

# PAsup\_ManageEnrollmentCounts

1. From **Setup > Organizations**, search to find your organization(s) or click the down arrow next to the **Search** button and select **Show all results**. Select the organization(s) you want.

The screenshot shows the 'Organizations' page with a blue header. Below the header, there are two tabs: 'Tasks 0 Selected' and 'Organizations 0 Selected'. The 'Organizations' tab is active. Under the 'Organizations' tab, there is a 'Find Organizations' section with a dropdown menu set to 'Participating in Spring Assessment'. Below this is a search bar with the placeholder text 'Name or Code contains' and a 'Search' button. To the left of the search bar is a 'Filters' section with a 'Clear Hide' link. Below the filters is a 'Parent Organization' dropdown with the text 'Select one or more'. To the right of the search bar, there is a 'Show all results' checkbox and a yellow tooltip that says 'This action clears the search and filters'. Below the search bar, there is a '3 Results' indicator and a table with columns for 'Organization Name' and 'Code'.

2. Open the task list and select **Edit Enrollment Counts** and click **Start**.

The screenshot shows the 'Organizations' page with a blue header. Below the header, there are two tabs: 'Tasks 0 Selected' and 'Organizations 0 Selected'. The 'Tasks' tab is active. Under the 'Tasks' tab, there is a 'Select Tasks' dropdown menu and a 'Start' button. Below the 'Select Tasks' dropdown, there is a list of tasks with checkboxes: 'Create / Edit Organizations', 'Test Administration', 'Manage Participation', 'Edit Enrollment Counts', 'Manage Completion Statuses', 'Assess Testing Capacity', 'Manage Contacts', 'Manage ATR Status', and 'Delete Organizations'. The 'Edit Enrollment Counts' task is selected. Below the task list, there is a 'Spring Assessment' dropdown menu and a 'Search' button. To the right of the search bar, there is a 'No Results' indicator and a table with columns for 'Organization Name\*' and 'Code\*'. The 'Organization Name\*' column is highlighted.

3. If you selected more than one organization earlier, select the organizations one by one in the **Organizations** list and repeat this step for each.

Click the + to expand each type of material listed. Edit the materials list by clicking the up and down arrows for each box, as appropriate. Click **Save**. If you are done editing enrollment counts, check the box to select **Enrollment Counts Entry Complete**. This status is used mainly as a reminder to other users. Even if marked **Completed**, the counts can be changed until the customer-specified window for enrollment counts closes. Enrollment counts are not considered final until the closing day of that window.

## ORGANIZATIONS (2)

DEMO HIGH SCHOOL EAST (123456788)

DEMO HIGH SCHOOL WEST (123456789)

## DETAILS

ABC SCH (AR-1234567-8989899)

Save

Reset

☒ Enrollment Counts Entry Complete[Show Organization Details](#)

Testing Materials

+

Spanish Paper Based Test

+

\* Required

Save

Reset

When expanded, the materials order will look similar to this. The actual list of materials available will differ based on your testing program.

## Details

☒ Enrollment Counts Entry Complete[Show Organization Details](#)

## Materials

	Format			Total Count
	Online	Paper	DVD	
English	2	0		2
English Teaching Manuals		0		0
History	2			2
History Teaching Manuals		0		0
Math		0		0
Math Teaching Manuals		0		0
Total Count	4	0		

Save

Reset