

# ST.Script.01.Manipulate Matrices

## Manipulate Matrices

 As of September 19, 2011

Please do not use the scripts below. The OSP test scripts have been moved to a public Google Docs spreadsheet, which is available at: [https://docs.google.com/spreadsheet/ccc?key=0AIdPCURzarLgdDY0TmJxcFV1R3hQaHZyWXRUBUpTRIE&hl=en\\_US#gid=0](https://docs.google.com/spreadsheet/ccc?key=0AIdPCURzarLgdDY0TmJxcFV1R3hQaHZyWXRUBUpTRIE&hl=en_US#gid=0). This will allow concurrent editing of each script and easier documentation and tracking of results.

## Script Information

<b>Description</b>	The instructor for a course site duplicates the site and manipulates the matrix in the new site.
<b>Role(s)</b>	
<b>Special skills required to run test</b>	None
<b>Dependencies</b>	<a href="#">ST.Script.03.Set-up course site</a>
<b>Time required</b>	2 hours
<b>Check List</b>	
<b>Last Updated</b>	Updated for 2.8 on 10/21/10

## Testing Steps

The sites created so far are designed for end user testing. To test matrix administration, we will duplicate a site.

### Duplicate Course Site

**Note:** in the steps below you will publish the matrix, but you will **NOT** publish any of the forms.

Step	Action	Expected Result
1	<b>If currently logged in from Activity Two, Log out</b>  Log in as instructor. In top-right corner of 'Welcome' page enter: <b>user id: 'kfoster'</b> <b>password: 'kayla'</b> Click ' <b>Log in</b> ' button.	
2	Select the tab for <b>BUS 101 001</b> or whatever you named the course site created in <a href="#">ST.Script.02.Add Sites</a>	Course Home appears.
3	Click <b>Site Info</b>	The 'Site Info' page displays.
4	Click <b>Duplicate Site</b> from top menu	The 'Duplicate site' page displays.
5	For <b>Site Title</b> , enter <b>Dup Course Site</b> Click <b>Duplicate</b>	The 'Site Info' page for the original course site re-displays.
6	Click the <b>Dup Course Site</b> tab	The 'Dup Course Site' is selected.
7	Click <b>Matrices</b>	The 'Manage Matrices' page displays.
8	Next to 'Communications Matrix', click <b>Preview</b> , then click <b>Publish</b>	The 'Publish Scaffolding' page displays.
9	Click <b>Continue</b>	The 'Manage Matrices' page re-displays.

### Export, Re-Import, and Delete an Unpublished Form

Test	Action	Expected Result
1	Click <b>Forms</b> from the main menu.	The 'Manage Forms' page is displayed. There is no 'Export' link under any of the forms listed.
2	Click <b>Permissions</b>	The 'Permissions' page displays

3	Under <b>Instructor</b> , click the checkbox next to <b>metaobj.export</b> , then click <b>Save</b> <b>Note:</b> if you have duplicated a project site, give 'metaobj.export' permission to the 'maintain' role.	The 'Manage Forms' page redisplay with an 'Export' link under each form.
4	Click <b>Export</b> underneath the form 'Contact Information'	The 'File Download' dialog box pops up, prompting user to Open, Save or Cancel the operation.
5	Click <b>Save</b>	The 'Save As' dialog box appears.
6	Click <b>Save</b> and save the file to the desktop	The 'Contact Information.zip' file is saved to the desktop.
7	In the 'Manage Forms' page, click <b>Import</b>	The 'Import Form' page displays.
8	Click <b>Select File...</b>	The 'Add Attachment' page displays.
9	Click <b>Add</b> and then <b>Upload Files</b> to upload the file <b>Contact Information (Course Name) Form.zip</b>	The 'Upload Files' page displays.
10	Click <b>Upload Files Now</b>	The 'Add Attachment' page displays with the file listed under 'Items to Attach'.
11	Click <b>Continue</b>	The 'Import Form' page displays.
12	Click <b>Import</b>	The 'Manage Forms' page re-displays with the name listed. The name of the form has a 'I' appended to it: Contact Information I (Site Name).
13	Verify the import by clicking <b>Edit</b> under the name of the new form	The 'Edit Form' page displays. Verify that: The 'Alternate Form Creation Rendererer (xsl)' = formCreate-customH3.xsl The 'Alternate Form View Rendererer (xsl)' = formView=customH3.xsl
14	Click <b>Preview</b>	A preview of the form displays. At the top should be a blue line saying, "This comes from the custom creation renderer".
15	Click <b>Return</b>	The 'Edit Form' page re-displays.
16	Click <b>Cancel</b>	The 'Manage Forms' page re-displays.
17	Click <b>Delete</b> under the imported form	The 'Delete Form' page displays asking whether you really want to do this.
18	Click <b>Yes</b>	The 'Manage Forms' page re-displays with the imported form no longer present.

