records for the same NCRQ code and different test code values from being assigned the same sequence number.

After deleting the first row of an And/Or set of rules, the new first row now contains an A or O in the And/Or field. When an attempt is made to save the record, an error message will appear in the hint text line indicating that an And/Or connector cannot exist on the first record.

The asterisk placement next to the NCRQ code in the Key Block when performing a Next Block function.

The hint text error message generated by unmatched parentheses displays “Unmatched parenthesis exist; number of left must match number of right.”

The System Pivot and Institutional Pivot fields validate against the STVTESC minimum and maximum scores for the specified test codes. The field mask on the pivot fields is restricted to the data size and will no longer appear to include blank spaces before the numbers.

The User ID field in the ZORGARE table is updated when any changes are made on the form. NOTE: You may need assistance from your institution’s technical support staff to view the table data.

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 the hint text message “Unmatched parenthesis exist; number of left must match number of right” is displayed when attempting to save the record with mismatched parenthesis.
- ☐ Confirm that a test code with a fifteen-digit value for the System Pivot and Institutional Pivot fields can be entered.

- ☐ Confirm that validation errors are generated when entering test scores in the System Pivot and Institutional Pivot fields that are outside of the minimum and maximum score range established on STVTESC.
- ☐ Confirm that the form does not appear to display blank spaces before the test scores when highlighting the System Pivot and Institutional 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 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.
- ☐ On ZOAGARE for a NCRQ code that has two or more courses established, use the Record > Insert function to insert a blank row between existing rows.
- ☐ Use the Record > Duplicate function to attempt copying the prior row data to the blank row. Confirm that the error message in the hint text line indicates that this is an invalid function.
- ☐ Manually enter data in the blank row and save the record.
- ☐ Delete the first row in a sequence of two or more rows. Confirm that the record cannot be saved while the first row has the And/Or field populated.
- ☐ Delete the A or O in the And/Or field of the first row.

- ☐ Save the record.
- ☐ Verify that the ZORGARE table sequence numbers are whole numbers in numerical order. NOTE: Assistance from your institution's technical support staff may be required to view the table data.
- ☐ Verify that the User ID in the ZORGARE table is added/updated when any changes are made on the form. NOTE: Assistance from your institution's technical support staff may be required to view the table data.

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 Defect Corrections

The following defects were encountered during internal testing:

- The table sequence number did not populate with whole numbers in numerical order when new rows were inserted between existing rows on the form.
- The table sequence number did not populate with whole numbers in numerical order when sequence number 1 row was deleted from the form.
- When deleting the first row of an And/Or set of rules, the new first row now contained an A or O in the And/Or field and could be saved with no errors.
- Using the Record Insert > Record Duplicate functionality together generated sequence number errors in the table.
- Multiple records containing the same NCRQ code and different test code values generated the same table sequence number.

Functional Impact

The Record Insert function can be used to create a blank row, but the Record Duplicate function has been disabled to prevent existing rows from being copied and generating table sequence number errors. When rows are inserted or updated on the form, only whole numbers in numerical order will be generated for the table sequence number. When sequence number 1 row is deleted from the form, the other existing table sequence numbers will renumber to ensure there is always a sequence number 1.

A technical update was made to the primary key constraint on the ZORGART table to exclude the ZORGART_TESC_CODE field. This will prevent multiple records for the same NCRQ code and different test code values from being assigned the same sequence number.

After deleting the first row of an And/Or set of rules, the new first row now contains an A or O in the And/Or field. When an attempt is made to save the record, an error message will appear in the hint text line indicating that an And/Or connector cannot exist on the first record.

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.
- ☐ On ZOAGART for a NCRQ code that has two or more rows established, use the Record > Insert function to insert a blank row between existing rows.
- ☐ Use the Record > Duplicate function to attempt copying the prior row data to the blank row. Confirm that the error message in the hint text line indicates that this is an invalid function.
- ☐ Manually enter data in the blank row and save the record.
- ☐ Delete the first row in a sequence of two or more rows. Confirm that the record cannot be saved while the first row has the And/Or field populated.
- ☐ Delete the A or O in the And/Or field of the first row.
- ☐ Save the record.
- ☐ Verify that the ZORGART table sequence numbers are whole numbers in numerical order. NOTE: Assistance from your institution’s technical support staff may be required to view the table data.
- ☐ 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 Enhancements and Defect Corrections

The following defects were encountered during internal testing:

- The table sequence number did not populate with whole numbers in numerical order when new rows were inserted between existing rows on the form.
- When deleting the first row of an And/Or set of rules, the new first row now contained an A or O in the And/Or field and could be saved with no errors.
- Using the Record Insert > Record Duplicate functionality together generated sequence number errors in the table.
- Multiple records containing the same NCRQ code and different test code values generated the same table sequence number.

The following enhancements are included in this release:

- Added validation to the System Pivot and Institution Pivot fields for numeric test scores only.
- Updated the field mask to remove blank spaces before the score in the System Pivot and Institution Pivot fields.

Functional Impact

The Record Insert function can be used to create a blank row, but the Record Duplicate function has been disabled to prevent existing rows from being copied and generating table sequence number errors. When rows are inserted or updated on the form, only whole numbers in numerical order will be generated for the table sequence number.

A technical update was made to the primary key constraint on the ZORCPCT table to exclude the ZORCPCT_TESC_CODE field. This will prevent multiple records for the same NCRQ code and different test code values from being assigned the same sequence number.

After deleting the first row of an And/Or set of rules, the new first row now contains an A or O in the And/Or field. When an attempt is made to save the record, an error message will appear in the hint text line indicating that an And/Or connector cannot exist on the first record.

The System Pivot and Institution Pivot fields validate against the STVTESC minimum and maximum scores for the specified test codes. The field mask on the pivot fields is restricted to the data size and will no longer appear to include blank spaces before the numbers.

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.
- ☐ Confirm that validation errors are generated when entering test scores in the System Pivot and Institution Pivot fields that are outside of the minimum and maximum score range established on STVTESC.
- ☐ Confirm that the form does not appear to display blank spaces before the test scores when highlighting the System Pivot and Institutional 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.
- ☐ 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.

- ☐ On ZOACPCT for a NCRQ code that has two or more rows established, use the Record > Insert function to insert a blank row between existing rows.
- ☐ Use the Record > Duplicate function to attempt copying the prior row data to the blank row. Confirm that the error message in the hint text line indicates that this is an invalid function.
- ☐ Manually enter data in the blank row and save the record.
- ☐ Delete the first row in a sequence of two or more rows. Confirm that the record cannot be saved while the first row has the And/Or field populated.
- ☐ Delete the A or O in the And/Or field of the first row.
- ☐ Save the record.
- ☐ Verify that the ZORCPCT table sequence numbers are whole numbers in numerical order. NOTE: Assistance from your institution's technical support staff may be required to view the table data.
- ☐ 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.

ZOACPCF Defect Corrections and Enhancement

The following defects were encountered during internal testing:

- A form error prohibited new rows from being inserted between existing rows.
- The table sequence number did not populate with whole numbers in numerical order when new rows were inserted between existing rows on the form.
- When deleting the first row of an And/Or set of rules, the new first row now contained an A or O in the And/Or field and could be saved with no errors.
- Using the Record Insert > Record Duplicate functionality together generated sequence number errors in the table.

The following enhancement is included in this release:

- Updated the User ID field in the table when changes are made on the form.

Functional Impact

New rows can be inserted between existing rows on the form without generating errors. The Record Insert function can be used to create a blank row, but the Record Duplicate function has been disabled to prevent existing rows from being copied and generating table sequence number errors. When rows are inserted or updated on the form, only whole numbers in numerical order will be generated for the table sequence number.

After deleting the first row of an And/Or set of rules, the new first row now contains an A or O in the And/Or field. When an attempt is made to save the record, an error message will appear in the hint text line indicating that an And/Or connector cannot exist on the first record.

The User ID field in the ZORCPCF table is updated when any changes are made on the form. NOTE: You may need assistance from your institution's technical support staff to view the table data.

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.
- ☐ On ZOACPCF for a NCRQ code that has two or more rows established, use the Record > Insert function to insert a blank row between existing rows.
- ☐ Use the Record > Duplicate function to attempt copying the prior row data to the blank row. Confirm that the error message in the hint text line indicates that this is an invalid function.
- ☐ Manually enter data in the blank row and save the record.

- ☐ Delete the first row in a sequence of two or more rows. Confirm that the record cannot be saved while the first row has the And/Or field populated.
- ☐ Delete the A or O in the And/Or field of the first row.
- ☐ Save the record.
- ☐ Verify that the ZORCPCF table sequence numbers are whole numbers in numerical order. NOTE: Assistance from your institution's technical support staff may be required to view the table data.
- ☐ Verify that the User ID in the ZORCPCF table is added/updated when any changes are made on the form. NOTE: Assistance from your institution's technical support staff may be required to view the table data
- ☐ 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.

