


QA.Portfolios

Portfolios

Apply Layouts to Entire Portfolio

type	status	key	summary	assignee	resolution	updated
<div style="border: 1px solid orange; padding: 10px;"> Unable to locate Jira server for this macro. It may be due to Application Link configuration.</div>						

Specification: **OSP-SPEC-#**

Script author: **Tony Camilli**

Purpose: A participant creating a freeform Portfolio may create a consistent look and feel by applying the same layout to every page in the portfolio.

Selecting the Layout once and applying the Layout to the entire Portfolio reduces steps in the freeform Portfolio workflow.

Create Free-Form Portfolio

Step	Task	Expected Result
1	Download the following css file to your computer professional.css for use in this test. Also, download ODB_ST_Script_08_layoutfiles.zip , save to your computer and extract the files.	The layout files contained in the zip file will be used in the title layout page and the 2column layout page.
2	Click Portfolios or Design & Publish --> Portfolios (if a Portfolio-type site) button.	The 'Portfolio Manager' page is displayed
3	Click the Add link	'Portfolio Setup' screen should appear
4	Click radio button next to Design your own portfolio Click Continue	The 'Add Portfolio: Step 1 of 3: Begin' page is displayed.
5	Complete the form as follows: Title: <code>Free form portfolio 1</code> Description: <code>This is a free form portfolio</code> Expires: Select a date in the future Click Continue	'Add Portfolio - Step 2 of 3: Design' page should be displayed
6	Click Select Layout	The 'Manage Portfolio Layouts' page is displayed.
7	Click Add to add a new portfolio layout	The 'Add Layout' page is displayed.
8	Enter the following: Display Name <code>title</code> Description <code>This is the layout for the Title Page.</code>	
9	Choose the Select File link next to XHTML Layout File field	The Item selection helper appears. The title should be: Select Item.
10	Click Show other sites to view CIG Participant's resources area Click Add --> Upload Files Browse to the files extracted in step 1 and select titlePage.xhtml . Click Upload Files Now	
11	Choose the Continue button	The 'Add Layout' screen returns with the selected file displayed.
12	Choose the Select File link next to Preview Image	The Item selection helper appears. The title should be: Select Item.
13	If CIG participant's resources area is not already showing, click Show other sites to view CIG Participant's resources area Click Add --> Upload Files Browse to the files extracted in step 1 and select titlePage.jpg . Click Upload Files Now	
14	Choose the Continue button	The 'Add Layout' screen returns with the selected file displayed.
15	Choose the Add Layout button	The 'Portfolio Layout Manager' page should appear with a list of existing layouts and the new layout just added.

16	Click Select underneath the 'Title' layout to select it.	The 'Add Portfolio: Step 2 of 3: Design' form is displayed with the 'Title' layout listed.
17	Click Add Page link or image or button at the bottom of the page.	The 'Add Portfolio - Step 2 of 3: Design' form is displayed. The Layout selected should appear in the 'Layout' textbox
18	Enter the following in the 'Page Information' section: Title Page 1 Description This is page one of the free-form portfolio Keywords page one	
19	Click Select Style to add a new style.	The 'Manage Styles' list page is displayed.
20	Click Add at the top of the screen to add a new style.	The 'Add Style' page is displayed.
21	Enter the following: Name Professional Style Description This is the professional stylesheet. CSS File Click Select File	The 'Select Item' page from Resources area appears.
22	Click Show other sites	The CIG Participant's resources area appears at the bottom of the page.
23	Click Add new	
24	Enter the following: Add Item Type File Upload Choose a file Browse for the professional.css file that you downloaded in step 1. Click Add	The 'Select Item' page in Resources appears with the 'professional.css' file shown in 'Items to attach' area.
25	Click Finish	The 'Add Style' page is displayed with the 'professional.css' filename shown in 'CSS File' textbox.
26	Click Add Style	The 'Manage Styles' list page is displayed with the Professional Style listed.
27	Click Select underneath the 'Professional Style' listing.	The 'Add Portfolio - Step 2 of 3: Design' page is re-displayed, and the Professional style is now listed in the Style textbox.
28	Click Select Items to add files from Resources that will be used on Page 1.	The 'Select Item' page is displayed.
29	Select an item from Resources or click Show other sites to add a new file from the CIG Participants' Resources area.	
30	Click Save Changes button at the bottom of the page.	
31	Click Finish	The 'Manage Portfolios' list page is displayed, with the 'Free form portfolio now listed.


Add a Second Page with the Same Layout

Step	Task	Expected Result
1	Click the Edit link	'Begin Portfolio - Step 1 of 3:' screen should appear
2	Click Continue	'Design Portfolio - Step 2 of 3: Design - Add Page' screen should be displayed. Layout from Page 1 should be listed in Layout textbox
3	Click Add Page link or image or button at the bottom of the page.	The 'Design Portfolio - Step 2 of 3: Design' form is displayed. The Layout selected should appear in the 'Layout' textbox
4	Complete the form as follows: Title Page 2 Description This is a Page 2 Keywords text	
5	Click Select Style next to Style Click Select link underneath the Professional style	
6	Click Add Page at the bottom of the screen	The 'Design Portfolio - Step 2 of 3: Design' page reappears with Page 2 (and thumbnail) now listed.
7	Check the box next to Page Navigation to enable ability to display links for page navigation.	
8	Click the link for Page 2	The rich-text editor should appear where you may add items to your free-form portfolio.

