

Manage Participation in Test Administrations

This information is a part of [Manage Organizations](#).

Some features are only available to some user accounts. Each user account has a user role(s) and permissions associated with it. These permissions control the data the user can view and actions the user can perform. If you do not see a specific feature, your account is not configured to access it. See [Manage Users](#) for more information.

Your testing program will provide information identifying user roles and what each is permitted to do and see.

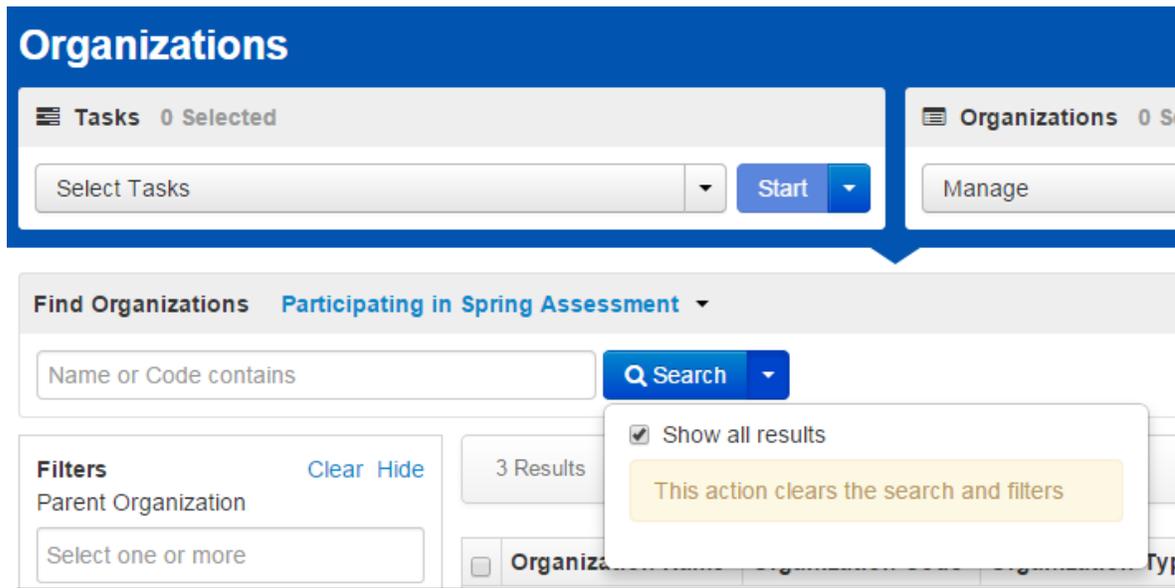
Before an organization can take part in a test administration, the organization must indicate its participation in that administration.

View a list of Participating Organizations

If you are affiliated to more than one organization, you can view the list of participating organization in the selected test administration.

1. From **Setup > Organizations**, next to the **Find Organizations** the name of the selected test administration is displayed.
2. Search to find and select the organization(s) you are managing; or click the down arrow next to the **Search** button to reveal and select the option to show all results and select the organization(s) from the list.

▼ [Click here to view a screenshot...](#)

