Information Technology Services

Test Plan

Academic Release 1.8

Contents

Test Plan for Academic Release 1.8

Preparation for Testing

The Academic Release 1.8 and Data Collections ETL (ZADMETL) 1.3 must be applied to your TEST database used to prepare for testing. Please follow the steps below to prepare for testing the release:

Step 1

Apply the Academic Release 1.8 to the Banner database using the parameters for Fall EOT 20212.

Step 2

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

Step 3

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

Step 4

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

Step 5

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

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

Step 6

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

https://analytics.tst.usg.edu/cognos/cgi-bin/cognos.cgi

High Impact Practice Course Section Attributes

Purpose

The purpose of this change is to capture all eleven high impact practices recommended by the Association of American Colleges & Universities (AACU). The following high impact practices were requested to be added to the existing High Impact Practice Course Section Attributes (SEC028) data element:

First Year Experience, Common Intellectual Experiences, Learning Communities, Writing-Intensive Courses, Collaborative Assignments and Projects and ePortfolio.

Note: Data for the Global Learning high impact practice is collected under data element Study Abroad Course Section Attribute (SEC027).

Functionality delivered with this release:

This change includes the creation of the following High Impact Practice (HIP) course attribute codes:

- Primary attribute codes for each high impact practice category
- Contact hour course attribute codes for Collaborative Assignments and Projects
- A Supplemental requirement code to identify any course that can be used to satisfy an institutional requirement for participation in HIPs
- A Supplemental linked course code to identify course sections that are grouped as a common high impact practice experience

Test Scenario 1:

In Cognos, generate a data element dictionary using the Data Dictionary > Download PDF option. Verify the following changes for High Impact Practice Course Section Attributes (SEC028):

- The Description should display:

  o A course section attribute that identifies course sections that use at least one high impact practice: service learning, undergraduate research, work-based learning, undergraduate capstone, first-year experience, common intellectual experience, learning communities, writing-intensive, collaborative assignments and projects, and ePortfolio courses.

- Data Type should display:

  o N

- Length should display:

  o 4

- Format should display:

  o X

- The Business Practice should display:

- o All High Impact Practice course sections require a primary attribute and, if applicable, a contact hour attribute. Supplemental codes may be used to identify courses that meet an institutional requirement for participation in High Impact Practice courses or to identify course sections that are linked to other course sections grouped as a common High Impact Practice for students enrolled (e.g., multiple course sections for learning communities or common intellectual experiences).

  The "Course Section Attributes Business Process" is located in the Business Processes section of the GeorgiaBEST Web site.

  https://www.usg.edu/georgia_best/application_development_and_support/business_processes

- The Validation Rules should display:
  - o Active:
    - VSEC042 - A Course Section may have only one Service Learning Contact Hours Course Attribute.
    - VSEC043 - A Course Section may have only one Undergraduate Research or Creative Project Contact Hours Course Attribute.
    - VSEC044 - A Course Section may have only one Work-Based Learning Contact Hours Course Attribute.
    - VSEC050 - A Course Section may have only one Collaborative Assignments and Projects Contact Hour Course Attribute.
  - o Inactive:
    - VSEC045 - If Work-Based Learning Course Attribute is ZWL3 or ZWL4 then section instruction type code must be 81.
- Valid Values should display:
  - o CAPSTONE
    - ZCAP – Capstone course meets institution's criteria as a High Impact Practice for Capstone.
  - o COLLABORATIVE ASSIGNMENT AND PROJECTS
    - ZCO1 - Contact Hours: Collaborative Assignments and Projects component requires 10 or less contact hours
    - ZCO2 - Contact Hours: Collaborative Assignments and Projects component requires 11 – 20 contact hours
    - ZCO3 - Contact Hours: Collaborative Assignments and Projects component requires 21 - 50 contact hours
    - ZCO4 - Contact Hours: Collaborative Assignments and Projects component requires 51 or more contact hours
    - ZCOP – Primary: Collaborative Assignments and Projects course section meets institution's criteria as a High Impact Practice for Collaborative Assignments and Projects

