

# Manage Enrollment Counts

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

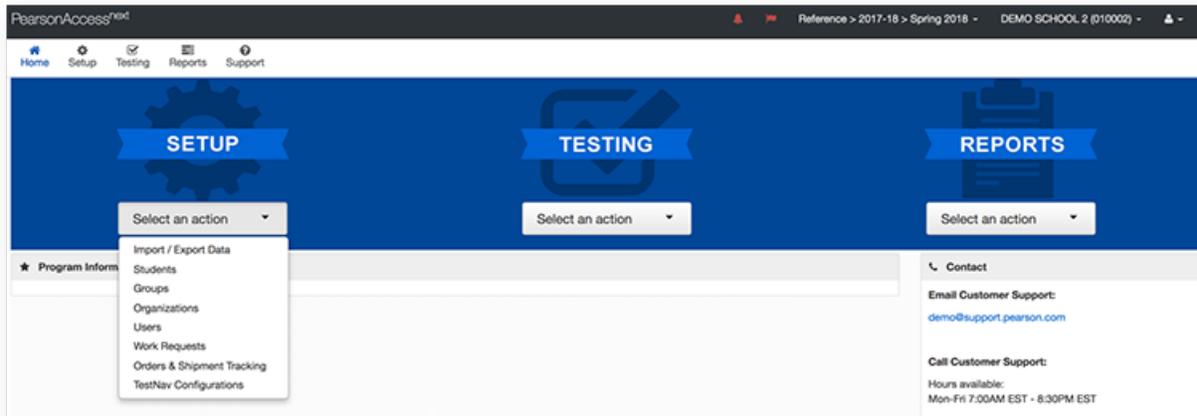
Enrollment counts refer to the number of students that will be taking the test. Enrollment counts for most organizations are calculated from student data and test assignments. The test assignments are used to determine the types and quantities of paper testing materials.

∨ There are two methods of entering enrollment counts:

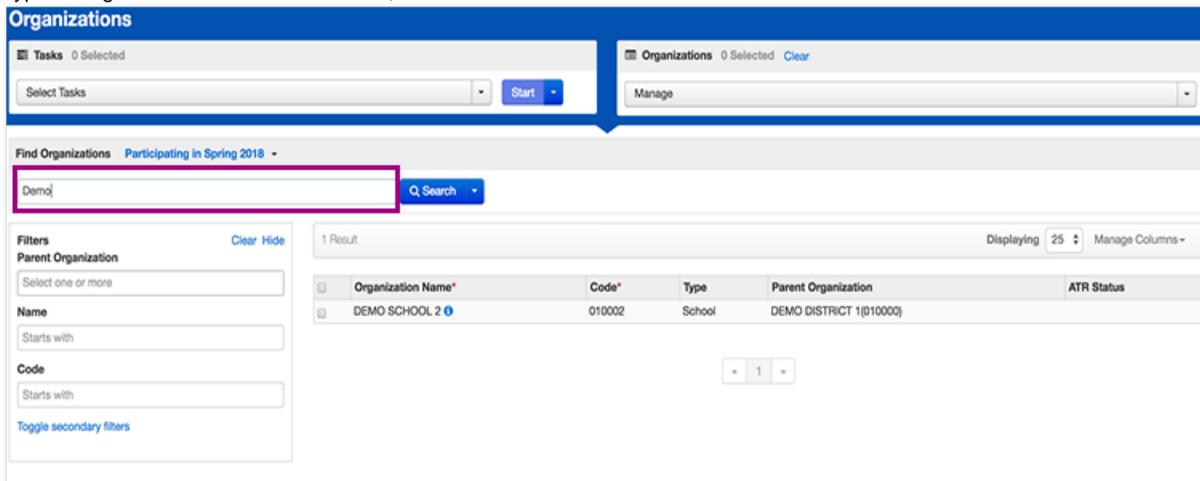
- You can import either an organization participation file or a student file with enrollment counts, as described in [Import / Export Data](#).
- You can enter enrollment counts directly from within the system.