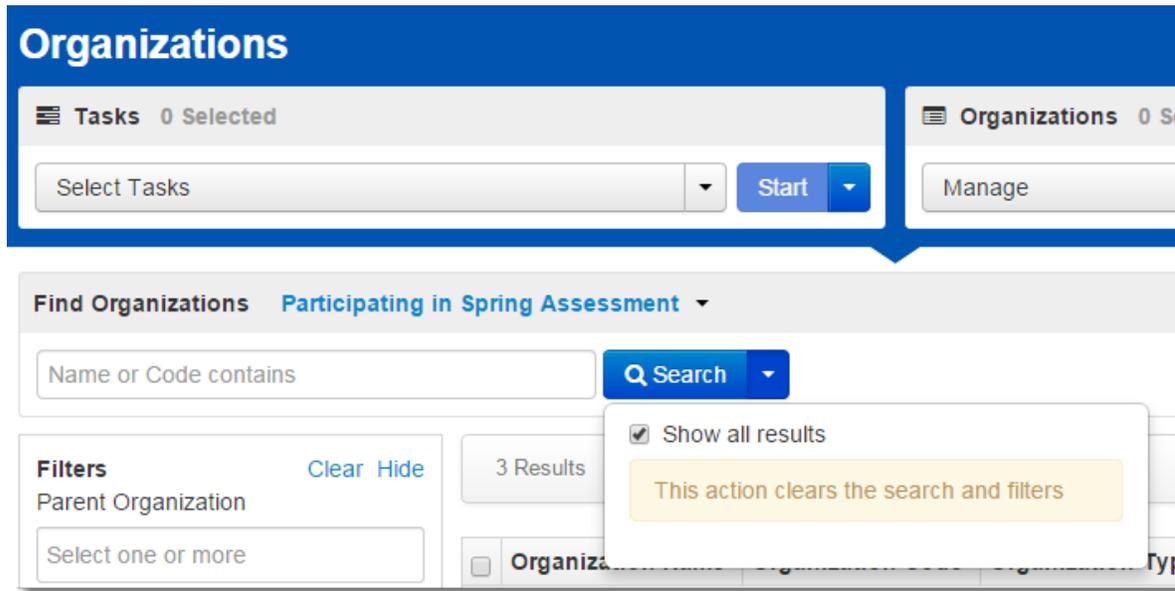


Manage Participation for a Single Organization

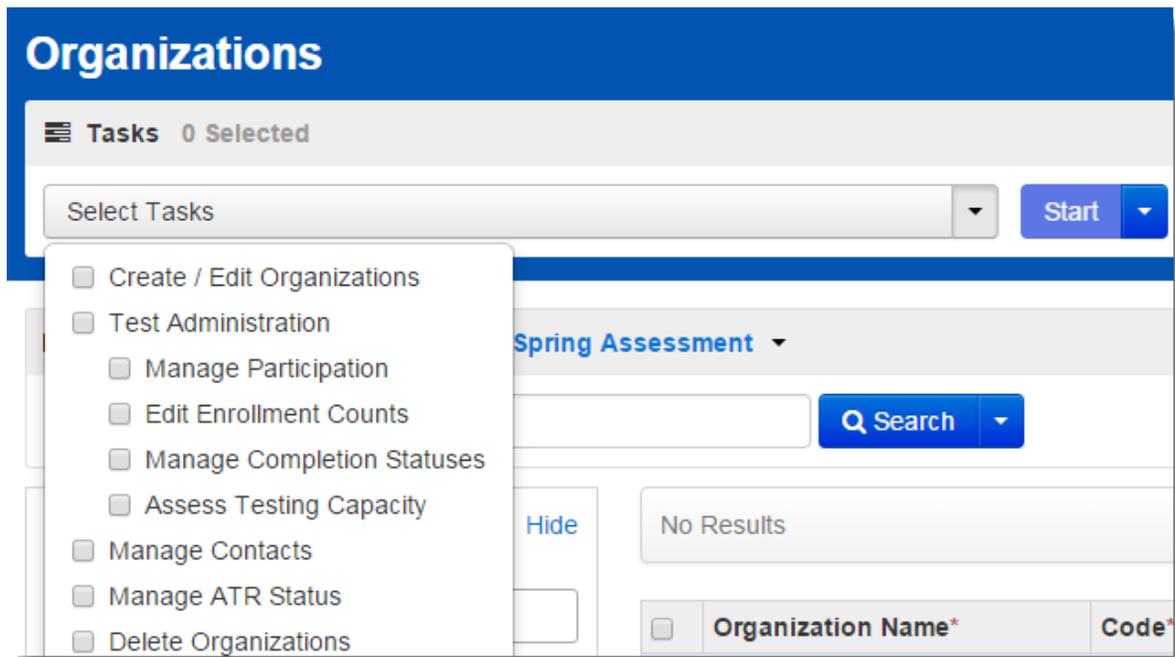
To manage participation for a single organization, follow these steps:

1. From **Setup > Organizations**, change the **Find Organizations** setting to ignore participation in your currently selected administration to list all organizations, otherwise all that are listed are those already marked as participating. Search to find and select the organization(s) you are managing or click the down arrow next to the **Search** button to reveal and select the option to show all results and select the organization(s) from the list.

