## Test Plan

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| Test Items (Module Name) | Academic Records Dashboard |
| Brief Introduction | The Academic Records module deals with all the academic records maintained by your tertiary education organisation. It automatically creates academic records for enrolled students, and provides screens where you can add, view or edit results as the student progresses through a programme of study. |
| Environment | Windows 7/Apache 2.4 |
| Test Type | Manual Regression Testing |
| Test Name | **AR Dashboard** |
| Test Case ID | 29.1 - 29.10 |

|  |  |
| --- | --- |
| Tested By | Date |
|  |  |

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Refer to generic test plan template for the following features

[29.10 Post-It-Note](file:///\\zodiac\Keep%20Development\Software%20Development\Regression%20Project\040%20Development\Generic%20Test%20plans\TestPlan_Post%20It%20Note.dotx)

## Test Cases

| Test Objective | Test Prerequisite | Test Procedure (Actions/Steps) | Data | Expected Outcome | Actual Outcome | Result | Actions Required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 29.1 Search for Academic Records | Must have security access to   * AR dashboard | Go to Academic Records and click on AR dashboard |  | AR dashboard module is loaded |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year   **Or**   * PT Entry * With Courses * OTE Reporting Year | Data is selected |  |  |  |
| Click on **Query** button |  | Query displays list of Academic Records |  |  |  |
| ****29.2 Edit Academic Record**** | Must have security access to   * AR dashboard | Go to Academic Records and click on AR dashboard |  | AR dashboard module is loaded |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year | Data is selected |  |  |  |
| Click on **Query** button |  | Query displays list of Academic Records |  |  |  |
| Select a record that you wish to edit |  | Item selected |  |  |  |
| Click on **Edit** button |  | Fields become editable |  |  |  |
| Enter the data | * Int Grade * Ext Grade * Result * Date Awarded * Comments * Academic UDA Char Field 1- 10 * Academic UDA Numeric field 1-10 * Academic UDA date Field 1 * Completion Extension Date. |  |  |  |  |
| Click on **Save** button |  | Record updated successfully. |  |  |  |
| 29.3 Keep Selected records | Must have security access to   * AR dashboard | Go to Academic Records and click on AR Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year |  |  |  |  |
| Click on **Query** button. |  | Query displays list of Academic Records. |  |  |  |
| Select multiple records using Control button |  |  |  |  |  |
| Click on **Keep Selected Records** button. |  | This will keep the records that are selected and rest will be removed. |  |  |  |
| 29.3 Remove Selected records | Must have security access to   * AR dashboard | Go to Academic Records and click on AR Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year |  |  |  |  |
| Click on **Query** button. |  | Query displays list of Academic Records. |  |  |  |
| Select multiple records using Control button |  |  |  |  |  |
| Click on **Remove Selected Records** button. |  | This will remove the records that are selected and rest will be kept |  |  |  |
| 29.3 Change Status for the selected record | Must have security access to   * AR dashboard | Go to Academic Records and click on AR Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year |  |  |  |  |
| Click on **Query** button. |  | Query displays list of Academic Records. |  |  |  |
| Click on a record to change the status |  | Record selected |  |  |  |
| Click on the **selected Star button** to change the status of the selected records |  | Change AR status pop up appears on screen. |  |  |  |
| Enter the data | * Admitted * Provisional * Ready to Release * Complete * Sub Status | Data is selected |  |  |  |
| Click on **Save** button |  | Status has been changed successfully on the record |  |  |  |
| 29.4 Change Status for batch of selected record | Must have security access to   * AR dashboard | Go to Academic Records and click on AR Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year |  |  |  |  |
| Click on **Query** button. |  | Query displays list of Academic Records. |  |  |  |
| Click on multiple records using control key  or  use keep selected records functionality to change the status for the batch. |  | Record selected |  |  |  |
| Click on the **batch Star** button to change the status of the selected records |  | Change AR status pop up appears on screen. |  |  |  |
| Enter the data | * Admitted * Provisional * Ready to Release * Complete * Sub Status | Data is selected |  |  |  |
| Click on **Save** button |  | Status has been changed successfully on the batch of records |  |  |  |
| 29.7 Print Reports | Make sure to configure reports path in config.php.  Must have security access to   * AR dashboard | Go to Academic Records and click on AR Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year |  |  |  |  |
| Click on **Query** button. |  | Query displays list of Academic Records. |  |  |  |
| Click on the **print** button |  | Report viewer pop up appears on screen. |  |  |  |
| Select the desired report |  | Report selected |  |  |  |
| Click on **Run** button on the pop up window |  | Opens the report in a new tab keeping the current open. |  |  |  |
| 29.8 Clear Validations | Must have security access to   * AR dashboard | Go to Academic Records and click on AR Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year |  |  |  |  |
| Click on **Query** button. |  | Query displays list of Academic Records. |  |  |  |
| Check for validations from the available actions. | **Example:**   * Status Change | This will fill the validation box with the issues listed |  |  |  |
| Click on **clear validations** button |  | Deleted the validations from the box. |  |  |  |
| 29.9.1 Jump to SCC | Must have security access to   * AR dashboard | Go to Academic Records and click on AR Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year |  |  |  |  |
| Click on **Query** button. |  | Query displays list of Academic Records. |  |  |  |
| Select a Academic Record from the grid |  | Record selected |  |  |  |
| Click on **Jump to SCC** button |  | Opens study contract component in new tab keeping the current one open. |  |  |  |
| 29.9.2 Jump to Academic Record | Must have security access to   * AR dashboard | Go to Academic Records and click on AR Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year |  |  |  |  |
| Click on **Query** button. |  | Query displays list of Academic Records. |  |  |  |
| Select a Academic Record from the grid |  | Record selected |  |  |  |
| Click on **Jump to Academic Record** button |  | Opens individual student Academic Record in new tab keeping the current one open. |  |  |  |
| 29.9.3 Jump to Person | Must have security access to   * AR dashboard | Go to Academic Records and click on AR Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year |  |  |  |  |
| Click on **Query** button. |  | Query displays list of Academic Records. |  |  |  |
| Select a Academic Record from the grid |  | Record selected |  |  |  |
| Click on **Jump to Person** button |  | Opens Person component in new tab keeping the current one open. |  |  |  |
| 29.9.4 Jump to Live form | Must have security access to   * AR dashboard | Go to Academic Records and click on AR Dashboard |  | Admissions Dashboard is loaded. |  |  |  |
| Enter the data | * OT Entry * Select all students in OTE * OT Component * OTE Reporting Year |  |  |  |  |
| Click on **Query** button. |  | Query displays list of Academic Records. |  |  |  |
| Select a Academic Record from the grid |  | Record selected |  |  |  |
| Click on **Jump to Live form** button |  | Opens Live form in new tab keeping the current one open. |  |  |  |