## Step-by-Step

1. From **Setup**, go to **Organizations**.



2. Type an organization into the search field, and click **Search**.



3. Click the checkbox next to an organization.

The screenshot shows the 'Organizations' page. At the top, there are two tabs: 'Tasks' (0 Selected) and 'Organizations' (1 Selected). Below the tabs is a search bar with 'Demo' entered and a 'Q Search' button. A filters section on the left includes 'Parent Organization' and 'Name' fields. A table displays one result for 'DEMO SCHOOL 2'. The checkbox in the first column of this row is checked and highlighted with a red box.

Organization Name*	Code*	Type	Parent Organization	ATR Status
DEMO SCHOOL 2	010002	School	DEMO DISTRICT 1(010000)	

4. Click **Select Tasks**, click **Edit Enrollment Counts**, and click **Start**.

The screenshot shows the 'Organizations' page with the 'Tasks' tab selected (1 Selected). A dropdown menu is open under the 'Select Tasks' button, listing several options. 'Edit Enrollment Counts' is checked and highlighted with a red box. The table below shows 'DEMO SCHOOL 2' selected.

- Create / Edit Organizations
- Test Administration
- Manage Participation
- Edit Enrollment Counts
- Manage Completion Statuses
- Manage Contacts

Organization Name*	Code*
DEMO SCHOOL 2	010

5. Click the + to expand the available materials.

The screenshot shows the 'Edit Enrollment Counts' page for 'DEMO SCHOOL 2 (010002)'. The 'Materials' section is expanded, and a red box highlights a plus sign (+) in the bottom right corner of the materials list.

ORGANIZATIONS (1)  
DEMO SCHOOL 2 (010002)

DETAILS  
DEMO SCHOOL 2 (010002)

Enrollment Counts Entry Complete

Materials  
\* Required

6. Click the arrows to adjust the amount of materials in each box.

	Online	Paper	Total Count
English	16 Calc: 16		16
History	9 Calc: 9		9
Total Count	25		25

7. Click **Save**.

## Effects

### Review and Update Enrollment Counts

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 schools before the scheduled testing windows.  Consult your testing program to learn more about closing dates.

## What's Next?

### 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**.

	Online	Paper	Total Count
English	16 Calc: 16		16
History	9 Calc: 9		9
Total Count	25		25



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**.

- Type into the search field the organizations' names and click **Search**, or select **Show all results** from the **Search** dropdown.

The screenshot shows the 'Organizations' page header with a 'Tasks' section (0 Selected) and an 'Organization' section. Below the header is a search bar with the text 'Name or Code contains' and a 'Q Search' dropdown. A tooltip is displayed over the 'Q Search' dropdown, containing a checkbox labeled 'Show all results' and the text 'This action clears the search and filters'. Below the search bar are filter sections for 'Parent Organization' and 'Name'. A 'No Results' message is visible, and a message at the bottom says 'Search or select a filter to view results.'