ZOACPCD Enhancement and Defect Corrections

The following defects were encountered during internal testing:

- A form error prohibited new rows from being inserted between existing rows.
- The table sequence number did not populate with whole numbers in numerical order when new rows were inserted between existing rows on the form.
- When deleting the first row of an And/Or set of rules, the new first row now contained an A or O in the And/Or field and could be saved with no errors.
- Using the Record Insert > Record Duplicate functionality together generated sequence number errors in the table.
- Updated the form title to “RHSC Desired Courses Rules Form” in the Main Georgia Enhancement Menu > Georgia Student Menu > Georgia Academic Requirements menu.

The following enhancement is included in this release:

- Updated the User ID field in the table when changes are made on the form.

Functional Impact

The form title was updated to “RHSC Desired Courses Rules Form” in the Main Georgia Enhancement Menu > Georgia Student Menu > Georgia Academic Requirements menu.

New rows can be inserted between existing rows on the form without generating errors. The Record Insert function can be used to create a blank row, but the Record Duplicate function has been disabled to prevent existing rows from being copied and generating table sequence number errors. When rows are inserted or updated on the form, only whole numbers in numerical order will be generated for the table sequence number.

After deleting the first row of an And/Or set of rules, the new first row now contains an A or O in the And/Or field. When an attempt is made to save the record, an error message will appear in the hint text line indicating that an And/Or connector cannot exist on the first record.

The User ID field in the ZORCPCD table is updated when any changes are made on the form. NOTE: You may need assistance from your institution’s technical support staff to view the table data.

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.
- ☐ On ZOACPCD for a NCRQ code that has two or more rows established, use the Record > Insert function to insert a blank row between existing rows.

- ☐ Use the Record > Duplicate function to attempt copying the prior row data to the blank row. Confirm that the error message in the hint text line indicates that this is an invalid function.
- ☐ Manually enter data in the blank row and save the record.
- ☐ Delete the first row in a sequence of two or more rows. Confirm that the record cannot be saved while the first row has the And/Or field populated.
- ☐ Delete the A or O in the And/Or field of the first row.
- ☐ Save the record.
- ☐ Verify that the ZORCPCD table sequence numbers are whole numbers in numerical order. NOTE: Assistance from your institution's technical support staff may be required to view the table data.
- ☐ Verify that the User ID in the ZORCPCD table is added/updated when any changes are made on the form. NOTE: Assistance from your institution's technical support staff may be required to view the table data
- ☐ 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.

ZOALHCF Defect Corrections and Enhancement

The following defects were encountered during internal testing:

- A form error prohibited new rows from being inserted between existing rows.
- The table sequence number did not populate with whole numbers in numerical order when new rows were inserted between existing rows on the form.
- When deleting the first row of an And/Or set of rules, the new first row now contained an A or O in the And/Or field and could be saved with no errors.
- Using the Record Insert > Record Duplicate functionality together generated sequence number errors in the table.

The following enhancement is included in this release:

- Updated the User ID field in the table when changes are made on the form.

Functional Impact

New rows can be inserted between existing rows on the form without generating errors. The Record Insert function can be used to create a blank row, but the Record Duplicate function has been disabled to prevent existing rows from being copied and generating table sequence number errors. When rows are inserted or updated on the form, only whole numbers in numerical order will be generated for the table sequence number.

After deleting the first row of an And/Or set of rules, the new first row now contains an A or O in the And/Or field. When an attempt is made to save the record, an error message will appear in the hint text line indicating that an And/Or connector cannot exist on the first record.

The User ID field in the ZORCPCF table is updated when any changes are made on the form. NOTE: You may need assistance from your institution's technical support staff to view the table data.

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.
- ☐ On ZOALHCF for a NCRQ code that has two or more rows established, use the Record > Insert function to insert a blank row between existing rows.
- ☐ Use the Record > Duplicate function to attempt copying the prior row data to the blank row. Confirm that the error message in the hint text line indicates that this is an invalid function.
- ☐ Manually enter data in the blank row and save the record.
- ☐ Delete the first row in a sequence of two or more rows. Confirm that the record cannot be saved while the first row has the And/Or field populated.
- ☐ Delete the A or O in the And/Or field of the first row.

- ☐ Save the record.
- ☐ Verify that the ZORCPCF table sequence numbers are whole numbers in numerical order. NOTE: Assistance from your institution's technical support staff may be required to view the table data.
- ☐ Verify that the User ID in the ZORCPCF table is added/updated when any changes are made on the form. NOTE: Assistance from your institution's technical support staff may be required to view the table data
- ☐ 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.

ZOALHCD Defect Corrections and Enhancement

The following defects were encountered during internal testing:

- A form error prohibited new rows from being inserted between existing rows.
- The table sequence number did not populate with whole numbers in numerical order when new rows were inserted between existing rows on the form.
- When deleting the first row of an And/Or set of rules, the new first row now contained an A or O in the And/Or field and could be saved with no errors.
- Using the Record Insert > Record Duplicate functionality together generated sequence number errors in the table.

The following enhancement is included in this release:

- Updated the User ID field in the table when changes are made on the form.

Functional Impact

New rows can be inserted between existing rows on the form without generating errors. The Record Insert function can be used to create a blank row, but the Record Duplicate function has been disabled to prevent existing rows from being copied and generating table sequence number errors. When rows are inserted or updated on the form, only whole numbers in numerical order will be generated for the table sequence number.

After deleting the first row of an And/Or set of rules, the new first row now contains an A or O in the And/Or field. When an attempt is made to save the record, an error message will appear in the hint text line indicating that an And/Or connector cannot exist on the first record.

The User ID field in the ZORCPCD table is updated when any changes are made on the form. NOTE: You may need assistance from your institution's technical support staff to view the table data.

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.
- ☐ On ZOALHCD for a NCRQ code that has two or more rows established, use the Record > Insert function to insert a blank row between existing rows.
- ☐ Use the Record > Duplicate function to attempt copying the prior row data to the blank row. Confirm that the error message in the hint text line indicates that this is an invalid function.
- ☐ Manually enter data in the blank row and save the record.
- ☐ Delete the first row in a sequence of two or more rows. Confirm that the record cannot be saved while the first row has the And/Or field populated.

- ☐ Delete the A or O in the And/Or field of the first row.
- ☐ Save the record.
- ☐ Verify that the ZORCPCD table sequence numbers are whole numbers in numerical order. NOTE: Assistance from your institution's technical support staff may be required to view the table data.
- ☐ Verify that the User ID in the ZORCPCD table is added/updated when any changes are made on the form. NOTE: Assistance from your institution's technical support staff may be required to view the table data
- ☐ 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) was used to specify tests and courses that fulfilled an Overlay Requirement. On March 6, 2016, the Board of Regents of the University System of Georgia approved a revision to the core curriculum policy which ended the use and tracking of overlay requirements. The Overlay Requirements Fulfilling Courses/Test Scores Form (ZOAORFC) became Read Only/Query Only with Georgia Enhancements 8.51. All existing data remains for historical purposes.

Setup for Testing

- ☐ Confirm that NCRQ codes are on the Non-Course Requirements Code Validation form (STVNCRQ). Critical Thinking Overlay (OLCT), Global Perspectives Overlay (OLGL), and US Perspectives Overlay (OLUS) remain for historical purposes only.
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ). Critical Thinking Overlay (OC), Global Perspectives Overlay (OG), and US Perspectives Overlay (OU) remain for historical purposes only.
- ☐ Confirm that hold type codes Critical Thinking Overlay (OC), Global Perspectives Overlay (OG), and US Perspectives Overlay (OU) remain on the Georgia Requirement Hold Rules form (ZOAGARH) for historical purposes only.
- ☐ Confirm an RGTORFC label exists in the EDI Verification Label Validation form (STVXLBL).
- ☐ Confirm overlay requirement reuse translations exist on SOAXREF for Cross-Reference label RGTORFC. Courses previously used to satisfy a Legislative requirement were also used to satisfy the OLUS (US Perspectives) overlay requirement. The RGTORFC translation was used by the now defunct ZORORUP process to identify the NCRQ codes associated with the Legislative requirements. The Electronic Qualifier for each row, OLUS, entered in the Electronic Value field and the STVNCRQ value for each Legislative requirement (LCNG, LCNU, LHSG, and LHSU) in the Banner Value field remain for historical purposes only.