### Modify Style Sheet and Colors for a Matrix

Step	Action	Expected Result
1	Right click on the following .css file to download it to your computer: <a href="#">professional.css</a>	
2	Still as 'Kayla Foster' in the 'BUS 101 001', click <b>Edit</b> next to 'Communications Matrix'	The 'Edit Matrix' form displays with the graphical layout of the matrix.
3	Click <b>Edit Properties</b>	The 'Edit Matrix Properties' form displays.
4	In the 'Colors and Styles' field set, click <b>Select Style</b> next to the 'Style' textbox.	The 'Select Style' page is displayed.
5	Click the <b>Add</b> link at the top of the page.	The 'Add Style' form is displayed.
6	Enter the following: <b>Name:</b> Professional Style <b>Description:</b> Professional stylesheet <b>CSS File:</b> click <b>Select File</b>	The 'Add Attachment' page displays
7	Click <b>Add</b> and then <b>Upload Files</b> from the menu.	The 'Upload Files' page is displayed.
8	Next to <b>File to Upload</b> , click the <b>Browse...</b> button to locate the <a href="#">professional.css</a> file saved to your computer. Click <b>Upload Files Now</b>	The 'Add Attachment' page appears with the file <a href="#">professional.css</a> listed under the 'Items to attach' area.
9	Click <b>Continue</b>	The 'Add Style' form re-appears with the CSS file filed in.
10	Click <b>Add Style</b>	The 'Select Style' page is displayed and lists 'Professional Style'
11	Click <b>Select</b> next to the item 'Professional Style' to select the style.	The 'Edit Matrix Properties' page re-appears with the name of the style listed in the 'Style' textbox.

12	Under 'Matrix Status Colors', click the color palette icon next to 'Ready Color' and select a green color from the palette.	A color palette appears where user can select appropriate color for cells that are in the ready state. After green color is selected, user will then see the Hex color symbol pertaining to that color in the text box.
13	Under 'Matrix Status Colors', click the color palette icon next to 'Pending Color' and select a yellow color from the palette.	A color palette appears where user can select appropriate color for cells that are in the pending state. After yellow color is selected, user will then see the Hex color symbol pertaining to that color in the text box.
14	Under 'Matrix Status Colors', click the color palette icon next to 'Completed Color' and select a blue color from the palette.	A color palette appears where user can select appropriate color for cells that are in the completed state. After blue color is selected, user will then see the Hex color symbol pertaining to that color in the text box.
15	Under 'Matrix Status Colors', click the color palette icon next to 'Locked Color' and select a red color from the palette.	A color palette appears where user can select appropriate color for cells that are in the locked state. After red color is selected, user will then see the Hex color symbol pertaining to that color in the text box.
16	Click <b>Save Changes</b> at the bottom of the 'Edit Matrix Properties' page	The 'Edit Matrix' page displays with the graphical layout of the matrix. The professional.css file should make the background of the 'Edit Matrix' page a light gray. The cells and legend should reflect the colors chosen for the different statuses.