- o COMMON INTELLECTUAL EXPERIENCE
    - ZCIP – Primary: Common Intellectual Experiences course section meets institution's criteria as a High Impact Practice for Common Intellectual Experiences
- o FIRST-YEAR EXPERIENCE
    - ZFYP – Primary: First-Year Experience course section meets institution's criteria as a High Impact Practice for First-Year Experience
- o LEARNING COMMUNITIES
    - ZLCP – Primary: Learning Community course section meets institution's criteria as a High Impact Practice for Learning Communities
- o SERVICE LEARNING
    - ZSL1 - Contact Hours: Service learning courses that require 10 or less hours of service
    - ZSL2 - Contact Hours: Service learning courses that require 11 to 20 hours of service
    - ZSL3 - Contact Hours: Service learning courses that require 21 to 50 hours of service
    - ZSL4 - Contact Hours: Service learning courses that require 51 or more hours of service
    - ZSLP – Primary: Service Learning Course meets institution's criteria as a High Impact Practice for Service Learning
- o SUPPLEMENTAL
    - ZHIR – Course meets a High Impact Practice requirement established by the institution.
    - ZHIL –Course section is linked to other course sections that are grouped as a common High Impact Practice experience for students enrolled in the course section.
- o UG RESEARCH
    - ZUR1 - Contact Hours: Research or creative project requires 30 or less contact hours
    - ZUR2 - Contact Hours: Research or creative project requires 31 to 50 contact hours
    - ZUR3 - Contact Hours: Research or creative project requires 51 to 100 contact hours
    - ZUR4 - Contact Hours: Research or creative project requires 101 or more contact hours
    - ZURP – Primary: Undergraduate Research course meets institution's criteria as a High Impact Practice for Undergraduate Research
- o WRITING-INTENSIVE COURSES

- ▪ ZWIP – Primary: Writing-Intensive course section meets institution's criteria as a High Impact Practice for Writing-Intensive Courses
  - o WORK-BASED LEARNING
    - ▪ ZWL1 - Contact Hours: Work-based component requires 30 or less contact hours
    - ▪ ZWL2 - Contact Hours: Work-based component requires 31 to 50 contact hours
    - ▪ ZWL3 - Contact Hours: Work-based component requires 51 to 100 contact hours
    - ▪ ZWL4 - Contact Hours: Work-based component requires 101 or more contact hours
    - ▪ ZWLP – Primary: Work-Based Learning Course meets institutions criteria as a High Impact Practice for Work-Based Learning
  - o ePORTFOLIO
    - ▪ ZEPP – Primary: ePortfolio meets institution's criteria as a High Impact Practice for ePortfolios

- The Data Source should display:
  - o Provider: Banner
  - o Table: SSRATTR
  - o Column: SSRATTR_ATTR_CODE
  - o GUI Name: SSADETL
  - o GUI Label: Degree Program Attributes tab > Attribute
  - o SOAXREF Translation Code: RGTATTR

- The Change History section should display:
  - o Academic Term: 20212
  - o Change Date: November 25, 2020
  - o Change Notes: Updated the Description and Business Practice. Edited VSEC042, VSEC043 and VSEC044 to clarify that the validations apply to contact hours. Added the Data Type, Length, Format and GUI Name and GUI Label. Added VSCE050 and inactivated VSEC045.

Test Scenario 2:

Add the new High Impact Practice (HIP) Course Section attributes and descriptions to Attribute Validation (STVATTR). Apply HIP attributes to course sections on Schedule Detail (SSADETL) > Degree Program Attributes tab > Attribute as detailed in the following steps:

- Apply the following Supplemental attributes to at least one High Impact Courses if applicable:
  - o ZHIR – Course meets a High Impact Practice requirement established by the institution.
  - o ZHIL –Course section is linked to other course sections that are grouped as a common High Impact Practice experience for students enrolled in the course section.
- Apply the following Primary Capstone attribute to Capstone Course if applicable.

- o ZCAP – Capstone course meets institution's criteria as a High Impact Practice for Capstone.
- Apply the following Collaborative Assignments and Projects Primary attribute and <u>one</u> of the Credit Hour attributes to at least one Collaborative Assignment and Projects course if applicable.
  - o ZCOP – Primary: Collaborative Assignments and Projects course section meets institution's criteria as a High Impact Practice for Collaborative Assignments and Projects
  - o ZCO1 - Contact Hours: Collaborative Assignments and Projects component requires 10 or less contact hours
  - o ZCO2 - Contact Hours: Collaborative Assignments and Projects component requires 11 – 20 contact hours
  - o ZCO3 - Contact Hours: Collaborative Assignments and Projects component requires 21 - 50 contact hours
  - o ZCO4 - Contact Hours: Collaborative Assignments and Projects component requires 51 or more contact hours
- Apply the following Common Intellectual Experience Primary attribute to at least one Common Intellectual experience course if applicable,
  - o ZCIP – Primary: Common Intellectual Experiences course section meets institution's criteria as a High Impact Practice for Common Intellectual Experiences
- Apply the following First Year Experience Primary attribute to at least one First Year Experience course if applicable:
  - o ZFYP – Primary: First-Year Experience course section meets institution's criteria as a High Impact Practice for First-Year Experience
- Apply the following Learning Communities Primary attribute to at least one Learning Community course if applicable:
  - o ZLCP – Primary: Learning Community course section meets institution's criteria as a High Impact Practice for Learning Communities
- Apply the following Service Learning Primary attribute and <u>one</u> of the Credit Hour attributes to at least one Service Learning course if applicable:
  - o ZSLP – Primary: Service Learning Course meets institution's criteria as a High Impact Practice for Service Learning
  - o ZSL1 - Contact Hours: Service learning courses that require 10 or less hours of service
  - o ZSL2 - Contact Hours: Service learning courses that require 11 to 20 hours of service
  - o ZSL3 - Contact Hours: Service learning courses that require 21 to 50 hours of service
  - o ZSL4 - Contact Hours: Service learning courses that require 51 or more hours of service
- Apply the following Undergraduate Research Primary attribute and <u>one</u> of the Credit Hour attributes to at least one Undergraduate Research course if applicable:

- o ZURP – Primary: Undergraduate Research course meets institution's criteria as a High Impact Practice for Undergraduate Research
    - o ZUR1 - Contact Hours: Research or creative project requires 30 or less contact hours
    - o ZUR2 - Contact Hours: Research or creative project requires 31 to 50 contact hours
    - o ZUR3 - Contact Hours: Research or creative project requires 51 to 100 contact hours
    - o ZUR4 - Contact Hours: Research or creative project requires 101 or more contact hours
- Apply the following Writing Intensive Primary attribute to at least Writing Intensive course if applicable:
    - o ZWIP – Primary: Writing-Intensive course section meets institution's criteria as a High Impact Practice for Writing-Intensive Courses
- Apply the following Work Based Learning Primary attribute and one of the following Contact Hour attributes to at least one Work Based Learning course if applicable:
    - o ZWLP – Primary: Work-Based Learning Course meets institutions criteria as a High Impact Practice for Work-Based Learning
    - o ZWL1 - Contact Hours: Work-based component requires 30 or less contact hours
    - o ZWL2 - Contact Hours: Work-based component requires 31 to 50 contact hours
    - o ZWL3 - Contact Hours: Work-based component requires 51 to 100 contact hours
    - o ZWL4 - Contact Hours: Work-based component requires 101 or more contact hours
- Apply the following ePortfolio Primary attribute to at least one ePortfolio course if applicable:
    - o ZEPP – Primary: ePortfolio meets institution's criteria as a High Impact Practice for ePortfolios
- Run the Data Collection Extraction (ZADMETL) process. Review the .lis file output for any errors. If ZADMETL completed successfully, run the ADC extraction. Verify that the extraction runs to completion and a "RUNNING-FAILURE" is not received in Apex or Cognos.

    Verify that the following errors were not received:
    - o VSEC042 - A Course Section may have only one Service Learning Contact Hours Course Attribute.
    - o VSEC043 - A Course Section may have only one Undergraduate Research or Creative Project Contact Hours Course Attribute.
    - o VSEC044 - A Course Section may have only one Work-Based Learning Contact Hours Course Attribute.
    - o VSEC050 - A Course Section may have only one Collaborative Assignments and Projects Contact Hour Course Attribute.

Test Scenario 3:
- Select one of the Collaborative Assignments and Projects courses used in Test Step 2. In addition to the Credit Hour attribute used in Test Step 2, add a second Credit Hour Attribute. For

example, if a course was assigned primary attribute ZCOP and credit hour attribute ZCOP3 in Test Step 2, add a second credit hour attribute such as ZCOP4.

- Select one of the Service Learning courses used in Test Step 2. In addition to the Credit Hour attribute used in Test Step 2, add a second Credit Hour Attribute. For example, if a course was assigned primary attribute ZSLP and credit hour attribute ZSL3 in Test Step 2, add a second credit hour attribute such as ZSL4.

- Select one of the Undergraduate Research courses used in Test Step 2. In addition to the Credit Hour attribute used in Test Step 2, add a second Credit Hour Attribute. For example, if a course was assigned primary attribute ZURP and credit hour attribute ZUR3 in Test Step 2, add a second credit hour attribute such as ZUR4.

- Select one of the Work Based Learning courses used in Test Step 2. In addition to the Credit Hour attribute used in Test Step 2, add a second Credit Hour Attribute. For example, if a course was assigned primary attribute ZWLP and credit hour attribute ZWL3 in Test Step 2, add a second credit hour attribute such as ZWL4.

- Run the Data Collection Extraction (ZADMETL) process. Review the .lis file output for any errors. If ZADMETL completed successfully, run the ADC extraction. Verify that the extraction runs to completion and a "RUNNING-FAILURE" is not received in Apex or Cognos.