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.
- ☐ Confirm that a pop up message displays “Form Read Only as of Georgia Enhancements 8.51”
- ☐ 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 a pop up message displays “Form Read Only as of Georgia Enhancements 8.51”
- ☐ Click OK.
- ☐ Click into the first NCRQ Code.
- ☐ A pop up message might display stating “FRM-40350: Query caused no records to be retrieved.”
- ☐ Click OK.
- ☐ In the Courses block, the first row/first NCRQ code is now selected.
- ☐ Click in the NCRQ Code field of the Courses block. Confirm that the NCRQ Code field does not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ Attempt to click in the other fields of the row, And/Or and parenthesis functionality, Course Attributes, Subject, Course Range (Low and High), Hours Range (Low and High), Minimum Grade, closing parenthesis), Start Term, and End Term fields. Confirm these fields do not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ Tab to the next row.
- ☐ Attempt to click in the fields of the row, NCRQ Code, And/Or and parenthesis functionality, Course Attributes, Subject, Course Range (Low and High), Hours Range (Low and High), Minimum Grade, closing parenthesis), Start Term, and End Term fields. Confirm these fields do not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”

- ☐ Repeat these steps for each row in the Course Block. Confirm these fields do not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ With your cursor on one of the NCRQ Code/Course lines, perform a Next Block function to the Test Scores block.
- ☐ Click in the NCRQ Code field of the Test Scores block. Confirm this field does not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ Attempt to click in the And/Or and parenthesis functionality, Test, Subject, Start Date, End Date, System Pivot, Institutional Pivot and the closing parenthesis) fields. Confirm these fields do not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ Confirm the record cannot be saved with no changes.
- ☐ Rollback and Next Block again with your cursor on the same NCRQ code to confirm that the rules display correctly and remain unaltered.
- ☐ Perform this test for the other NCRQ codes, confirm that rules do not allow any insert, update or delete functionality and the proper hint text is displayed.

Results _____

Comments/Errors _____

Signature _____

Title _____

Testing the Overlay Requirements Courses Desired Form (ZOAORCD)

ZOAORCD Purpose

The Overlay Requirements Courses Desired Form (ZOAORCD) was used to specify the courses that fulfill an Overlay requirement for an individual student. On March 6, 2016, the Board of Regents of the University System of Georgia approved a revision to the core curriculum policy which ended the use and tracking of overlay requirements. The Overlay Requirements Courses Desired Form (ZOAORCD) became Read Only/Query Only with Georgia Enhancements 8.51. All existing data remains for historical purposes.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ). Critical Thinking Overlay (OLCT), Global Perspectives Overlay (OLGL), and US Perspectives Overlay (OLUS) remain for historical purposes only.
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ). Critical Thinking Overlay (OC), Global Perspectives Overlay (OG), and US Perspectives Overlay (OU) remain for historical purposes only.
- ☐ Confirm that hold type codes Critical Thinking Overlay (OC), Global Perspectives Overlay (OG), and US Perspectives Overlay (OU) remain on the Georgia Requirement Hold Rules form (ZOAGARH) for historical purposes only.
- ☐ Confirm the Georgia requirements Critical Thinking Overlay (OLCT), Global Perspectives Overlay (OLGL), and US Perspectives Overlay (OLUS) remain for historical purposes only and are defined on ZOAGARQ with a Core indicator checked on ZTVGARQ.

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.
- ☐ Confirm a pop-up notification message is displayed when entering the form: “Form Read Only as of Georgia Enhancements 8.51”.
- ☐ Exit the form.

- ☐ Enter the seven-character acronym ZOAORCD in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Confirm a pop-up notification message is displayed when entering the form: “Form Read Only as of Georgia Enhancements 8.51”.
- ☐ Click Ok.
- ☐ Enter the ID of a student and perform a Next Block function.
- ☐ Click in the NCRQ Code field of the Non-Course Requirement Code block. Confirm that the NCRQ Code field does not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ A pop up message might display stating “FRM-40350: Query caused no records to be retrieved.”
- ☐ Click OK.
- ☐ With your cursor on one of the NCRQ codes, perform a Next Block function to the Courses block.
- ☐ Click in the NCRQ Code field of the Courses block. Confirm this field does not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ Attempt to click in the And/Or and parenthesis functionality, Course Attributes, Subject, Course Range (Low and High), Hours Range (Low and High), Minimum Grade, and the closing parenthesis) field. Confirm these fields do not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ Perform this test for the other NCRQ codes, confirm that Courses block does not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ Confirm the record cannot be saved with changes.

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. ZORRQCR does not create learning support requirements or the now defunct Core Overlay Requirements.

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.

ZOAGARP Defect Correction

The following defect was encountered during internal testing:

- The form allowed the creation of new default Georgia requirements via the Georgia Requirement Creation process (ZORRQCR) even though a single requirement existed on ZOAGARP. This occurred when the Create Requirement indicator was set to No on the Georgia Requirement Rules Form (ZOAGARQ) for the existing requirement NCRQ code.

Functional Impact

ZOAGARP was modified to prevent the form from prompting the user to create default requirements when a requirement already exists regardless of the ZOAGARQ setting.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ). Critical Thinking Overlay (OLCT), Global Perspectives Overlay (OLGL), and US Perspectives Overlay (OLUS) remain for historical purposes only.
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ). Critical Thinking Overlay (OC), Global Perspectives Overlay (OG), and US Perspectives Overlay (OU) remain for historical purposes only.
- ☐ 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). Hold type codes Critical Thinking Overlay (OC), Global Perspectives Overlay (OG), and US Perspectives Overlay (OU) remain on the Georgia Requirement Hold Rules form (ZOAGARH) for historical purposes only.
- ☐ 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.

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.

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 (STVTESC) 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.

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.
- ☐ Confirm that index type codes have been created on the Learning Support Index Type Validation Form (ZTVLSIV) 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 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).

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.

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 STVTESC.
- ☐ 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.

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 (ZOAHSCD)

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 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.

☐ 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 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.

☐ 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.

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 (STVTESC).
- ☐ 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 (ZOAHSCD)

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 ZOAHSCD 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.

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 (STVTESC) for EPI and MPI.
- ☐ Confirm that placement codes have been created on the Form Code Validation Form (STVTEFR).

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 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 STVTESC 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 STVTESC. 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 STVNCST 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.

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 (STVTESC) 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 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.

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 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.

☐ 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.

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 (STVTESC) 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 (STVTESC) 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 indictor 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 indictor 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 indictor 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 indictor 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 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 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 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 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.

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 Requirements Courses Used Form (ZOAORCU)

ZOAORCU Purpose

The Overlay Requirements Courses Used Form (ZOAORCU) allowed the manual entry of institutional or transfer course work to meet core overlay requirements on an individual student basis. On March 6, 2016, the Board of Regents of the University System of Georgia approved a revision to the core curriculum policy which ended the use and tracking of overlay requirements. The Overlay Requirements Courses Used Form (ZOAORCU) became Read Only/Query Only in this release Georgia Enhancements 8.51. All existing data remains for historical purposes.

Setup for Testing

- ☐ Confirm that NCRQ codes have been built on the Non-Course Requirements Code Validation form (STVNCRQ). Critical Thinking Overlay (OLCT), Global Perspectives Overlay (OLGL), and US Perspectives Overlay (OLUS) remain for historical purposes only.
- ☐ Confirm that requirement type codes have been built on the Georgia Requirement Types form (ZTVGARQ). Critical Thinking Overlay (OC), Global Perspectives Overlay (OG), and US Perspectives Overlay (OU) remain for historical purposes only.

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.
- ☐ Confirm that a pop up message displays “Form Read Only as of Georgia Enhancements 8.51”
- ☐ Exit the form.
- ☐ Enter the seven-character acronym ZOAORCU in the Go To field of the General Menu (GUAGMNU) and press the Enter key.
- ☐ Confirm that a pop up message displays “Form Read Only as of Georgia Enhancements 8.51”
- ☐ Click OK.

- ☐ Enter the ID of a student who has institutional and transfer course work in their academic history that was used to satisfy a variety of Core Overlay Requirements.
- ☐ Perform a Next Block function to the Non-Course Requirement Code block. Confirm that the NCRQ Code field and description does not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ With your cursor on a Core Overlay requirement, perform a Next Block function to the Institution block.
- ☐ With your cursor on the NCRQ code, confirm that NCRQ code does not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ Attempt to click in the Term, CRN, Subject, Course Number, Credits, Grade and Title fields. Confirm these fields do not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ Perform a next block to the Transfer Block.
- ☐ Confirm that the NCRQ Code field does not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ Attempt to click in the Course Number, Term, Subject, Course Number, Credits, Grade and Title fields. Confirm these fields do not allow any insert, update or delete functionality. The hint text states “FRM-40200: Field is protected against update.”
- ☐ 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 REQT” 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 seve**n**-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 _____

High School XML Transcript

Testing the High School Subject Validation Table Loader (load_stvsbjc.ctl)

load_stvsbjc.ctl Purpose

As part of the High School XML Transcript project, campuses needed Department of Education (DOE) course information populated in the High School Subject Validation Table (STVSBJC).