### Add Guidance, Forms, and Evaluators to Individual Matrix Cells

Step	Action	Expected Result
1	In 'Manage Matrices' click <b>Edit</b> beside the matrix entitled 'Communications Matrix'	The matrix editor is displayed.
2	Click Matrix cell denoting the intersection of <b>Freshman/Written</b>	The 'Edit Cell Settings' page form displays. The title displays: Skill: Written; Year: Freshman
3	In Reflection and Feedback area, uncheck the 'Use default form...' box. Use the listbox next to <b>Reflection</b> to select the <b>Reflection</b> form.	
4	Use the listbox next to <b>Feedback</b> to select <b>Comments</b> form.	
5	In the Evaluation section, uncheck the 'Use default form...' box. Use the listbox to select <b>Evaluation</b> form.	
6	In the Evaluators section, uncheck 'Use default evaluators...' and click the <b>Select Evaluators</b> link.	The 'Select Evaluators' page is displayed.
7	Under 'Select Users' area select the user <b>cowens</b> . Click <b>Add&gt;&gt;</b>	'cowens' is listed in the 'Selected Users' panel to the right.
8	Click <b>Save</b>	The 'Edit Cell Settings' page is displayed with 'cowens' listed as an Evaluator (at the bottom of the page).
9	Click <b>Save Changes</b>	The 'Matrix Scaffolding' page is displayed with the matrix cells in place.
10	Repeat steps 1 - 9 for each of the cells in the matrix, each time selecting <b>cowens</b> as the evaluator.	All Matrix cells have the appropriate guidance, forms and evaluators assigned.

### Add a Different Style to an Individual Matrix Cell

Test	Action	Expected Result
1	Download the file <b>wacky.css</b> and save to your computer.	
2	Click Matrix cell denoting the intersection of <b>Freshman/Web</b>	The 'Edit Cell Settings' page form displays. The title displays: Skill: Written; Year: Freshman
3	Click the link <b>Change Style</b> next to the <b>Style</b> field	The 'Style Manager' page is displayed.
4	Click the link <b>Add</b> at the top of the page.	The 'Add Style' form is displayed.
5	Enter the following: <b>Name:</b> <b>Wacky Style</b> <b>Description:</b> <b>This is the wacky stylesheet</b> <b>CSS File:</b> Click <b>Select File</b>	The 'Resources' area appears.
6	Click <b>Add</b> and then <b>Upload Files</b> from the menu	The 'Select Item' form is displayed.
7	<b>File to Upload:</b> Click <b>Browse</b> to locate the <b>wacky.css</b> Click <b>Continue</b>	The Resources list page is displayed with your CSS file listed in the 'Items to Attach' area.
8	Click <b>Continue</b>	The 'Add Style' form is displayed with your file <b>wacky.css</b> listed in the 'CSS File' textbox.

9	Click <b>Add Style</b>	The 'Style Manager' page is displayed and lists the styles that have been added to the CIG.
10	Click <b>Select</b> beside the 'wacky.css' style	The 'Edit Cell Settings' page is displayed with the name <b>wacky Style</b> in the 'Style' textbox.
11	Click <b>Save Changes</b>	The 'Edit Matrix' page is still displayed with the 'Professional Style', while the Freshman/Web cell will be displayed with the 'Wacky Style.'

### Change Matrix Cell Status

Test	Action	Expected Result
1	Click on the <b>Freshman/Oral Presentations</b> cell	'Edit Cell Settings' form appears.
2	Enter: <b>Initial Status</b> = Change to <b>Ready</b> Click <b>Save</b>	'Matrix' page displays with the 'Communications' Matrix on it. Cell 'Freshman/Oral Presentations' changes color to green.
3	Click <b>Sophomore/Written</b> cell	'Edit Cell Settings' form appears.
4	Enter: <b>Initial Status</b> = Change to <b>Locked</b> Click <b>Save</b>	'Matrix' page displays with 'Communications' Matrix on it. Cell 'Sophomore/Written' changes from green to red.

