BETA Testing Instructions

Beta testing is an opportunity for real users to use a product in a production environment to uncover any bugs or issues before a general release.

- Click all links to confirm they work. This includes links to webpages and documents. This also includes internal links/buttons (e.g., does the Contact Information display when clicking the button from any page?).
- Proofread for spelling/grammatical errors.
- Test all activities and navigation. Test both right and wrong answers.
- Review all activity instructions. Are the instructions clear? Are you ever "not sure" what to do on a page, or not sure what to do next?
- Confirm forward and back buttons work correctly (this is especially important after completing an activity in the course).
- Confirm the timing with the narration is correct (i.e., are the images timed correctly with the narration?)
- Turn on the Closed Captioning to make sure the captioning matches the audio narration.
- Attempt to "break" the CBT. Are there any areas where you get "stuck" and cannot move, either forward or backward?
- Confirm that you receive a Completed status in the Learning Center when you have finished the course.

Record errors in detail, including the modules and page numbers. Return your review/comments to the developer by the deadline.