**User Acceptance Testing Template**

Content

[1 User 3](#_Toc166061041)

[2 Learner 4](#_Toc166061042)

[3 Tutor 5](#_Toc166061043)

[4 Manager 6](#_Toc166061044)

[5 Administrator 7](#_Toc166061045)

1. User

**As a User, I can …**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test # | Function | Description of tasks | Expected Results | Passed/Failed | Comment |
| 1 | Login | Login to the system via log-in & password. | The user is successfully logged in. | Passed  Failed |  |
| 2 | Top right navigation - Mailbox | Access my mailbox by clicking the mailbox icon. | All functionality is accessible as specified. | Passed  Failed |  |
| 3 | Top menu | See and access the top menu items:   1. Home 2. Catalogue 3. … | All specified menu items are shown and accessible. | Passed  Failed |  |
| 4 | … | … | … | Passed  Failed |  |
| 5 | … | … | … | Passed  Failed |  |

1. Learner

**As a Learner, I can …**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test # | Function | Description of tasks | Expected Results | Passed/Failed | Comment |
| 1 | Catalogue | Browse for a specific course (e.g., project management) in the catalogue. | The user can find a specific course in the catalogue. | Passed  Failed |  |
| 2 | Course enrolment | Enrol in a course without approval workflow. | The user is successfully enrolled in the selected course. | Passed  Failed |  |
| 3 | Learning status | Navigate to your learning area. | The users learning area with its sub-menus is visible. | Passed  Failed |  |
| 4 | … | … | … | Passed  Failed |  |
| 5 | … | … | … | Passed  Failed |  |

1. Tutor

**As a Tutor, I can …**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test # | Function | Description of tasks | Expected Results | Passed/Failed | Comment |
| 1 | Tutor dashboard | Navigate to tutor dashboard. | The user can see the dashboard with all specified panels. | Passed  Failed |  |
| 2 | Course overview | Access Course Overview. | The user can see and access the course overview. | Passed  Failed |  |
| 3 | Attendance tracking | Use the “Attendance tracking” option in the Course overview section and mark various learners as Passed, Failed or Started for specific learning elements. | The user is able to update the user status. | Passed  Failed |  |
| 4 | … | … | … | Passed  Failed |  |
| 5 | … | … | … | Passed  Failed |  |

1. Manager

**As a Manager, I can …**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test # | Function | Description of tasks | Expected Results | Passed/Failed | Comment |
| 1 | Manager dashboard | Navigate to management dashboard. | The user can see the dashboard with all specified panels. | Passed  Failed |  |
| 2 | My staff | Navigate to “My staff”. | The user is able to access the staff overview, its sub menu and can select one or more staff members. | Passed  Failed |  |
| 3 | My staff | Search for staff members. | The search bar is visible and triggers the correct results. | Passed  Failed |  |
| 4 | … | … | … | Passed  Failed |  |
| 5 | … | … | … | Passed  Failed |  |

1. Administrator

**As an Administrator, I can …**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test # | Function | Description of tasks | Expected Results | Passed/Failed | Comment |
| 1 | Course management | Create a new course. | The course creation editor opens and after editing and saving, the new course can be found in the course manager. | Passed  Failed |  |
| 2 | Catalogue | Assign content to a catalogue. | The content can now be found in the catalogue | Passed  Failed |  |
| 3 | User management | Create a new user. | The user creation editor opens and after editing and saving, the new user can be found in the user manager. | Passed  Failed |  |
| 4 | … | … | … | Passed  Failed |  |
| 5 | … | … | … | Passed  Failed |  |



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