### Add/remove a row and a column to a published matrix

Steps	Description	Expected Outcome
1	Create a matrix and publish it	Matrix cells should be in published state. The 'Publish' link no longer appears.
2	Click <b>Edit</b>	The matrix table appears in the 'Edit Matrix' page.
3	Click <b>Edit Properties</b> from the links listed at the top of the screen.	The 'Edit Matrix Properties' page appears.
4	Click <b>Add Column</b> to add a new matrix column.	The 'Editing Scaffolding Column' screen appears.
5	Enter the new column name and choose an appropriate background and font color. Click <b>Update</b>	The 'Edit Matrix Properties' screen re-appears with the new column listed.
6	Click <b>Add Row</b> to add a new matrix row.	The 'Editing Scaffolding Row' page appears.
7	Enter the new row name and choose an appropriate background and font color. Click <b>Update</b> to save the information.	The 'Edit Matrix Properties' screen re-appears with the new row listed.
8	Click <b>Save Changes</b>	The 'Save Scaffolding' page appears to ask if you are sure that you want to change the scaffolding.
9	Click <b>Continue</b>	The 'Edit Matrix' page appears with the table view of the matrix.
10	Click <b>Edit Properties</b> again.	The 'Edit Matrix Properties' page appears.
11	Add a column and/or a row.	Column and/or row should be listed under Structure.
12	Click Cancel at the bottom of the 'Edit Matrix Properties' page.	'Edit Matrix' page displays with the table view of the matrix. The column and/or row you added in 11 should not be display.

### Move a matrix column

Steps	Description	Expected Outcome
1	From the 'Manage Matrices' page, click <b>Edit</b> beside a previously published matrix.	The matrix table appears in the 'Edit Matrix' page.
3	Click <b>Edit Properties</b> from the links listed at the top of the screen.	The 'Edit Matrix Properties' page appears.
2	Under column to move, click the links for <b>Down</b> to move a column down down on the list.	The page refreshes and displays the new column order. All column labels should appear in the correct order.
4	Click the <b>Up</b> link to move a column higher up on the list.	The page refreshes and displays the new column order. All column labels should appear in the correct order.
5	Click <b>Save Changes</b>	The 'Edit Matrix' page appears with the new table view of the matrix.
6	Repeat 1 - 4. Then click <b>Cancel</b> .	The 'Edit Matrix' page appears with the table view of the matrix and no changes.
7	Repeat this several times to ensure that the new functionality is stable.	

## Move a matrix row

Steps	Description	Expected Outcome
1	From the 'Manage Matrices' page, click <b>Edit</b> beside a previously published matrix.	The matrix table appears in the 'Edit Matrix' page.
3	Click <b>Edit Properties</b> from the links listed at the top of the screen.	The 'Edit Matrix Properties' page appears.
2	Under row to move, click the links for <b>Down</b> to move a row down down on the list.	The page refreshes and displays the new row order. All row labels should be displayed in the correct order.
4	Click the <b>Up</b> link to move a column higher up on the list.	The page refreshes and displays the new row order. All row labels should be displayed in the correct order.
5	Click <b>Save Changes</b>	The 'Revise Matrix' page appears with the new table view of the matrix.
6	Repeat 1 - 4. Then click <b>Cancel</b> .	The 'Edit Matrix' page appears with the table view of the matrix and no changes.
7	Repeat this several times to ensure that the new functionality is stable.	

## Set matrix progression

NOTE: This can only be done on an 'UNUSED' matrix.

Steps	Description	Expected Outcome
1	From the 'Manage Matrices' page, click <b>Edit</b> beside a previously published matrix.	The matrix table appears in the 'Edit Matrix' page.
2	Click <b>Edit Properties</b> from the links listed at the top of the screen.	The 'Edit Matrix Properties' page appears.
3	Change the matrix progression to <b>None</b>	
4	Click <b>Save Changes</b>	The 'Edit Matrix' page appears with the new table view of the matrix.
5	Repeat steps 2 - 4 for each progression type: Horizontal, Vertical, Open, Determined by Instructor Cells.	
6	Change the progression type again, this time clicking <b>Cancel</b> .	The 'Edit Matrix' page appears with the table view of the matrix and no changes.

## Removing a matrix row

Steps	Description	Expected Outcome
1	From the 'Manage Matrices' page, click <b>Edit</b> beside a previously published matrix.	The matrix table appears in the 'Edit Matrix' page.
2	Click <b>Edit Properties</b> from the links listed at the top of the screen.	The 'Edit Matrix Properties' page appears.
3	Beside row to delete, click <b>Remove</b>	Alert should appear asking if you are sure you want to remove the row.
4	Click <b>Continue</b>	The 'Edit Matrix Properties' page should re-appear and row should no longer be listed.
5	Click <b>Save Changes</b>	The 'Edit Matrix' page appears with the new table view of the matrix.
6	Logout as instructor/coordinator	
7	Login as student/participant	
8	Go into the matrix to ensure that the row was indeed removed.	