9	In the rich-text editor area, enter the following: Page Two of Free-Form Portfolio in the text area Page 2 Footer in the footer area Click Add Row and type Column One in the left column Click Add Row and type Column Two in the right column Click Save Changes	The 'Portfolio Manager' page is displayed with list of portfolios that have been created.
10	Click Finish	The 'Manage Portfolios*' list page re-appears with the 'Free-form portfolio 1' listed.

Sharing Portfolios

status key summary assignee resolution updated

 Unable to locate Jira server for this macro. It may be due to Application Link configuration.

Specification: **OSP-SPEC-#**


Script author: **Tony Camilli**

Purpose: A user with the Portfolio tool in "My Workspace" should be able to share with users in CIGS

NEEDS FURTHER REVISION

Create a portfolio

Script Information

Description	User should be able to share a portfolio with users in other CIGS
Role(s)	CIG Participant
Special skills required to run test	None
Dependencies	CIG Coordinator must do ST.Script.04.Publish a portfolio template prior to this script being run. Moreen Dora must be a member of Course Site and Project Site
Time required	

Testing Steps

Add portfolio tool to "My Workspace" of CIG Participant Moreen Dora

Step	Action	Expected Result
1	Log in as portfolio owner #1. In top-right corner of 'Welcome' page enter: user id: 'mdora' password: 'moreen' Click ' Log in ' button.	My Workspace page appears with Portfolio , Course and Project tabs
2	Click Worksite Setup from the main menu.	Worksite Setup Page appears with site list
3	Check the box next to My Workspace . Click Edit link at the top of the screen.	Worksite Setup Page appears for My Workspace
4	Click Edit Tools link at the top of the screen.	Worksite Setup Page appears with tool list
5	Click Portfolios -> Continue	Confirming site tools for My Workspace appears with Portfolio tool highlighted in red
6	Click Finish	Portfolios tool appears in Tool List of My Workspace
7	Click Portfolios from the main menu.	Portfolio List appears
8	Click Permissions link at the top of the screen.	Permissions List appears with two roles, 'access and 'maintain'

9	For 'maintain' role click 'Delete' , 'Comment' , 'Create'. Click Save	Portfolio List appears
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Login as CIG Participant - Moreen Dora, fill out Contact Information form

Step	Action	Expected Result
1	Log in as portfolio owner #1. In top-right corner of 'Welcome' page enter: user id: 'mdora' password: 'moreen' Click 'Log in' button.	My Workspace page appears with Portfolio, Course and Project tabs
2	Click Resources to fill out the contact form to be used for the portfolio	Resources list appears
3	Click Add next to 'My Workspace' folder. Select New Form Item	Select a form screen appears.
4	Select 'Contact Form'. Click Continue	The Contact Information form fields are displayed and are ready to be filled in.
5	Enter the following: First Name Moreen Middle Name leave this blank Last Name Dora Address 1520 Elm Street City Charlottesville State/Province VA Zip/Postal Code 23456 Country United States Email Addresses - Type School Email Addresses - Email moreen.dora@osportfolio.org Phone Numbers - Type Select Home Phone Numbers - Number 540-123-4567 Title Mora's Contact Information Click Add	The 'Resources' area appears with 'Mora's Contact Information' listed

Preview a Static Portfolio

OSP 2.4: This will clear up some usability issues with the portfolio tool. Previously, a user had to click 'Finish' and then click on the portfolio name to preview the portfolio. Now, there is a 'Preview' button that does all of this in one step. When the button is clicked a new window opens that displays the presentation. The preview display, however, does not render a form for comments.

Steps	Description	Expected Outcome
1	Click Portfolios (or Design & Publish --> Portfolios , if a Portfolio-type site)	'Portfolio Manager' page displays
2	Click Add	The 'Add Portfolio' page is displayed.
3	Click Use a template to select.	
4	Enter: Title Mora Contact Portfolio Description Type Mora Contact Information Portfolio Expires Choose a date in the future Click Continue button	'Add Content - Step 2 of 3: Design' page is displayed with Contact Information and photo areas.
5	Next to Contact Information, use the dropdown listbox to select from 'Available Items' the file Mora's Contact Information Next to photo available items, use the dropdown listbox to select ja mes.jpg . Click the Preview button	The portfolio opens up in a new tab or page.
5	Click Finish	The Portfolio list page is displayed with the following links available: Share, Revise, Statistics, Download, Delete, and Hide
6	Check as another user in the site to ensure that the portfolio has not been published.	

Create a Static Portfolio

Building on the previous test, share the portfolio out to other users

Step	Action	Expected Result
1	Click Portfolios	'Portfolio Manager' page displays
2	Under the portfolio created previously, click Share	Step 3 of 3: Share screen is displayed.

3	Click Select Users link to to view list of available users Check the checkbox next to 'kfooster' Check the checkbox next to 'Instructor Course site' Check the checkbox next to 'CIG Coordinator Project site' Click Add>>	'kfooster' is now added to the 'Selected Audience' list in the right pane.
4	Click Return button at the bottom.	The 'Add Portfolio - Publish' page is displayed.
5	Click Finish at the bottom of the page.	The 'Manage Portfolios' list page is displayed with the new portfolio just created.

Script Resources

File

Modified 

No files shared here yet.