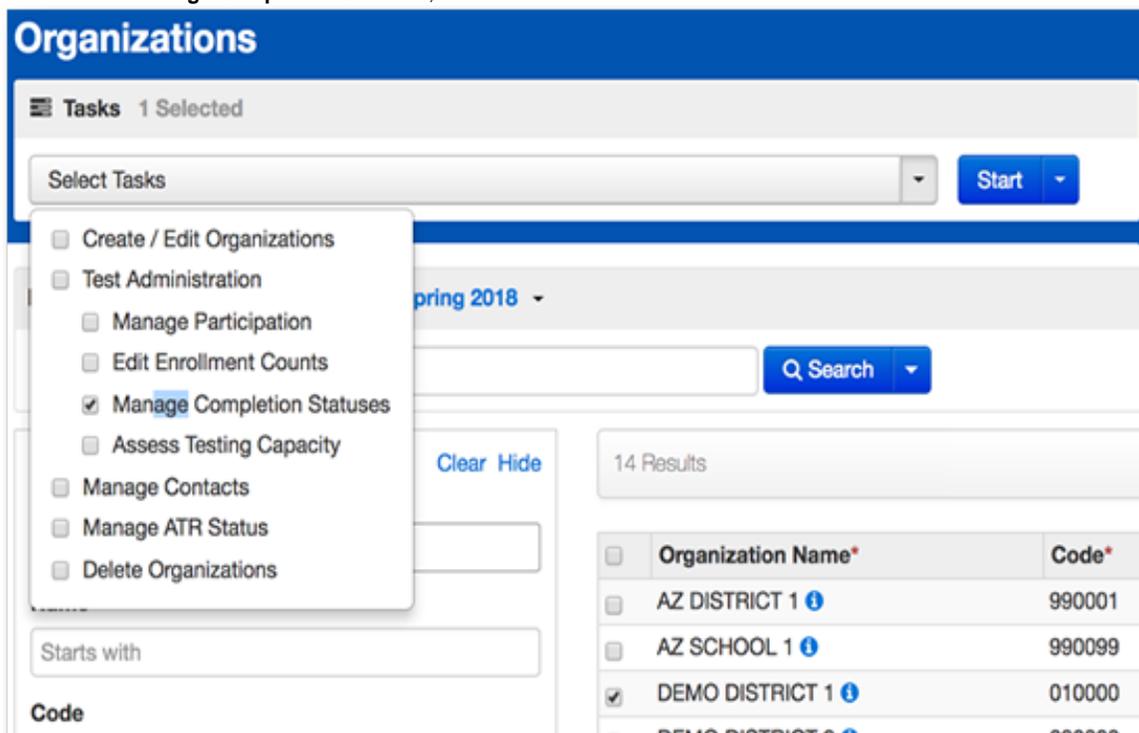
- Click the checkbox next to the organizations.

The screenshot shows the 'Organizations' page with a search bar and a list of 14 results. The search bar contains 'Name or Code contains' and a 'Q Search' dropdown. The list has columns for 'Organization Name\*', 'Code\*', 'Type', 'Parent Organization', and 'ATR Status'. The results are as follows:

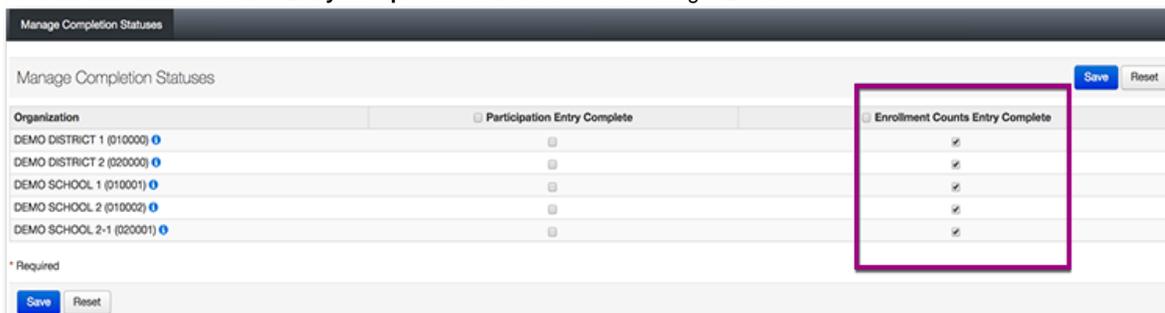
Organization Name*	Code*	Type	Parent Organization	ATR Status
<input type="checkbox"/> AZ DISTRICT 1	990001	District	Reference State(ref)	Not Authorized to Report
<input type="checkbox"/> AZ SCHOOL 1	990099	School	AZ DISTRICT 1(990001)	
<input checked="" type="checkbox"/> DEMO DISTRICT 1	010000	District	Reference State(ref)	Not Authorized to Report
<input checked="" type="checkbox"/> DEMO DISTRICT 2	020000	District	Reference State(ref)	Not Authorized to Report
<input checked="" type="checkbox"/> DEMO SCHOOL 1	010001	School	DEMO DISTRICT 1(010000)	
<input checked="" type="checkbox"/> DEMO SCHOOL 2	010002	School	DEMO DISTRICT 1(010000)	
<input checked="" type="checkbox"/> DEMO SCHOOL 2-1	020001	School	DEMO DISTRICT 2(020000)	

The page also shows '14 Results' and 'Displaying 25' items. There are filter sections for 'Parent Organization', 'Name', and 'Code' on the left side.

4. Click the task **Manage Completion Statuses**, and click **Start**.



5. 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.