A delimited data file for DOE courses/descriptions was delivered with Georgia Enhancements 7.18 and the loader populated all of the DOE standard values for high school subjects into the table/form.

Setup for Testing

A DBA or Technical Administrator must run the load_stvsbjc.ctl on the test database.

Steps in Testing

Enter the seven-digit acronym STVSBJC in the Go To field of the General Menu (GUAGMNU).

Verify that the code field is populated with the six-digit Department of Education standard code for each course and that a matching description is populated. The Activity Date should be the date that the load script was run.

Results _____

Comments/Errors _____

Signature _____

Title _____

Testing the RHSC Fulfilling High School Courses Rules Form (ZOACPCH)

ZOACPCH Purpose

The RHSC Fulfilling High School Courses Rules Form (ZOACPCH) is used to build rules for satisfying Required High School Curriculum (RHSC) requirements with high school courses.

ZOACPCH Defect Corrections and Enhancements

The following defects were encountered during internal testing:

- A form error prohibited new rows from being inserted between existing rows.
- The table sequence number did not populate with whole numbers in numerical order when new rows were inserted between existing rows on the form.
- When deleting the first row of an And/Or set of rules, the new first row now contained an A or O in the And/Or field and could be saved with no errors.
- Using the Record Insert > Record Duplicate functionality together generated sequence number errors in the table.
- Hint text did not exist for the Credit Hours field.

The following enhancements are included in this release:

- Updated the User ID field in the table when changes are made on the form.
- Updated the form title to “RHSC Fulfilling High School Courses Rules Form” in the Main Georgia Enhancement Menu > Georgia Student Menu > Georgia Student Rules menu.

Functional Impact

The form title was updated to “RHSC Fulfilling High School Courses Rules Form” in the Main Georgia Enhancement Menu > Georgia Student Menu > Georgia Student Rules menu.

New rows can be inserted between existing rows on the form without generating errors. The Record Insert function can be used to create a blank row, but the Record Duplicate function has been disabled to prevent existing rows from being copied and generating table sequence number errors. When rows are inserted or updated on the form, only whole numbers in numerical order will be generated for the table sequence number.

After deleting the first row of an And/Or set of rules, the new first row now contains an A or O in the And/Or field. When an attempt is made to save the record, an error message will appear in the hint text line indicating that an And/Or connector cannot exist on the first record.

The hint text for the Credit Hours field indicated “Credit Hours”.

The User ID field in the table is updated when any changes are made on the form.

NOTE: You may need assistance from your institution's technical support staff to view the table data. ZOACPCH stores data in ZORCPCH table.

Steps in Testing

Select the Georgia Enhancements Main Menu.

Select the Georgia Student Menu.

Select the Georgia Student Rules Menu.

Verify that the RHSC Fulfilling High School Course Rules Form (ZOACPCH) is listed and accessible.

Exit the form.

Go to the Georgia Requirements Type Validation form (ZTVGARQ) and make a list of the Requirement Type codes that have the RHSC indicator checked.

Save and exit the form.

Enter the seven-digit acronym ZOACPCH in the Go To field of the General Menu (GUAGMNU).

Make a note of the available NCRQ codes and exit the form.

Enter the seven-digit acronym ZOAGARQ in the Go To field of the General Menu (GUAGMNU).

Verify that the NCRQ Codes listed on ZOACPCH also exist on ZOAGARQ and that each code has one of the Requirement Type codes that have been created on ZTVGARQ on the first step.

Save and exit the form.

Enter the seven-digit acronym ZOACPCH in the Go To field of the General Menu (GUAGMNU).

With the cursor on the first NCRQ code, perform a Next Block function to the High School Courses section of the form.

Build sample rules utilizing the And / Or and parenthesis fields. Use whole and decimal numbers (0.5, 1, 1.5, etc.) in the Credit Hours field.

Save the record.

Repeat for each NCRQ code.

For a NCRQ code that has two or more courses established, use the Record > Insert function to insert a blank row between existing rows.

Use the Record > Duplicate function to attempt copying the prior row data to the blank row. Confirm that the error message in the hint text line indicates that this is an invalid function.

Manually enter data in the blank row and save the record.

Delete the first row in a sequence of two or more satisfying courses. Confirm that the record cannot be saved while the first row has the And/Or field populated.

Delete the A or O in the And/Or field of the first row.

Save the record.

Verify that the ZORCPCH table sequence numbers are whole numbers in numerical order. NOTE: Assistance from your institution's technical support staff may be required to view the table data.

Verify that the User ID in the ZORCPCH table is added/updated when any changes are made on the form. NOTE: Assistance from your institution's technical support staff may be required to view the table data.

Results _____

Comments/Errors _____

Signature _____

Title _____

Testing the RHSC High School Requirements Update Process (ZORCPCH)

ZORCPCH Purpose

The RHSC Requirement Update process (ZORCPCH) uses the high school course information entered on the High School Information form (ZOAHSCD) to satisfy the RHSC requirements as listed on the Georgia Requirements form (ZOAGARP).

Setup for Testing

Enter the seven-digit acronym ZOACPCH in the Go To field of the General Menu (GUAGMNU) or, utilizing the General Menu, access the form through the Main Georgia Enhancement Menu [*GEORGIA], Georgia Student Menu [*GSTUM], and Georgia Student Rules [*RULES].

Verify that all Non-Course Requirement Codes (NCRQ codes) are populated in the Non-Course Requirement Code block with descriptions.

Beginning with the first NCRQ code, build appropriate rules for satisfying the requirement.

Verify that the And / Or with parenthesis can be populated.

Save the record.

Repeat for each NCRQ code.

Create a population selection on the Population Selection Definition Rules form (GLRSLCT). The population can be generated by rules or manually entered.

All students should have the ZOAGARP form populated

Some of the students should have at least one area fulfilled according to the rules created in ZOACPCH.

All students should have a hold through ZOAGARP related to the fulfilled NCRQ Code.

Steps in Testing

Testing Ending of Holds with a Population Selection and All Report Print Mode.

Enter the seven-character acronym ZORCPCH in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Perform a next block.

Enter the printer information or DATABASE.

Verify that the Lines field has 55 as the default value.

Perform a next block.

Enter Status Code in parameter one. Status Code should be valid on the Non-course Requirements Status Code Validation form (STVNCST).

Enter ‘E’nd in the End or Remove Holds parameter.

Enter today’s date as the Hold End Date in parameter.

Enter Population Selection information in parameters four through seven.

Enter the term in the Term parameter.

Select ‘A’ll for the Report Print Mode.

Select Audit ‘A’ mode in the Run Mode Parameter.

Enter the current year in the Graduation Year parameter.

Save and submit the job process.

Verify the log and lis files are created.

Verify that the output in the lis file is correct and all of the students in the population selection are included in the output.

Verify that all students for the Population Selection show up in the output.

Repeat selecting Update ‘U’ mode in The Run Mode parameter.

Verify that requirements are updated on ZOAGARP and holds were ended on SOAHOLD.

Testing Ending of Holds with a Population Selection and Completed Report Print Mode.

Enter the seven-character acronym ZORCPCH in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Perform a next block.

Enter the printer information or DATABASE.

Verify that the Lines field has 55 as the default value.

Perform a next block.

Enter Status Code in parameter one. Status Code should be valid on the Non-course Requirements Status Code Validation form (STVNCST).

Enter ‘E’nd in the End or Remove Holds parameter.

Enter today’s date as the Hold End Date in parameter.

Enter Population Selection information in parameters four through seven.

Enter the term in the Term parameter.

Select ‘C’ompleted for the Report Print Mode.

Select Audit ‘A’ mode in the Run Mode Parameter.

Enter the current year in the Graduation Year parameter.

Save and submit the job process.

Verify the log and lis files are created.

Verify that the output in the lis file is correct and all of the students in the population selection are included in the output.

Verify only students who have completed NCRQ requirements for the Population Selection show up in the output.

Repeat selecting Update ‘U’ mode in The Run Mode parameter.

Verify that requirements are updated on ZOAGARP and holds were ended on SOAHOLD.

Testing Removal of Holds with a Population Selection and All Report Print Mode.

Enter the seven-character acronym ZORCPCH in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Perform a next block.

Enter the printer information or DATABASE.

Verify that the Lines field has 55 as the default value.

Perform a next block.

Enter Status Code in parameter one. Status Code should be valid on the Non-course Requirements Status Code Validation form (STVNCST).

Enter ‘R’emove in the End or Remove Holds parameter.

Enter nothing in the Hold End Date in parameter.

Enter Population Selection information in parameters four through seven.

Enter the term in the Term parameter.

Select ‘A’ll for the Report Print Mode.

Select Audit ‘A’ mode in the Run Mode Parameter.

Enter the current year in the Graduation Year parameter.