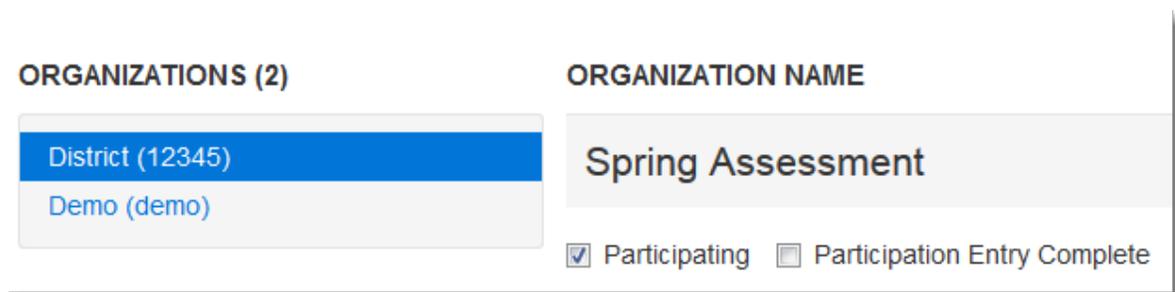
▼ [Click here to view a screenshot...](#)



2. Open the task list and select **Manage Participation** and click **Start**.
 ✓ [Click here to view a screenshot...](#)



3. Select an organization from the list at the left of the screen. Select the box next to **Participating** and click **Save**.
 ✓ [Click here to view a screenshot...](#)



Marking your organization as **Participating** means that you can create groups in that organization, assign tests to those

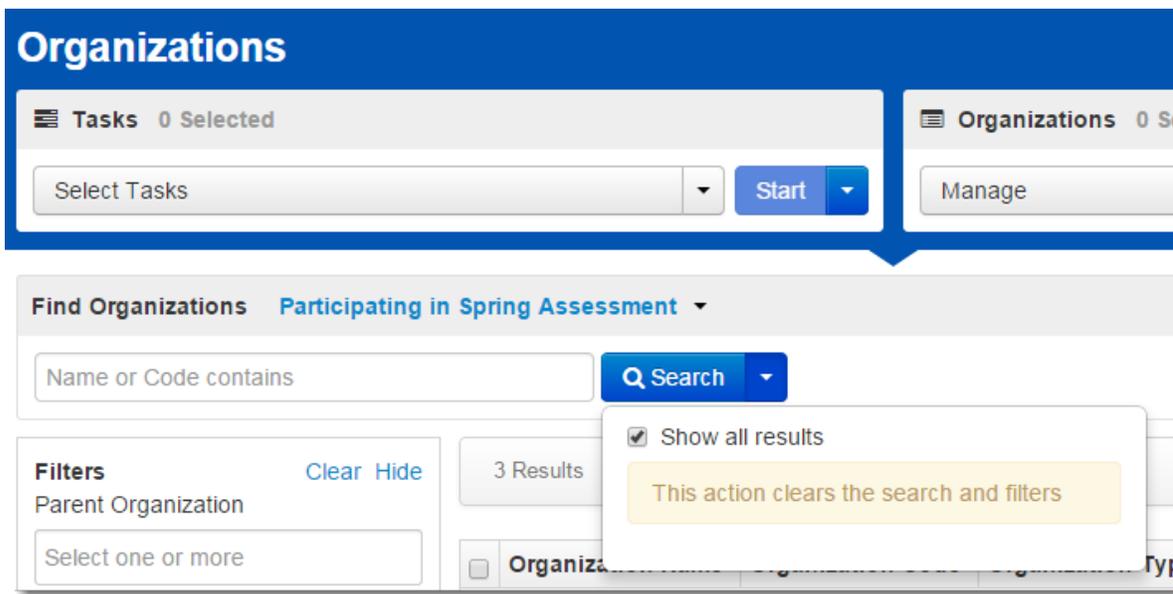
groups, and assign students in those groups. You cannot participate in a test administration unless you mark this.

