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Overview

User Acceptance Test (UAT) Release #19 cycle 1, has been deployed to the SIU UAT environment. Security constraints for this environment will require a login through the State Login Portal. When you follow the link to the UAT environment, the system will route the user to the State of Illinois Login. After a successful login, the user will be returned to the UAT environment where IWDS-2.0 is running.

Purpose

The purpose of Release #19 cycle 1 is to review the assessment landing page which houses all completed and in progress assessments and give users a space to add new assessment data. The UAT cycle will be open from April 8th – April 15th 2026. This provides you with 6 working days (not including days off for holidays) to complete the review. Your participation is appreciated.

UAT Release 19 – Cycle 1 Expectations & Homework

Homework Areas - For this UAT cycle, testing will focus on validating the Assessment Landing Page, including how assessments are displayed, organized, and managed for a customer. Testers should use the reference documents linked in this guide to understand expected behavior and results.

- Assessment Landing Page
- Assessment List & Organization
 - Career Interest
 - Training & Education
 - Work Based Learning
- Assessment List Action Icons
 - Preview completed assessments (eye icon)
 - Continue in progress assessments (play icon)
 - Only for IWDS facilitated assessments (Getting Started Assessment GSA)
 - Remove Assessment Results (delete icon)
 - Only for Add Results or send to customer assessments
 - Resend to customer (Envelope Icon)
 - Only for send to customer assessments
- Add Assessment Button
- Add Assessment Modal
 - Add Results
 - Add Results Modal
 - Complete Now
 - Currently only the GSA
 - Send to Customer

Due Date

Please complete your testing in these areas and submit your feedback by **End of Day on April 15th**.

Access to UAT Environment

To access the UAT environment in your browser, follow the link provided here.

<https://testapps.illinoisworknet.com/iwdst-Preview>

Reporting Issues

Please document any issues, bugs, or enhancement requests you identify in our shared notebook - [UAT Notebook Link](#). The main purpose of using a shared notebook is for collaboration between members of the UAT team and the business analysts. This will cut down on duplicate issues being reported.

- When logging your entries:
 - You should document this information as you are completing your UAT work.
 - The top section in the notebook is labeled Example Issue Reporting. Please refer to that page to get an idea of how you can report an issue.
 - In the notebook you will find a section labeled Release 19 – Assessment Page. The section is divided into several pages, each page is specific to a specific page of the application. Ensure that each item is tracked under the correct page you are providing feedback on.
 - Be concise but detailed.
 - If multiple issues arise in one area, log each one separately for clarity.
 - Please provide the name of the customer you are using when you log an issue so we can easily go in and take a look at what is going on to troubleshoot.
 - Log the URL of the page where you ran into an issue.
- **If you have issues accessing the OneNote notebook** - Please contact one of the business analysts (BA) on the team. The business analysts are:
 - Kelly Trimble – Kelly.trimble@siu.edu
 - Olivia Miller - olivia.miller@siu.edu
 - Andi Grabemeyer – Andi.Grabemeyer@siu.edu
 - Lynette Tritz - lynette.tritz@siu.edu
 - Al Menke – al.menke@siu.edu

Expectations for UAT

As you test these areas, please keep in mind the following best practices:

- **Test Thoroughly:** Ensure that you navigate through all functions and features within these areas. Pay attention to any discrepancies between expected and actual results.

- **Detail-Oriented:** When reporting issues, provide as much context as possible, including:
 - Steps to reproduce the issue
 - Screenshots or recordings, if possible
 - Browser or device used during testing
 - Expected vs. actual outcomes
- **Feedback Categories:**
- **Bugs** - When the system does not perform as expected, and the system is not performing according to the requirements, then a bug will be reported, tracked, fixed, and retested.
- **Issues** - If the system is performing according to the requirements, but the user feels that the requirement was not captured correctly or now the user feels like the requirement is just not working as expected, then this is recorded as an issue. Issues are tracked and prioritized for change.
- **Enhancements**- Once we are in UAT and the users recognize an area that could be improved, then this will be also logged as an issue and tagged as an enhancement.

Best Practices for Effective UAT

- **Think like the end user:** Approach your testing from the perspective of someone unfamiliar with the system. This will help you identify usability issues and areas for improvement.
- **Be specific and thorough:** The more specific your feedback, the easier it will be to address. Include specific steps, expected outcomes, and actual results.
- **Provide context:** Always give context for your feedback. For instance, explain why an enhancement would improve the user experience or system performance.

By following these guidelines and providing detailed feedback, you're helping to ensure the final product meets user expectations and performs as intended.

Overview of Assessment Landing Page

The Assessment Landing Page provides Career Planners a single place to view, manage, and add assessments associated with a customer. This page supports both IWDS 2.0 facilitated assessments (Getting Started Assessment) and assessments completed externally where results are entered or sent to the customer.

During UAT, testers should focus on verifying that:

- Clean and easy to follow page layout and user experience.
- The correct assessments appear in the list of assessments to add from

- Assessments populate the correct table based on their mapping
- Action icons align with the type and completion status of the assessment
- Data entered or displayed is accurate and persists correctly

Resources For Guided Testing & Understanding Results

Instruction Guide for Assessment – This document is intended to explain how to use the Assessment Landing Page in the Customer profile to view and add Assessment information in the IWDS 2.0 System.