Save and submit the job process.

Verify the log and lis files are created.

Verify that the output in the lis file is correct and all of the students in the population selection are included in the output.

Verify that all students for the Population Selection show up in the output.

Repeat selecting Update ‘U’ mode in The Run Mode parameter.

Verify that requirements are updated on ZOAGARP and holds were removed on SOAHOLD.

Testing Removal of Holds with a Population Selection and Completed Report Print Mode.

Enter the seven-character acronym ZORCPCH in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Perform a next block.

Enter the printer information or DATABASE.

Verify that the Lines field has 55 as the default value.

Perform a next block.

Enter Status Code in parameter one. Status Code should be valid on the Non-course Requirements Status Code Validation form (STVNCST).

Enter 'R'emove in the End or Remove Holds parameter.

Enter nothing in the Hold End Date in parameter.

Enter Population Selection information in parameters four through seven.

Enter the term in the Term parameter.

Select 'C'ompleted for the Report Print Mode.

Select Audit 'A' mode in the Run Mode Parameter.

Enter the current year in the Graduation Year parameter.

Save and submit the job process.

Verify the log and lis files are created.

Verify that the output in the lis file is correct and all of the students in the population selection are included in the output.

Verify only students who have completed NCRQ requirements for the Population Selection show up in the output.

Repeat selecting Update 'U' mode in The Run Mode parameter.

Verify that requirements are updated on ZOAGARP and holds were removed on SOAHOLD.

Testing End of Holds with a Term and All Report Print Mode.

Enter the seven-character acronym ZORCPCH in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Perform a next block.

Enter the printer information or DATABASE.

Verify that the Lines field has 55 as the default value.

Perform a next block.

Enter Status Code in parameter one. Status Code should be valid on the Non-course Requirements Status Code Validation form (STVNCST).

Enter 'E' nd in the End or Remove Holds parameter.

Enter today's date as the Hold End Date in parameter.

Enter nothing in Population Selection parameters four through seven.

Enter the term in the Term parameter.

Select 'A'll for the Report Print Mode.

Select Audit 'A' mode in the Run Mode Parameter.

Enter the current year in the Graduation Year parameter.

Save and submit the job process.

Verify the log and lis files are created.

Verify that the output in the lis file is correct and all of the students in the term are included in the output.

Verify that all students for the term show up in the output.

Repeat selecting Update 'U' mode in The Run Mode parameter.

Verify that requirements are updated on ZOAGARP and holds were ended on SOAHOLD.

Testing End of Holds with a Term and Completed Report Print Mode.

Enter the seven-character acronym ZORCPCH in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Perform a next block.

Enter the printer information or DATABASE.

Verify that the Lines field has 55 as the default value.

Perform a next block.

Enter Status Code in parameter one. Status Code should be valid on the Non-course Requirements Status Code Validation form (STVNCST).

Enter 'E' nd in the End or Remove Holds parameter.

Enter today's date as the Hold End Date in parameter.

Enter nothing in Population Selection parameters four through seven.

Enter the term in the Term parameter.

Select 'C'ompleted for the Report Print Mode.

Select Audit 'A' mode in the Run Mode Parameter.

Enter the current year in the Graduation Year parameter.

Save and submit the job process.

Verify the log and lis files are created.

Verify that the output in the lis file is correct and all of the students in the term are included in the output.

Verify only students who have completed NCRQ requirements for the term show up in the output.

Repeat selecting Update 'U' mode in The Run Mode parameter.

Verify that requirements are updated on ZOAGARP and holds were ended on SOAHOLD.

Testing Removal of Holds with a Term and All Report Print Mode.

Enter the seven-character acronym ZORCPCH in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Perform a next block.

Enter the printer information or DATABASE.

Verify that the Lines field has 55 as the default value.

Perform a next block.

Enter Status Code in parameter one. Status Code should be valid on the Non-course Requirements Status Code Validation form (STVNCST).

Enter 'R'emove in the End or Remove Holds parameter.

Enter nothing in the Hold End Date in parameter.

Enter nothing in Population Selection parameters four through seven.

Enter the term in the Term parameter.

Select 'A'll for the Report Print Mode.

Select Audit 'A' mode in the Run Mode Parameter.

Enter the current year in the Graduation Year parameter.

Save and submit the job process.

Verify the log and lis files are created.

Verify that the output in the lis file is correct and all of the students in the term are included in the output.

Verify that all students for the term show up in the output.

Repeat selecting Update 'U' mode in The Run Mode parameter.

Verify that requirements are updated on ZOAGARP and holds were removed on SOAHOLD.

Testing Removal of Holds with a Term and Completed Report Print Mode.

Enter the seven-character acronym ZORCPCH in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Perform a next block.

Enter the printer information or DATABASE.

Verify that the Lines field has 55 as the default value.

Perform a next block.

Enter Status Code in parameter one. Status Code should be valid on the Non-course Requirements Status Code Validation form (STVNCST).

Enter 'R'emove in the End or Remove Holds parameter.

Enter nothing in the Hold End Date in parameter.

Enter nothing in Population Selection parameters four through seven.

Enter the term in the Term parameter.

Select 'C'ompleted for the Report Print Mode.

Select Audit 'A' mode in the Run Mode Parameter.

Enter the current year in the Graduation Year parameter.

Save and submit the job process.

Verify the log and lis files are created.

Verify that the output in the lis file is correct and all of the students in the term are included in the output.

Verify only students who have completed NCRQ requirements for term show up in the output.

Repeat selecting Update ‘U’ mode in The Run Mode parameter.

Verify that requirements are updated on ZOAGARP and holds were removed on SOAHOLD.

Results

Comments/Errors

Signature

Title

Testing the High School Batch GPA Calculation process (ZORHSBG)

ZORHSBG Purpose

The High School Batch GPA Calculation process (ZORHSBG) is used to calculate high school Grade Point Averages (GPAs) in batch or for an individual student. The results populate the High School GPA is populated on the High School Detail Information form (ZOAHSCD).

Setup for Testing

Select several individual students with courses populated on the Subjects tab of ZOAHSCD. Grades and GPA points should be populated. GPA should not be populated on the High School Detail tab.

Select a population selection of students with the Subjects tab of ZOAHSCD populated. Grades and GPA points should be populated. GPA should not be populated on the High School Detail tab.

Steps in Testing

Enter the seven-digit acronym ZORHSBG in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).

Perform a next block function.

Enter a printer or DATABASE if you would like to review the output using the Review Output form (GJIREVO).

Perform a Next Block function.

Enter the population selection information in parameters 3, 4, 5 and 6.

Enter ‘A’ for Audit in parameter 7.

Save and submit the job process.

Review the .lis file. Verify that GPAs are calculated for students in the population selection.

Verify that the High School GPA field on the High School Detail block of ZOAHSCD is not populated for each student in the population selection.

Repeat the process with ‘U’ for Update in parameter 7.

Verify that the High School GPA field on the High School Detail block of ZOAHSCD is populated for each student in the population selection.

Repeat the process with only parameter 2 populated for a student with courses populated on the Subjects tab of ZOAHSCD and parameter 7 populated with ‘A’.

Review the .lis file. Verify that GPAs are calculated for the student.

Verify that the High School GPA field on the High School Detail block of ZOAHSCD is not populated for the student.

Repeat the process with only parameter 2 populated for a student with courses populated on the Subjects tab of ZOAHSCD and parameter 7 populated with ‘U’.

Verify that the High School GPA field on the High School Detail block of ZOAHSCD is populated for the student.

Repeat the process with only parameter 1 populated for a term with students that have courses populated on the Subjects tab of ZOAHSCD and parameter 7 populated with ‘A’.

Review the .lis file. Verify that GPAs are calculated for the students.

Verify that the High School GPA field on the High School Detail block of ZOAHSCD is not populated for students from the selected term.

Repeat the process with only parameter 1 populated for a term with students that have courses populated on the Subjects tab of ZOAHSCD and parameter 7 populated with ‘U’.

Verify that the High School GPA field on the High School Detail block of ZOAHSCD is populated for students from the selected term.

Results

Comments/Errors

Signature

Title

Testing the High School Detail Information Form (ZOAHSCD)

ZOAHSCD Purpose

The High School Detail Information Form (ZOAHSCD) provides a place to hold a student's standard high school information in addition to the Georgia Testing ID, the RHSC GPA, and a detailed Subjects tab that is used in the calculation of the high school GPA.

