

Customer Software Release Notice (CSRN)

For

Course Administration System (CAS)

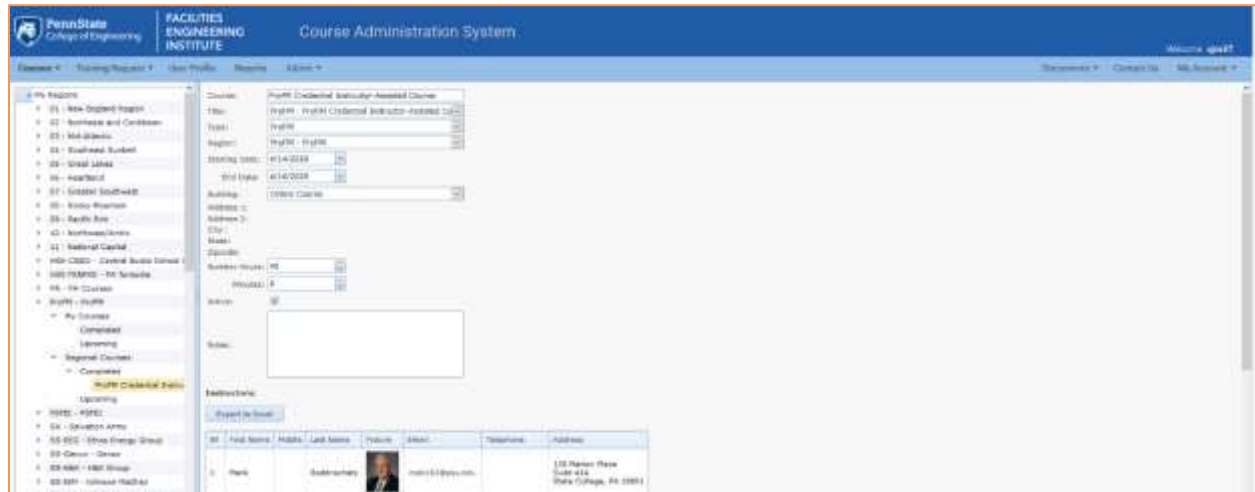
Software Application

Version: 2.5
Date: February 2, 2023



1. Introduction

The purpose of this document is to list functionality that has been added, deleted, or modified for every release of the CAS Software Application.



The document will also include any known software issues or workarounds.

Please refer to the CAS User's Guide for a complete description of its functionality and operations.

2. Release Description

2.1 Release 2.5 – February 2, 2023

2.1.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancements – added the course name to the list when exporting in Admin / Student / List
- Enhancements – added a “Print Certificate” checkbox column to Student Administration page to support one or multiple students
- Enhancements – addressed generating a Professional Development budget record at a beginning of each fiscal year
- Enhancements – improved the multi-file course material upload process
- Fixes – corrected date selection in User Profile’s Report function
- Fixes – ensured staff does not add a course that already exists in their User Profile

2.2 Release 2.4 – November 18, 2022

2.2.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancements – User Profile list is now sorted by Last Name
- Enhancements – added links to enable users to simply click on the link within the safety course record and get directly to the training location (website or SharePoint)
- Changes – moved the Update/Cancel links in the Edit safety course info from the right side to the left side to accommodate larger fonts and to remove the need to scroll to the right
- Changes – added a Professional Development summary record when a new PSFEI user is added to CAS. This will occur at the same time as when the Safety Training courses are added for staff
- Fixes – addressed an error message when saving the Ergonomics safety training course
- Fixes – addressed Safety Committee not being able to view everyone's Safety Training courses and training status

2.3 Release 2.3 – October 14, 2022

2.3.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancements – updated CAS Safety Training requirements database (course list, frequency, etc.) according to the latest changes as per Safety Committee's safety matrix
- Enhancements – added Professional Development functionality to User Profiles
- Enhancements – included a clickable link/URL in the Safety training course within a User Profile course
- Enhancements – Safety Training list of courses is automatically added when a new hire User Profile is created in CAS
- Fixes – ensured users have access/can view only the content the role allows
- Fixes – addressed an empty Instructor 1 column in Course Survey report

2.4 Release 2.2 – February 16, 2022

2.4.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancements – to support Smoke School mobile app changes such as FAQ and security code appended to course title

- Fixes – addressed User Profiles course duration to accept fraction of an hour

2.5 Release 2.1 – December 17, 2021

2.5.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancements – added EnergyCAP pseudo-Admin role/functionality to manage EnergyCAP training
- Enhancements – added view/print survey results report
- Enhancements – increased the length of survey comment area by 1K characters
- Changes – added Duration(year) to the User Profiles Report
- Fixes – addressed next page advancement on User Profiles Report
- Fixes – ensured Safety Committee visibility to all staff's Safety Training

2.6 Release 2.0 – September 7, 2021

2.6.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancements – redesigned navigation
- Enhancements – added LMS User Profiles functionality
- Enhancements – added LMS Training Request functionality
- Enhancements – added the ability to upload multiple course material at once
- Changes – increased survey comment size
- Changes – increased course name size
- Enhancements – added the last date a Smoke School certificate was sent
- Enhancements – removed the dependency on Region to access a course
- Enhancements – ensured the course tree stays expanded when changing functionality

2.7 Release 1.15 – April 19, 2021

2.7.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancements – the CAS web application is now GSA 508 compliant
- Enhancements – incorporated Smoke School Test functionality to support students taking tests utilizing their mobile devices

2.8 Release 1.14 – June 5, 2019

2.8.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Fixes – addressed the Bulk Registration issue
- Changes – modified certificate templates
- Changes – modified email address for certificates

2.9 Release 1.13 – June 12, 2019

2.9.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Fixes – addressed the Download Certificate button issue.