- [Instructional Quick Start Guide- Assessment Landing Page](#)

Crosswalk of TABE, CASAS, and BEST Scale Scores to GLE & EFL - This document provides a consolidated assessment crosswalk for TABE, CASAS, and BEST assessments, mapping test scale scores to Grade Level Equivalencies (GLEs), Educational Functioning Levels (EFLs), National Reporting System (NRS) levels, and test levels. The mappings reflect finalized reference values based on official assessment guidance and are intended to support consistent interpretation and use of assessment

- [https://www.illinoisworknet.com/partners/Documents/IWDS%20and%20Monitoring/Crosswalk%20Homework TABE%20CASAS%20BEST.pdf](https://www.illinoisworknet.com/partners/Documents/IWDS%20and%20Monitoring/Crosswalk%20Homework%20TABE%20CASAS%20BEST.pdf)

Assessment Mapping List for IWDS 2.0 – This excel document lists all assessments that can be selected from the IWDS 2.0 Assessment page. It includes both in-system and externally administered assessments that can be recorded in IWDS, along with key details such as assessment type, subject area, delivery method, and availability.

- <https://www.illinoisworknet.com/partners/Documents/IWDS%20and%20Monitoring/Assessment%20List%20for%20UAT.xlsx>

IwN Assessment Email Template – This document provides an overview of the automated email invitation that send out when a customer is invited to complete an IwN assessment from the IWDS 2.0 assessment page.

- <https://www.illinoisworknet.com/partners/Documents/IWDS%20and%20Monitoring/IwN%20Assessment%20Email%20Template.pdf>

Accessing the Assessment Page

The Assessment Landing Page can be accessed by:

- Navigating to **any customer profile**
- Selecting **Assessments** from the **Participant Summary Tools**

The Participant Summary Tools are available throughout multiple sections of the customer's case management tools. This allows staff to easily access the full list of assessments without needing to return to a single starting point.

Assessment List & Organization

Assessment Groupings

Assessments on the landing page are organized into three sections:

- **Career Interest**
- **Training & Education**
- **Work-Based Learning**

All assessments in the system have been pre-mapped to one of these sections. As assessments are completed or results are added, they automatically display under the appropriate header.

 Reference: [Assessment Mapping List for IWDS2.0 Excel](#)

Assessment Table Display

Each section displays a table of assessments with high-level summary information, such as:

- Assessment name
- Date Completed
- Type
- Area
- Action (defined below)

UAT Focus

- Validate assessments appear under the correct section header when completed

- Verify table information is accurate and consistent with the underlying assessment data
-

Assessment Actions

Each assessment row may include one or more action icons. Available actions depend on the **assessment type** and **current status**. Available Action Items include:

- **Preview Completed Assessment (Eye Icon)**
Opens a read-only view of completed assessment results.
- **Continue In-Progress Assessment (Play Icon)**
Resumes an IWDS-facilitated assessment that has not yet been completed.
Currently applies only to the Getting Started Assessment.
- **Remove Assessment Results (Delete Icon)**
Removes results for assessments where results were manually added or sent to a customer.
- **Resend to Customer (Envelope Icon)**
Resends an assessment invitation for assessments that are sent to the customer.

UAT Focus – Action Items

When validating action items, testers should confirm:

- Actions only appear when appropriate for the assessment type and status
 - Selected actions perform the expected behavior
 - Users are prevented from taking actions that are not valid
 - Data updates correctly after an action is taken and remains consistent after refresh or navigation
-

Add Assessment Button & Modal

Add Assessment Button

The **Add Assessment** button allows users to add new assessments to the customer record.

UAT Focus

- Confirm the button is visible and accessible
 - Validate modal opens successfully
-

Add Assessment Modal Options

Within the Add Assessment flow, users can select from multiple paths:

+ Add Results

Used when an assessment was completed outside IWDS and results need to be entered manually.

UAT Focus

- Confirm correct assessments appear in the list
- Validate required fields and data points
- Ensure entered results display correctly on the landing page after save

 Reference: [Crosswalk of TABE, CASAS, and BEST Scale Scores to GLE & EFL](#)

Complete Assessment

Used to complete an assessment directly within IWDS.

Note:

Currently, only the **Getting Started Assessment** is available, and it is still under development.

NOTE – The getting started assessment is still under development and not part of UAT Review. You can click into the assessment but the question logic and save logic are not complete

UAT Focus

- When selected from Add it takes you to the Getting Started Assessment
 - When it displays in the assessment table you can click the play icon and go back into the Getting Started Assessment
-

Send Assessment to Customer

Used to send an assessment for customer completion. An email will be sent to the customer to invite them to log into their Illinois workNet account to complete the assessment. When assessments are completed in IwN a career planner has a “Sync from WorkNet” button within assessments that will pull in any started or completed assessments into IWDS 2.0.

Note – Migrated and seeded data do not contain and IwN ID yet. IWDS 2.0 accounts that have not been associated with an IwN ID will not have the sync button. A specific test customer has been set up for you to view this information in IWDS 2.0

- Test Customer = Olivia Miller (Preferred Name workNet)

UAT Focus

- Ability to select Employment 101, Self-Evaluation of Essential Skills, and Interest Profiler
- Ensure assessment display in table as In Progress after sending
- A test customer has been set up with test IwN assessments built out for users to review.
 - Test Customer = Olivia Miller (Preferred Name workNet)

 Reference: [IwN Assessment Email Template](#)