ZOAHSCD Enhancements and Defect Corrections

The following defects were encountered during internal testing:

- The calendar buttons for the Graduation Date and Transcript Receive Date fields did not function or display correctly.
- Clicking on the list of values button for the Admissions Checklist Request Code field did not activate the list of values, although using the keyboard shortcut or double clicking in the data field would activate the LOV.
- The Class Rank and Class Size fields allowed the entry of 5 characters but would generate an error when attempting to save due to the table fields only storing 4 characters.
- The Percentile field allowed the entry of 7 characters but would generate an error when attempting to save due to the table field only storing 5 characters in format ###.##.
- Clicking on the list of values button for the Diploma field did not activate the list of values, although using the keyboard shortcut or double clicking in the data field would activate the LOV.
- The Data Origin field did not allow manual data entry.
- The error message for the Units field on the Subjects tab did not provide the field size or format when invalid data was entered in the field.

The following enhancements are included in this release:

- Updated the form title to "High School Detail Information Form" in the Main Georgia Enhancement Menu > Georgia Student Menu > Georgia Academic Requirements Menu.
- Updated the header "High School GPA Recalculation and CPC GPA Entry" to "High School GPA Recalculation and RHSC GPA Entry".
- Renamed the "CPC GPA" field to "RHSC GPA". The associated hint text was also updated to indicate RHSC.
- Updated the User ID field in the table when changes are made on the form.

Functional Impact

The form title was updated to "High School Detail Information Form" in the Main Georgia Enhancement Menu > Georgia Student Menu > Georgia Academic Requirements Menu.

The Graduation Date and Transcript Receive Date field calendar buttons display and function correctly.

The Class Rank and Class Size fields only allow 4 characters to be entered. The Percentile field only allows 5 characters in format ###.## to be entered.

The Admission Checklist Request Code and Diploma list of values buttons now function when either clicking the icon or using the keyboard shortcut.

The Data Origin field allows manual data entry of 30 characters.

The block header “High School GPA Recalculation and CPC GPA Entry” was updated to “High School GPA Recalculation and RHSC GPA Entry”. The “CPC GPA” field was renamed to “RHSC GPA” and the associated hint text was also updated to indicate RHSC.

The error message for the Units field on the Subjects tab specifies that the data must be in the 99D99 format (99.99).

The User ID field in the table is updated when any changes are made on the form. NOTE: You may need assistance from your institution’s technical support staff to view the table data. ZOAHSCD stores data in 4 tables.

Georgia Testing ID block - ZORGTID table

High School Detail block - SORHSCH table

High School GPA Recalculation and RHSC GPA Entry block - ZORHSGC table

Subjects tab - ZORHSWK table

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 from (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 (ZOAHSGR) 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 (ZOAHSCD) is listed and accessible.

Exit the form.

Enter the seven-character acronym ZOAHSCD 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 function.

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.

With the Class Rank and Class Size fields blank, enter more than 5 characters in the Percentile field. An error should appear in the hint text indicating that the data should be in format ###.##.

Enter a letter in the Class Rank.

Verify that an error is received.

Enter a number in Class Rank, ensuring that an error appears in the hint text if more than 4 characters are entered.

Enter a letter in the Class Size.

Verify that an error is received.

Enter a number in Class Size, ensuring that an error appears in the hint text if more than 4 characters are entered.

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. The Percentile field should automatically calculate the percentage.

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.

Query the Admission Checklist Request Code field using either the keyboard shortcut or by clicking on the LOV icon.

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 ZOAHSCD 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.

Query the Diploma field using either the keyboard shortcut or by clicking on the LOV icon.

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 ZOAHSCD 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.

If this is the initial entry on ZOAHSCD for the student, ensure that the Data Origin field populates with “Banner” upon Save. If the record was loaded by a process such as Axiom, ensure that the appropriate data origin is populated.

Verify that the Data Origin field can be manually populated with up to 30 characters.

Click save.

Perform a Next Block to enter the High School GPA Recalculation and RHSC GPA Entry block. Enter a ‘Y’ in the Recalculate High School GPA field and click save.

Verify that the RHSC GPA field can be manually entered.

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.

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 ZOAHSCD 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 an invalid number in the Units field and verify that an error is received indicating that the data must be in 99.99 format.

Enter a valid number in the Units field.

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 ZOAHSCD 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, 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.

Verify that the User ID in the table is added/updated when any changes are made on the form. NOTE: Assistance from your institution’s technical support staff may be required to view the table data.

Testing Navigation

Enter the seven-character acronym ZOAHSCD 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 High School Detail Block.

Perform a Next Block and verify that you are taken to the High School GPA Recalculation and RHSC 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 _____

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).

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

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 Defect Corrections

The following defects were encountered during internal testing:

- The table sequence number did not populate with whole numbers in numerical order when new rows were inserted between existing rows on the form.
- The table sequence number did not populate with whole numbers in numerical order when sequence number 1 row was deleted from the form.
- Using the Record Insert > Record Duplicate functionality together generated sequence number errors in the table.
- When a new row was entered and the record saved, no edits could be made to the row unless the form was refreshed using Rollback/Next Block or by exiting and returning to the form.
- When using the TEST element, the form allowed records to be saved when the Test Code field was blank.
- Factor Use value '=' could be associated with Element values which should not allow the use of the equal sign.

Functional Impact

The Record Insert function can be used to create a blank row, but the Record Duplicate function has been disabled to prevent existing rows from being copied and generating table sequence number errors. When rows are inserted or updated on the form, only whole numbers in numerical order will be generated for the table sequence number. When sequence number 1 row is deleted from the form, the other existing table sequence numbers will renumber to ensure there is always a sequence number 1.

Fields are editable immediately after saving a record, without requiring a form refresh.

When TEST is entered in the Element field, the Test field must be populated with a STVTESC code.

Validation checks have been added to ensure coordination between the Element value when the Factor Use value is '='.

Setup for Testing

☐ Verify that Index Codes have been created on ZTVINDX.

- ☐ Create a test in STVTESC 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 (STVTESC) 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 the record.
- ☐ For an index code that has two or more rows established, use the Record > Insert function to insert a blank row between existing rows.
- ☐ Use the Record > Duplicate function to attempt copying the prior row data to the blank row. Confirm that the error message in the hint text line indicates that this is an invalid function.

- ☐ Manually enter data in the blank row and save the record.
- ☐ For an existing row that contains the TEST element, delete the Test field value and Save. Confirm that you receive an error indicating that the Test code must be defined.
- ☐ Verify that the ZORINDX table sequence numbers are whole numbers in numerical order. NOTE: Assistance from your institution's technical support staff may be required to view the table data.

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 (ZOAHSCD).

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 Roll Back 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.

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 ZOAHSCD.
- ☐ Set up an index that has a Low and High value with fifteen characters (i.e. 1000000000.0001). Create this in STVTESC, ZTVINDX, 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.

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 (ZOAHSCD).
- ☐ Enter high school transcript details on the High School Detail Information form (ZOAHSCD) on a student by student basis.
  Note: **OPTIONAL** - The second tab of ZOAHSCD 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 GJAJOBS.
- ☐ 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 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 GJAJOBS.
- ☐ 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 GJAJOBS.
- ☐ 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 GJAJOBS.
- ☐ 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 GJAJOBS.
- ☐ 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 GJAJOBS.
- ☐ 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 (ZOAHSCD)

ZOAHSCD Purpose

The High School Detail Information Form (ZOAHSCD) provides a place to hold a student's standard high school information in addition to the Georgia Testing ID, the RHSC GPA, and a detailed Subjects tab that is used in the calculation of the high school GPA.

ZOAHSCD Enhancements and Defect Corrections

The following defects were encountered during internal testing:

- The calendar buttons for the Graduation Date and Transcript Receive Date fields did not function or display correctly.
- Clicking on the list of values button for the Admissions Checklist Request Code field did not activate the list of values, although using the keyboard shortcut or double clicking in the data field would activate the LOV.
- The Class Rank and Class Size fields allowed the entry of 5 characters but would generate an error when attempting to save due to the table fields only storing 4 characters.
- The Percentile field allowed the entry of 7 characters but would generate an error when attempting to save due to the table field only storing 5 characters in format ###.##.
- Clicking on the list of values button for the Diploma field did not activate the list of values, although using the keyboard shortcut or double clicking in the data field would activate the LOV.
- The Data Origin field did not allow manual data entry.
- The error message for the Units field on the Subjects tab did not provide the field size or format when invalid data was entered in the field.

The following enhancements are included in this release:

- Updated the form title to "High School Detail Information Form" in the Main Georgia Enhancement Menu > Georgia Student Menu > Georgia Academic Requirements Menu.
- Updated the header "High School GPA Recalculation and CPC GPA Entry" to "High School GPA Recalculation and RHSC GPA Entry".
- Renamed the "CPC GPA" field to "RHSC GPA". The associated hint text was also updated to indicate RHSC.
- Updated the User ID field in the table when changes are made on the form.

Functional Impact

The form title was updated to “High School Detail Information Form” in the Main Georgia Enhancement Menu > Georgia Student Menu > Georgia Academic Requirements Menu.

