## Course

### Main Tab

- Correct naming convention prefix is used. (Ex. RE – should be placed as a prefix for all Research Administration courses)
- Course ‘Domain’ is ‘Training’.
- Description contains topics covered, who should take it and why they should take it.
- ‘Target Days’ are entered, if a due date is required? (Target Days indicate how long the learner has to complete the course from the date assigned.)
- “Owner” is listed for reference.
- ‘Display for Learner’ is checked.
- ‘Display for Call Center’ is checked.

### Activities Tab

- Tasks are attached using ‘Add Task’ *(If applicable)*
- Evaluation is attached using ‘Add Evaluation’. *(If applicable)*

### Related Info Tab

- Any Informational pdfs/word docs are ‘Attachments’ to the course. *(If applicable)*
- The ‘Category’ folder is selected for my area to display in the catalog.
- Prerequisites and Equivalents are listed. *(If applicable)*
- Custom ‘Certificate Template’ is attached to the course. *(If applicable)*

### Policies Tab

- Approval Required to Register is set to ‘Do Not Override Course Settings’ unless approval is required to register.
- Recurring Registration is set to ‘Do Not allow recurring registration if current registration is In Progress’?

### Notifications Tab

- All notifications are deselected.

## Class

### Main Tab

- Class ‘Domain’ is ‘Training’.
- Description contains topics covered, who should take it and why they should take it, if different from Course description.
- “Owner” is listed for reference.
- Start Date is accurate
- Session template is accurate
### Duration of session
- Duration of session is listed. *(length of time in class)*

### Location
- Location is listed. *(building being held in)*

### Facility
- Facility is listed for the location. *(room being held in)*

### Language
- Language is set to ‘English’

### Display
- ‘Display for Learner’ is checked.
- ‘Display for Call Center’ is checked.

### Min Count
- ‘Min Count’ is listed for number registrations required to hold session.

### Max Count
- ‘Max Count’ is listed for number of available seats in session.

### Wait List
- ‘Max in Wait List’ is listed for session. *(if applicable)*

### Availability Information
- ‘Availability Information’ is listed for session.

### Activities Tab
- Activities are attached. *(if applicable)*
- ‘Resources’ list ‘Instructor’ and ‘Room’.

### Evaluation
- Evaluation is attached using ‘Add Evaluation’. *(If applicable)*

### Related Info Tab
- Informational pdf/word docs are listed under ‘Attachments’. *(If applicable)*

### Policies Tab
- Approval Required to Register is set to ‘Do Not Override Course Settings’ unless approval is required to register.

### Notifications Tab
- Instructor-Led Class Reminder(1day) is deselected.
- Instructor-Led Class Reminder(3days) is deselected.
- Instructor-Led Registration Created is deselected.

### Learner View
- Module is visible in the catalog by clicking on Browse or using global search.
- ‘Owner’ is listed on the right side of the course page for reference.
- ‘Instructor’ is listed on the right side of the class page for reference.
- Learners can register for the course and enroll in available class session.
- Location and Facility are listed.
## User Test Plan

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Test Plan Type</th>
<th>Test Plan Author</th>
<th>Name of Tester(s)</th>
<th>Date Test Plan Created</th>
<th>Date Tested</th>
<th>Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>User (UAT)</td>
<td>Michele Harashe</td>
<td></td>
<td>08/27/2015</td>
<td></td>
<td>SABA New Module Release Testing</td>
</tr>
</tbody>
</table>

### Pre-Conditions*

Log into LearnatWork.wustl.edu for production testing.  
Log into Wustlsbtest.sabacloud.com for QA testing.  
Follow the steps of the test plan based on training modules owned by your area. *Note: It is best to test on multiple browsers.*

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*Pre-Conditions identify particular data scenarios expected to be in place in order to complete the test plan.

