Manage Enrollment Counts

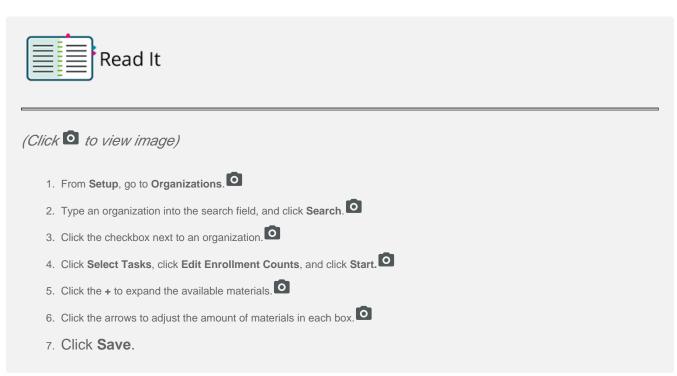
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You can enter enrollments (counts of student registration data) to order materials, such as test booklets for paper tests.

Enrollment counts refer to the number of students that will be taking the test. Enrollment counts for most organizations are calculated from student data and test assignments. The test assignments are used to determine the types and quantities of paper testing materials.

- ▼ There are two methods of entering enrollment counts:
 - You can import either an organization participation file or a student file with enrollment counts, as described in Import / Export
 Data.
 - You can enter enrollment counts directly from within the system.

Step-by-Step



Effects

You or authorized users can review and update enrollment counts until a specified closing date. On the closing date, an order for test materials is automatically submitted and materials are shipped to

Next Steps

If you are done editing enrollment counts...

If you are done editing enrollment counts and your organization has entered final figures, click the check box to select

Enrollment Counts Entry Complete.

windows. Consult your testing program to learn more about closing dates.

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.

To view multiple organizations at the same time:

- 1. From Setup, go to Organizations.
- 2. Type into the search field the organizations' names and click Search, or select Show all results from the Search dropdown.
- **3.** Click the checkbox next to the organizations.
- 4. Click the task Manage Completion Statuses, and click Start.
- Click the Enrollment Counts Entry
 Complete checkboxes next to the organizations.
- 6. Click Save.

The only difference between Enrollment Counts Entry Complete and Manage Completion Statuses, is the latter lists multiple organizations on the same page. This makes it useful for districts and state level users to view the status of many organizations at the same time.

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