Marking **Participation Entry Complete**, here or under **Manage Completion Statuses**, outlined next, indicates both the organization's intent to participate in the test administration and that the organization has finalized any data necessary to participate.

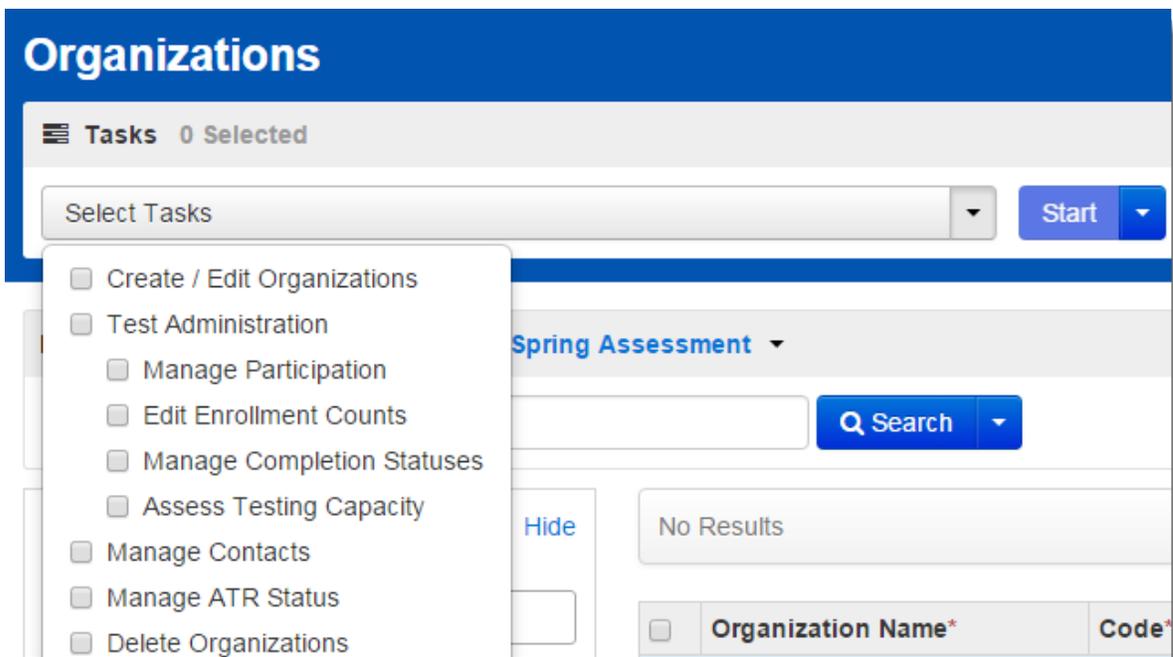
Manage Completion Statuses for Participation or Enrollment Counts for Multiple Organizations at Once

To manage completion status for participation or to manage enrollment counts for multiple organizations at one time, follow these steps:

1. From **Setup > Organizations**, search to find and select the organization(s) you are managing or click the down arrow next to the **Search** button to reveal and select the option to show all results and select the organization(s) from the list.
✓ [Click here to view a screenshot...](#)



2. Open the task list and select **Manage Completion Statuses** and click **Start**.
✓ [Click here to view a screenshot...](#)



3. View or change these settings. If you make changes, you must click **Save** to apply your changes.
✓ [Click here to view a screenshot...](#)

ORGANIZATIONS (2)

District (12345)

Demo (demo)

ORGANIZATION NAME

Spring Assessment

Participating Participation Entry Complete

Participation Entry Complete indicates whether your organization has marked whether or not it will participate. This setting is the same as **Participation Entry Complete** in the first procedure on this page.

Enrollment Counts Entry Complete indicates whether the enrollment count information for the test administration has been entered. This setting is the same as **Enrollment Counts Entry Complete** in **Edit Enrollment Counts** as described in [Manage Paper Tests](#).