<table>
<thead>
<tr>
<th>Step</th>
<th>Step Description</th>
<th>Population (data values tested)</th>
<th>Expected Results</th>
<th>Actual Results (if different)</th>
<th>Pass (use ‘X’)</th>
<th>Fail (use ‘X’)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Home Page</td>
<td></td>
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<tr>
<td>1.1)</td>
<td>Click on Browse</td>
<td></td>
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<tr>
<td>1.2)</td>
<td>Locate and click on the folder for the Compliance Area/Department you are testing</td>
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<tr>
<td>1.3)</td>
<td>Click on the web-based module you are testing to access the course page.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step</td>
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<tr>
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</tr>
<tr>
<td>1.4)</td>
<td>Click Enroll/Register to assign the course to yourself.</td>
<td></td>
<td>Page will refresh with a launch button available.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5)</td>
<td>Launch and complete the module * The module should not mark the status as complete by launching. If it does so, contact the module owner.</td>
<td></td>
<td>The module will open in the viewer and once completed will show a status of successful</td>
<td></td>
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<tr>
<td>2) Modules</td>
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<td></td>
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</tr>
<tr>
<td>2.1)</td>
<td>Click on Browse</td>
<td></td>
<td>The complete learning catalog page will open.</td>
<td></td>
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</tr>
<tr>
<td>2.2)</td>
<td>Locate and click on the folder for the Compliance Area/Department you are testing</td>
<td></td>
<td>Folder opens to display all courses in the catalog for that learning area.</td>
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</tr>
<tr>
<td>2.3)</td>
<td>Click the same or different web-based module you are testing to open access the course page.</td>
<td></td>
<td>The course page opens with an option to Enroll or Register</td>
<td></td>
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</tr>
<tr>
<td>2.4)</td>
<td>Click Enroll/Register to assign the course to yourself. *If you have already completed the module, click on Retake.</td>
<td></td>
<td>Page will refresh with a launch button available.</td>
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<tr>
<td>2.5)</td>
<td>Launch the module, advance 3 or 4 slides and click the X in the upper right of the viewer to exit.</td>
<td></td>
<td>A message will appear asking if you would like to save and continue later or save and finish.</td>
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<tr>
<td>2.6)</td>
<td>Click Save and finish later.</td>
<td></td>
<td>The module viewer will close and the status will show Not Evaluated.</td>
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<td>2.7)</td>
<td>Click Launch to reopen the module.</td>
<td></td>
<td>The viewer should open to the last page you accessed within the module.</td>
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</tr>
<tr>
<td>Step</td>
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<td>2.8)</td>
<td>Complete the module.</td>
<td></td>
<td>The module viewer will close and the status will be updated to Successful.</td>
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<tr>
<td>3) ME Page</td>
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<tr>
<td>3.1)</td>
<td>Click on ME from the left of the top green banner.</td>
<td></td>
<td>The ME page Plan will load.</td>
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</tr>
<tr>
<td>3.2)</td>
<td>Use the filters to locate a listing of completed modules.</td>
<td></td>
<td>The list will filter and only show modules in a status of successful.</td>
<td></td>
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<tr>
<td>3.3)</td>
<td>Click on the Actions drop down menu to the right of the course.</td>
<td></td>
<td>The Actions menu drop down will appear.</td>
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</tr>
<tr>
<td>3.4)</td>
<td>Verify that there are options for Retake, Review, Drop and Print Certificate (if applicable).</td>
<td></td>
<td>The Actions options are listed in the drop down.</td>
<td></td>
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<tr>
<td>4) Learning</td>
<td></td>
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<tr>
<td>4.1)</td>
<td>Break It Step:</td>
<td>Complete the above steps using each of the supported browsers available to you. (IE 9, IE10, IE11, Chrome, Firefox or Safari). Note in the results which browser was used.</td>
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<tr>
<td>Notes:</td>
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</tbody>
</table>

**Suggestions:** Search the Learning Catalog for additional modules, print a certificate of completion for the completed module from the completed learning page, click to Retake the course from the ME page, etc.