  Verify that the following errors were received:
    o VSEC042 - A Course Section may have only one Service Learning Contact Hours Course Attribute.
    o VSEC043 - A Course Section may have only one Undergraduate Research or Creative Project Contact Hours Course Attribute.
    o VSEC044 - A Course Section may have only one Work-Based Learning Contact Hours Course Attribute.
    o VSEC050 - A Course Section may have only one Collaborative Assignments and Projects Contact Hour Course Attribute.

Remove the additional Credit Hour attributes assigned in test step 3.

Testing successful? (circle one) Yes/No

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

Signature

Title

International Virtual Exchange Course Section Attribute

Purpose

The purpose of this change is to track courses that help fulfil the goal for experiential learning, part of the USG Strategic Plan 2024. This will be accomplished through the use of a new course attribute (ZIVE) for course sections that meet the requirement of an International Virtual Exchange.

Functionality delivered with this release:

This change includes creation of the following data element and associated valid value:
- Data Element: International Virtual Exchange Course Section Attribute (SEC029)
  - Valid value: ZIVE - Course meets the requirements of an International Virtual Exchange course.

Test Scenario 1:

In Cognos, generate a data element dictionary using the Data Dictionary > Download PDF option. Verify the following fields for International Virtual Exchange Course Section Attributes (SEC029):

- Element Name and ID: International Virtual Exchange Course Section Attribute (SEC029)
- Category: Academic / Course / Course Section / SEC029
- Description: A course section attribute that identifies course sections that meet the requirement of an International Virtual Exchange.
- Data Type: A
- Length: 4
- Format: X
- Business Practice: A combined Course Section Attribute business process is located in the Business Processes section of the GeorgiaBEST website.
  https://www.usg.edu/georgia_best/application_development_and_support/business_processes
- Collection Period: Current Mid-Term, Current End of Term
- Valid Values:
  - Code: ZIVE
  - Description: Course meets the requirements of an International Virtual Exchange course.
- Data Source:
  - Provider: Banner
  - Table: SSRATTR
  - Column: SSRATTR_ATTR_CODE
  - GUI Name: SSADETL
  - GUI Label: Degree Program Attributes > Attribute
  - SOAXREF Translation Code: RGTATTR
- Effective Terms:
  - Start: 20212
  - End: (None)
- Change History:
  - Academic Term: 20212
  - Change Date: Nov 25, 2020
  - Change Notes: Data element was created

Test Scenario 2:

Add the new International Virtual Exchange Course Section attribute and descriptions to the Attribute Validation (STVATTR) page. Apply the ZIVE attribute, if applicable, to course sections on Schedule Detail (SSADETL) > Degree Program Attributes tab > Attribute.

Run the Data Collection Extraction (ZADMETL) process. Review the .lis file output for any errors. If ZADMETL completed successfully, run the ADC extraction. Verify that no errors are received.

Testing successful? (circle one) Yes/No

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

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Field of Study Category Report Filters

Purpose

Beginning with the Summer MT 20211 collection, Graduation Program Field of Study Category (SPA006) and Student Program Enrolled Field of Study Category (SPE006) were updated to collect Minor and Concentration Field of Study Category data. As a result of the inclusion of data for Field of Study (FOS) Categories Minor and Concentration, inflated counts were encountered on the Graduation - Degrees Conferred and Enrollment by Program reports.

Functionality delivered with this release:

Field of study filters for the following reports:

- Graduation - Degrees Conferred Data Submission Summary

- Graduation - Degrees Conferred Data Submission – Academic Details

- Student Data Submission - Enrollment by Program Enrollment

- Table Dump - Student Program Enrollment (ods_admstu_prog_enroll_mimic)

Test Scenario 1:

Run the Data Collection Extraction (ZADMETL) process. Review the .lis file output for any errors. If ZADMETL completed successfully, run the ADC extraction.

In Cognos, run the Graduation Data Submission Review > Graduation - Degrees Conferred Data Submission Summary report.

- Verify that a filter exists to allow the report to be sorted by All Field of Study Categories, Major, Minor and Concentration.
- Verify that the report displays correct graduate counts for each filter.

Test Scenario 2:

Run the Data Collection Extraction (ZADMETL) process. Review the .lis file output for any errors. If ZADMETL completed successfully, run the ADC extraction.

In Cognos, run the Student Data Submission Review > Enrollment by Program report.

- Verify that a filter exists to allow the report to be sorted by All Field of Study Categories, Major, Minor and Concentration.
- Verify that the report displays correct enrollment counts for each filter.

Testing successful? (circle one) Yes/No

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

Signature

Title