Try canceling the row removal

Try canceling the scaffolding change ('Save Changes' button) to ensure that the original matrix rows and columns remain intact.

Try removing a row when there are items in the matrix. Once a student does work in a cell and attaches items, the link to Remove disappears from the columns and rows.

## Removing a matrix column

Steps	Description	Expected Outcome
1	From the 'Manage Matrices' page, click <b>Edit</b> beside a previously published matrix.	The matrix table appears in the 'Edit Matrix' page.

2	Click <b>Edit Properties</b> from the links listed at the top of the screen.	The 'Edit Matrix Properties' page appears.
3	Under column to delete, click <b>Remove</b>	Alert should appear asking if you are sure you want to remove the column.
4	Click <b>Continue</b>	The 'Edit Matrix Properties' page should re-appear and column should no longer be listed.
5	Click <b>Save Changes</b>	The 'Edit Matrix' page appears with the new table view of the matrix. Removed column no longer appears.
6	Logout as instructor/coordinator	
7	Login as student/participant	
8	Go into the matrix to ensure that the column was indeed removed.	

Try canceling the column removal

Try canceling the scaffolding change ('Save Changes' button) to ensure that the original matrix rows and columns remain intact.

Try removing a column when there are items in the matrix. Once a student does work in a cell and attaches items, the link to Remove disappears from the columns and rows.

### Add forms to a published matrix cell

Note: Only works on cells that have not had any work done in them.

Steps	Description	Expected Outcome
1	As instructor/coordinator, create a matrix and publish it	Matrix cells should be in published state. The 'Publish' link no longer appears.
2	From the 'Manage Matrices' page, click <b>Edit</b> beside a previously published matrix.	The matrix table appears in the 'Edit Matrix' page.
3	Click a cell in the matrix, locate the area where additional forms are added.	After unchecking 'Use default form(s)...', the 'Select a form' listbox should be available.
4	Select a form that will need to be completed by students /participants from the listbox.	Listbox should list additional forms that are available from the Forms tool.
5	Click <b>Add</b>	The name of the form should be displayed.
6	Click <b>Save Changes</b> .	
7	Logout as instructor/coordinator	
8	Login as student/participant	
9	As student/participant, complete the form that was added in steps 4-5.	Student should be able to access and complete the additional form.

### Select forms in a published matrix cell

Steps	Description	Expected Outcome
1	Create a matrix and publish it	Matrix cells should be in published state. The 'Publish' link no longer appears.
2	From the 'Manage Matrices' page, click Edit beside a previously published matrix.	The matrix table appears in the 'Edit Matrix' page.
3	Click a cell in the matrix to edit it.	You may need to uncheck the 'Use default form(s)...' box for these forms if they were set in the matrix properties page.
4	In the Reflection form area, use the listbox to select the reflection form that was added to the Forms tool.	The Reflection form should be listed.
5	Repeat steps 3 - 4 to add the Feedback and Evaluation forms.	The Reflection, Feedback and Evaluation forms should be selected in their respective section areas.
6	Click <b>Save Changes</b>	The matrix cell changes should be saved.
7	Click the cell again to ensure that the forms are still in place.	The forms should be accessible and able to be changed should the form need to be changed.

## Script Resources

File

Modified 

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File evaluation.xsd	Feb 01, 2010 by Erica Ackerman
File reflection.xsd	Feb 01, 2010 by Erica Ackerman
Microsoft Excel Sheet OSP22_test_script_results_course.xls	Feb 01, 2010 by Erica Ackerman
File comments.xsd	Feb 01, 2010 by Erica Ackerman
CSS File blue.css	Feb 01, 2010 by Erica Ackerman
Microsoft Excel Sheet OSP21_test_script_results_course.xls	Feb 01, 2010 by Erica Ackerman
Microsoft Excel Sheet OSP2.3_test_script_results_course.xls	Feb 01, 2010 by Erica Ackerman
Microsoft Excel Sheet OSP2.3_test_script_results_portfolio.xls	Feb 01, 2010 by Erica Ackerman

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