The Graduation Date and Transcript Receive Date field calendar buttons display and function correctly.

The Class Rank and Class Size fields only allow 4 characters to be entered. The Percentile field only allows 5 characters in format ###.## to be entered.

The Admission Checklist Request Code and Diploma list of values buttons now function when either clicking the icon or using the keyboard shortcut.

The Data Origin field allows manual data entry of 30 characters.

The block header “High School GPA Recalculation and CPC GPA Entry” was updated to “High School GPA Recalculation and RHSC GPA Entry”. The “CPC GPA” field was renamed to “RHSC GPA” and the associated hint text was also updated to indicate RHSC.

The error message for the Units field on the Subjects tab specifies that the data must be in the 99D99 format (99.99).

The User ID field in the table is updated when any changes are made on the form. NOTE: You may need assistance from your institution’s technical support staff to view the table data. ZOAHSCD stores data in 4 tables.

- Georgia Testing ID block - ZORGTID table
- High School Detail block - SORHSCH table
- High School GPA Recalculation and RHSC GPA Entry block - ZORHSGC table
- Subjects tab - ZORHSWK table

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 from (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 (ZOAHSGR) 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 (ZOAHSCD) is listed and accessible.

☐ Exit the form.

- ☐ Enter the seven-character acronym ZOAHSCD 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 function.
- ☐ 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.
- ☐ With the Class Rank and Class Size fields blank, enter more than 5 characters in the Percentile field. An error should appear in the hint text indicating that the data should be in format ###.##.
- ☐ Enter a letter in the Class Rank.
- ☐ Verify that an error is received.
- ☐ Enter a number in Class Rank, ensuring that an error appears in the hint text if more than 4 characters are entered.
- ☐ Enter a letter in the Class Size.
- ☐ Verify that an error is received.
- ☐ Enter a number in Class Size, ensuring that an error appears in the hint text if more than 4 characters are entered.
- ☐ 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. The Percentile field should automatically calculate the percentage.
- ☐ 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.
- ☐ Query the Admission Checklist Request Code field using either the keyboard shortcut or by clicking on the LOV icon.
- ☐ 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 ZOAHSCD 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.
- ☐ Query the Diploma field using either the keyboard shortcut or by clicking on the LOV icon.
- ☐ 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 ZOAHSCD 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.
- ☐ If this is the initial entry on ZOAHSCD for the student, ensure that the Data Origin field populates with “Banner” upon Save. If the record was loaded by a process such as Axiom, ensure that the appropriate data origin is populated.
- ☐ Verify that the Data Origin field can be manually populated with up to 30 characters.
- ☐ Click save.
- ☐ Perform a Next Block to enter the High School GPA Recalculation and RHSC GPA Entry block. Enter a ‘Y’ in the Recalculate High School GPA field and click save.
- ☐ Verify that the RHSC GPA field can be manually entered.
- ☐ 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.
- ☐ 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 ZOAHSCD 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 an invalid number in the Units field and verify that an error is received indicating that the data must be in 99.99 format.
- ☐ Enter a valid number in the Units field.
- ☐ 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 ZOAHSCD 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, 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.
- ☐ Verify that the User ID in the table is added/updated when any changes are made on the form. NOTE: Assistance from your institution's technical support staff may be required to view the table data.
- ☐ Testing Navigation
- ☐ Enter the seven-character acronym ZOAHSCD 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 High School Detail Block.
- ☐ Perform a Next Block and verify that you are taken to the High School GPA Recalculation and RHSC 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 _____

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, Regents' GPA, and Legislative Requirements on the ZHRTRTC transcript.

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.
- ☐ 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 in the Georgia Rules block, the Overlay Requirement indicator checkbox has been removed.
- ☐ Confirm that the All Grades, RHSC, Regents' Term, Regents' GPA, 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 RGTCPC.

☐ 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 removal of 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.
- ☐ Confirm in the Georgia Rules block, the Overlay Requirement indicator checkbox has been removed.
- ☐ Exit the form.
- ☐ On SHARQTC, enter a transcript request for a student who has overlay requirements on ZOAGARP.
- ☐ Run the student's transcript using ZHRTRTC.
- ☐ View the transcript and confirm that no OLCT, OLUS, and OLGL requirements appear on the transcript.

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 STVTESC. 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 (ZHRSMSK)

Purpose

The SSN Masking Process for transcripts (ZHRSMSK) 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 ZHRSMSK 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 ZHRSMSK.
- ☐ Go to ZHRSMSK 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 ZHRSMSK, 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 ZHRSMSK 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 ZHRSMSK on SHATCMT
    - Student whose SSN was changed on SPAPERS after a comment was generated by ZHRSMSK on SHATCMT
    - Student with additional comments added to SHATCMT after being processed by ZHRSMSK
- ☐ 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 ZHRSMSK.
- ☐ Go to ZHRSMSK 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 ZHRSMSK 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 Regents GPA, Legislative Requirements and RHSC Requirements. Items not specific to Georgia can also be specified, for example, SAT Test Scores.

Known Issue

Ellucian released a correction for Change Request CR-000104221 in the Banner Student 8.10 release. The GeorgiaBEST team is currently investigating whether this scenario exists in the USG Academic Transcript (ZHRTRTC). If you encounter the issue below when running ZHRTRTC, please contact helpdesk@usg.edu.

When a student has multiple levels of curricula across terms, the SHRTRTC transcript print out may not display the Current Program or Admit term.

ZHRTRTC Defect Corrections and Enhancement

The following defects were reported by an institution:

- ZHRTRTC needs a List of Values for the Transcript Printer parameter (Parameter 04).
- The transcript only displays three out of six possible characters for a grade.

The following has been corrected to keep in line with the Banner baseline transcript:

- As described in Ellucian Defect 1-1AAK8KF, ZHRTRTC prints a blank page in when running in Sleep/Wake. This does not always occur on the first transcript requested via Sleep/Wake.
- Transcript has errors if there is no SHRTPGA record for a student.

The following enhancement was made:

- Updated pagination for the transcript layout.

Functional Impact

The USG Academic Transcript has been updated to do the following:

- A List of Values has been added to Parameter 04 (Transcript Printer).
- The grade on the transcript has been extended to display the full six-character grade.
- The transcript should not print blank pages when requesting multiple transcripts through Sleep/Wake.

- Added error messages to the log file if no SHRTGPA record is found. If missing, ZHRTRTC will print NULL instead of zero for all related GPA number fields.
- ZHRTRTC page flow has been updated to keep information blocks together and improve readability.

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.

☐ Identify or create one student that has course records in the Transfer Course Information form (SHATRNS) but has no records in the SHRTGPA table for at least one associated term.

Steps in Testing

Testing with a Network Printer

- ☐ Go to the Process Submission Controls form (GJAPCTL).
- ☐ Enter the name of 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.
- ☐ 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 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.
- ☐ 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 XXXXXXXXX000 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 the 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.
- ☐ Confirm that the entire test score appears in the Testing Information section of the transcript.
- ☐ Request multiple transcripts on SHARQTC and confirm they print as expected with no extra blank pages between them.
- ☐ From the main menu, enter GJASWPT to review the Sleep Wake Maintenance form for the process. Set the Continue to Run indicator to 'N' to stop Sleep/Wake.

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 List of Values for Transcript Printer Parameter 4 brings up a list of printers from GTVPRNT.
- ☐ 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 two lines per course.
- ☐ Confirm that all six characters of the grade display on the transcript.
- ☐ 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 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 %.

- ☐ 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.
- ☐ For a student that has that has course records in the Transfer Course Information form (SHATRNS) but has no records in the SHRTGPA table for at least one associated term, check to confirm that they receive errors in the .log file related to SHRTGPA and that no GPA values are printed on the Transcript.

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 _____

Update Zip Code Process

Testing the Update Zip Code Process (ZGRZIPC)

ZGRZIPC Purpose

The Update Zip Code Process (ZGRZIPC) provides institutions with a way to load new or updated zip code and county code information into ZIP/Postal Code Validation form (GTVZIPC). The process generates two .csv files that allow the institutions to review new zip code information to be loaded as well as the differences between data already existing in GTVZIPC and the new data

ZGRZIPC Defect Corrections

The following defects were reported by an institution:

- The City Name field in the ZTVZIPC table only holds 20 characters and the ZGRZIPC update process only inserts 20 characters into the GTVZIPC City Name field, which holds 50 characters.
- The ZGRZIPC process does not update the ZTVZIPC Activity Date when a record has been updated or inserted.
- County codes of “00000” with a description of “None” should not be loaded into Banner.

Functional Impact

The Update Zip Code Process is used by institutional personnel responsible maintaining zip codes, county codes, and city and county names on GTVZIPC. The process can be run any time a data file is received.