2.10 Release 1.12 – February 6, 2019

2.10.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancement – CAS now supports CBSAdmin role and related functionality

2.10.2 Known Anomalies/Special Consideration

- Please note that the CAS web application has a standard 60-minute inactivity timeout. If the workstation does not have any keyboard or mouse activity for 60 minutes, the user's connection to the web application will be cancelled and the user will need to login again. It is recommended that a User should logout from the web application when done or if the application is not being actively utilized.

2.11 Release 1.11 – July 16, 2018

2.11.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancement – CAS now supports 6 instructors per course
- Enhancement – CAS now supports printing of fractional CEUs on certificates
- Enhancement – CAS now supports two certificate templates; one generic and one SS
- Changes – print certificates are now the same in Course Definition and Student Admin

- Fixes – Addressed entering a new user manually
- Fixes – Addressed bulk import of duplicate e-mails

2.11.2 Known Anomalies/Special Consideration

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2.12 Release 1.10 – June 28, 2018

2.12.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Changes – extended timeout from 20 minutes to 1 hour
- Enhancement – CAS now permits duplicate emails for SS
- Enhancement – enhanced validation of registration upload
- Changes – increased the font size for Name Tent's first name
- Changes – updated DevEx development tool to version to 17.2.8
- Changes – internal program errors are emailed to the development team

2.12.2 Known Anomalies/Special Consideration

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2.13 Release 1.9 – April 13, 2018

2.13.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancement – added Facilities Management course and Short Course types
- Enhancement – CAS now supports 4 instructors per course
- Enhancement – made improvements to display style for password reset, user administration, and region course tree

2.13.2 Known Anomalies/Special Consideration

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2.14 Release 1.8 – March 20, 2018

2.14.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancement – split user's first and last name throughout CAS
- Enhancement – added administrative search capability by any part of user's name
- Changes – modified the courses sort order by region, course type, then alphabetically
- Enhancement – added the functionality to expand and collapse the course list

2.14.2 Known Anomalies/Special Consideration

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2.15 Release 1.7 – January 31, 2018

2.15.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancement – added new course type
- Enhancement – PSFEI admin ability to modify usernames
- Enhancement – PSFEI admin registration/attendance report
- Enhancement – added more granular option to define course hours
- Change – all system emails are now sent from CAS Support
- Change – adjusted bulk registration template
- Change – updated email re-activation email processing

2.15.2 Known Anomalies/Special Consideration

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2.16 Release 1.6 – November 10, 2017

2.16.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancement – add a new course type
- Enhancement – improve downloading of attachments

2.16.2 Known Anomalies/Special Consideration

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2.17 Release 1.5 – September 27, 2017

2.17.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Changes – use web configuration to maintain application email address

2.17.2 Known Anomalies/Special Consideration

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2.18 Release 1.4 – August 25, 2017

2.18.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Fix – some course documents would not download
- Enhancement – added a Reports tab for FEI Administrators

2.18.2 Known Anomalies/Special Consideration

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2.19 Release 1.3 – June 2017

2.19.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancement – administrative, bulk student registration status reporting and resubmission
- Enhancement – administrative, added course type definition
- Enhancement – administrative, improved row-based display when editing students

2.19.2 Known Anomalies/Special Consideration

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2.20 Release 1.2 – March 2017

2.20.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- Enhancement – improved web application's look and feel
- Enhancement – removed support for old surveys
- Enhancement – certificate may be generated by a user if the user attends every day of the class and if a survey is completed
- Enhancement – if students have not submitted their survey after completing a course, an administrator will be able to send reminders to students

2.20.2 Known Anomalies/Special Consideration

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2.21 Release 1.1 – February 2017

2.21.1 Functionality, Fixes, Changes, and Enhancements

The following items are included in this release of the CAS.

- New - added support for a new, redesigned survey
- Enhancement - region area expands automatically for user to select course(s)
- Enhancement - user may click on the entire course description line to select a course
- New - added administrative functionality to resend email notification
- New – added administrative functionality to send reminder to students who have not completed their survey

2.21.2 Known Anomalies/Special Consideration

- Please note that the CAS web application has a standard 20-minute inactivity timeout. If the workstation does not have any keyboard or mouse activity for 20 minutes, the user's connection to the web application will be cancelled and the user will need to login again. It is recommended that a User should logout from the web application when done or if the application is not being actively utilized.
- After a successful login, the recommended student activity is:
 - Click on the "Course Definition" tab
 - Select the course from within the Regions area
 - If the appropriate course is selected and displayed within the Course Definition tab, click on the "Survey" tab to complete course survey.

2.22 Release 1.0 – Initial Release – March 2016

2.22.1 Functionality, Fixes, Changes, and Enhancements

This is the initial release of the CAS Software Application. It is a self-contained web application that is hosted on Penn State servers. The web solution facilitates PSFEI and GSA personnel to administer the courses taught by PSFEI personnel.

The application supports the following user roles:

- PSFEI Administrators
- GSA Headquarters Personnel
- GSA Regional Administrators
- Instructors
- Students

Based on the users' roles, the following operations will be enabled for the initial release:

1. Display course lists (upcoming courses to which the user is registered, completed courses to which the user was registered, and any upcoming courses available to the logged in user's region)
2. Register/edit users (including assigning users to courses)
3. Define/edit courses and their related data (address, GSA contact, instructors, course material, region, attendance, survey questions)
4. Complete surveys
5. Download course material

2.22.2 Known Anomalies/Special Consideration

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