- The City Name field in the ZTVZIPC table now holds 50 characters and the ZGRZIPC update process will to insert the full fifty characters into the City Name.
- The ZGRZIPC process will to update the ZTVZIPC Activity Date with the date the record has been updated or inserted.
- County codes of “00000” with a description of “None” will not load into STVCNTY. Entries loaded into GTVZIPC with these codes will have a null county.

Setup for Testing

A data file containing the current zip and county code information (5_digitzip.csv) must be placed in the $DATA_HOME/student directory. A DBA or technical staff member must run the following command (you may be prompted for the password):

sqlldr control= zipcode.ctl log=zipcode.log userid=gasis

This will load the data into the new ztvzipc table that will be used by the ZGRZIPC process to compare the new data to the existing GTVZIPC data. This data load must be performed by institutional staff prior to running ZGRZIPC.

NOTE: In order to test the insertion of certain codes, it may be necessary to delete an existing code if no new zip/county codes are available. Locate a code that has no associated child records and remove from either GTVZIPC or STVCNTY. Technical assistance may be needed to locate codes that fit these criteria.

Testing Notes

Be sure to run the process in View mode first. This is equivalent to audit mode and will provide the necessary information to confirm that data is correctly loaded by the Insert and Updates.

When running in Insert or Update modes, the View mode must be set to Y in order for the .csv files to display the records inserted or updated. If View mode is set to N when Insert or Update modes are Y, the .csv files will only contain header information. No other data will be displayed by the file.

When viewing the .csv files in Microsoft Excel, zip codes with a leading zero (ex. 01234) may not display the zero. However, the zero does exist in the file.

Steps in Testing

View Changes

- Enter the seven-character acronym ZGRZIPC in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).
- 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 the following parameters and execute the process.
  - Parameter 1 = Y
  - Parameter 2 = N
  - Parameter 3 = N
  - Parameter 4 = N
  - Parameter 5 = N
- View the .lis file.
- View the .log file for any processing error messages.
- Two .csv files are created by this process. For testing purposes only, you may wish to save these files to your desktop or another location to review the data later.

- View the new_zipcodes.csv file. The file can be opened in Microsoft Excel or another .csv capable program. **NOTE:** When viewing the file in Microsoft Excel, zip codes with a leading zero (ex. 01234) may not display the zero. However, the zero does exist in the file.

- Confirm that names in the City column of the new_zipcodes.csv file show up to fifty characters.

- Go to the ZIP/Postal Code Validation form (GTVZIPC) and search for a code from the new_zipcodes.csv file. Confirm that the code does not exist on GTVZIPC.

- View the changed_zipcodes.csv file. The file can be opened in Microsoft Excel or another .csv capable program. **NOTE:** When viewing the file in Microsoft Excel, zip codes with a leading zero (ex. 01234) may not display the zero. However, the zero does exist in the file.

- Confirm that names in the NewCity column of the changed_zipcodes.csv file show up to fifty characters.

- Ask a DBA or campus technical representative to check the ZTVZIPC table and confirm that the ZTVZIPC_ACTIVITY_DATE is populated for all newly inserted/updated rows.

- This file lists any difference found between the data file of current zip and county codes and the data contained in GTVZIPC. Columns designated “New” contain data from the data file. Columns designated “Old” display data from GTVZIPC. There are 4 columns labeled “Difference”. Look for any asterisks in these columns. The asterisk indicates that the data contained in the two columns to the left are different.

Insert New Zip Codes

- Enter the seven-character acronym ZGRZIPC in the Go To field of the main menu and press the Enter key.

- Attempt to enter a value that is not ‘Y’ or ‘N’ in Parameter

2 (Insert Zip Codes) and verify the following error message is shown on the bottom: "*ERROR* Parameter value for parameter "02" is invalid according to GJBPVAL"

- Enter the following parameters and execute the process.
  - Parameter 1 = Y
  - Parameter 2 = Y
  - Parameter 3 = N
  - Parameter 4 = N
  - Parameter 5 = N
- View the .lis file.
- View the .log file for any processing error messages.
- View the new_zipcodes.csv file. The file can be opened in Microsoft Excel or another .csv capable program. **NOTE:** When viewing the file in Microsoft Excel, zip codes with a leading zero (ex. 01234) may not display the zero. However, the zero does exist in the file.
- Confirm that names in the City column of the new_zipcodes.csv file show up to fifty characters.
- Verify that any counties listed as "None" in the .csv file are loaded into GTVZIPC with a null or blank county code.
- Use the new_zipcodes.csv file. Search for the codes on GTVZIPC to confirm the data was correctly inserted.
- Use the new_zipcodes.csv file. Search for the previously excluded Military County Codes (AE, AA, and AP) data on GTVZIPC to confirm they were correctly inserted.

Update Existing Zip Code Data

- Enter the seven-character acronym ZGRZIPC in the Go To field of the main menu and press the Enter key.
- Attempt to enter a value that is not 'Y' or 'N' in Parameter 3 (Update Zip Codes) and verify the following error message is shown on the bottom: "*ERROR* Parameter value for parameter "03" is invalid according to GJBPVAL"
- Enter the following parameters and execute the process.
  - Parameter 1 = Y
  - Parameter 2 = N
  - Parameter 3 = Y
  - Parameter 4 = N
  - Parameter 5 = N
- View the .lis file.
- View the .log file for any processing error messages.
- View the changed_zipcodes.csv file. The file can be opened in Microsoft Excel or another .csv capable program. **NOTE:** When viewing the file in Microsoft Excel, zip codes with a leading zero (ex. 01234) may not display the zero. However, the zero does exist in the file.
- Confirm that names in the NewCity column of the changed_zipcodes.csv file show up to fifty characters.
- Use the changed_zipcodes.csv file. Search for the zip codes on GTVZIPC to confirm the city, state, and county codes were correctly updated.
  NOTE: The City field on GTVZIPC is 50 characters long. If the data to be updated is longer, ZGRZIPC will only update 50 characters.
- Verify that any counties listed as "None" in the .csv file

are loaded into GTVZIPC with a null or blank county code.

- Search for updated county code descriptions on STVCNTY.

Insert New County Codes

- Enter the seven-character acronym ZGRZIPC in the Go To field of the main menu and press the Enter key.
- Attempt to enter a value that is not 'Y' or 'N' in Parameter 4 (Insert County Codes) and verify the following error message is shown on the bottom: "*ERROR* Parameter value for parameter "04" is invalid according to GJBPVAL"
- Enter the following parameters and execute the process.
  - Parameter 1 = Y
  - Parameter 2 = N
  - Parameter 3 = N
  - Parameter 4 = Y
  - Parameter 5 = N
- View the .lis file.
- View the .log file for any processing error messages.
- Use the new_zipcodes.csv file. Search for the codes on STVCNTY to confirm the data was correctly inserted.
  NOTE: When viewing the file in Microsoft Excel, zip codes with a leading zero (ex. 01234) may not display the zero. However, the zero does exist in the file.
- Confirm that names in the City column of the new_zipcodes.csv file show up to fifty characters.
- Verify that any counties listed as "None" in the .csv file are not loaded into STVCNTY.

- Use the new_zipcodes.csv file. Search for the previously excluded Military County Codes (AE, AA, and AP) data on STVCNTY to confirm they were correctly inserted.
- Search for the County Code in the new_zipcodes.csv file on GTVZIPC and confirm that the correct Zip Code is being displayed.

Update Existing County Code Data

- Enter the seven-character acronym ZGRZIPC in the Go To field of the main menu and press the Enter key.
- Attempt to enter a value that is not 'Y' or 'N' in Parameter 5 (Update County Codes) and verify the following error message is shown on the bottom: "*ERROR* Parameter value for parameter "05" is invalid according to GJBPVAL"
- Enter the following parameters and execute the process.
  - Parameter 1 = Y
  - Parameter 2 = N
  - Parameter 3 = N
  - Parameter 4 = N
  - Parameter 5 = Y
- View the .lis file.
- View the .log file for any processing error messages.
- View the changed_zipcodes.csv file. The file can be opened in Microsoft Excel or another .csv capable program.
  NOTE: When viewing the file in Microsoft Excel, zip codes with a leading zero (ex. 01234) may not display the zero. However, the zero does exist in the file.
- Verify that any counties listed as "None" in the .csv file are not loaded into STVCNTY.

- Confirm that names in the NewCity column of the changed_zipcodes.csv file show up to fifty characters.

- Use the changed_zipcodes.csv file. Search for the codes on STVCNTY to confirm the data was correctly inserted.

  NOTE: When viewing the file in Microsoft Excel, zip codes with a leading zero (ex. 01234) may not display the zero. However, the zero does exist in the file.

- Search for the County Code in the changed_zipcodes.csv file on GTVZIPC and confirm that the correct Zip Code is being displayed.

Results _____

Comments/Errors _____

Signature _____

Title _____