

Manage Enrollment Counts

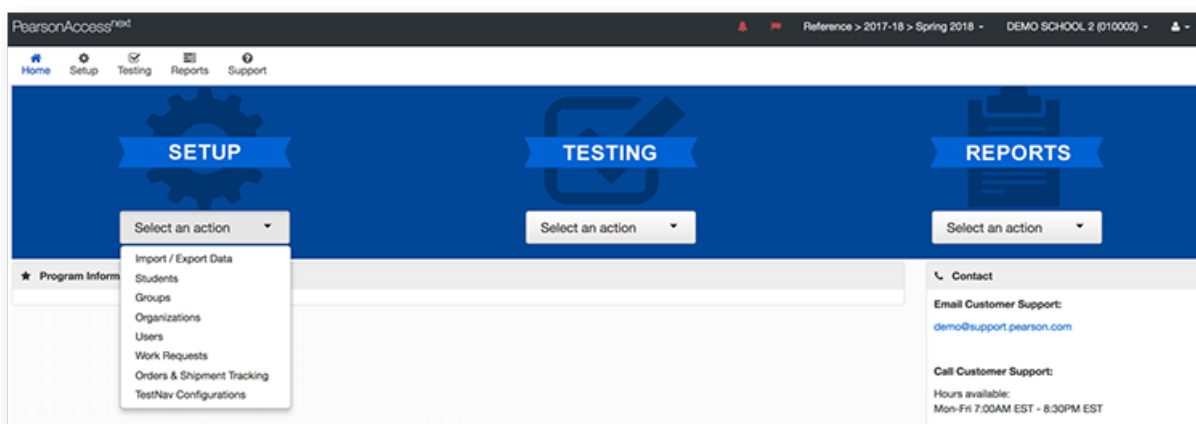
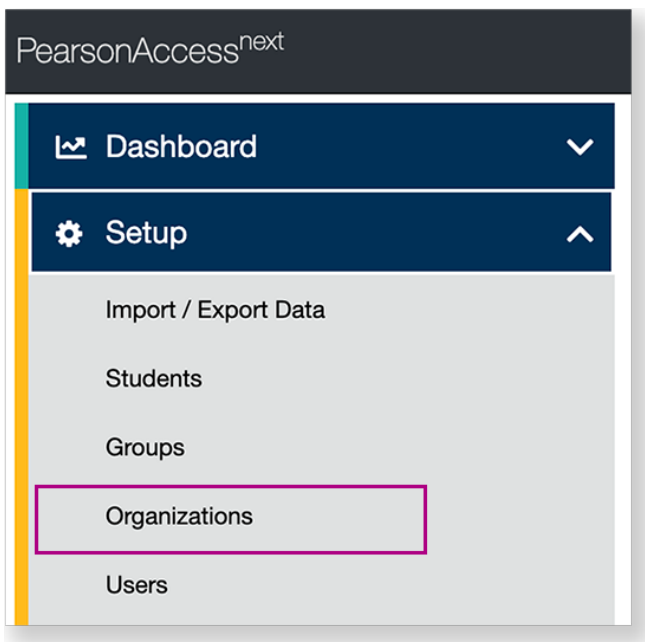
You can enter enrollments (counts of student registration data) to [order](#) materials, such as test booklets for paper tests.

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.

- 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**, click **Organizations**.



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

The screenshot shows the 'Organizations' page. At the top, there are tabs for 'Tasks' (0 Selected) and 'Organizations' (0 Selected). Below the 'Organizations' tab, there is a search bar with the text 'Demo' and a 'Q Search' button. To the left of the search bar, there are filters for 'Parent Organization', 'Name', and 'Code'. The search results table shows one result: 'DEMO SCHOOL 2' with code '010002' and type 'School'. The table has columns: Organization Name*, Code*, Type, Parent Organization, and ATR Status.

3. Click the checkbox next to an organization.

The screenshot shows the 'Organizations' page with the search results table. The checkbox next to 'DEMO SCHOOL 2' is now checked. The 'Organizations' tab at the top now shows '1 Selected'.

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

The screenshot shows the 'Organizations' page with the search results table. The 'Select Tasks' dropdown menu is open, showing a list of tasks: 'Create / Edit Organizations', 'Test Administration', 'Manage Participation', 'Edit Enrollment Counts' (which is checked), 'Manage Completion Statuses', and 'Manage Contacts'. The 'Start' button is visible next to the dropdown. The search results table still shows 'DEMO SCHOOL 2' with the checkbox checked.

- Click the + to expand the available materials.

Edit Enrollment Counts

ORGANIZATIONS (1)

DEMO SCHOOL 2 (010002)

DETAILS

DEMO SCHOOL 2 (010002)

Save Reset

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

Materials

* Required

Save Reset

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

ORGANIZATIONS (1)

DEMO SCHOOL 2 (010002)

DETAILS

DEMO SCHOOL 2 (010002)

Save Reset

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

Materials

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

* Required

Save Reset

- Click **Save**.

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 schools before the scheduled testing windows. [i](#) Consult your testing program to learn more about closing dates.

What's Next?

If you are done editing enrollment counts and your organization has entered final figures, click the check box to select **Enrollment Counts Entry Complete**.

ORGANIZATIONS (1)

DEMO SCHOOL 2 (010002)

DETAILS

DEMO SCHOOL 2 (010002)

Save Reset

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

Materials

* Required

Save Reset

[i](#) 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.

- 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.

Organizations

Tasks 0 Selected

Select Tasks Start

Find Organizations Participating in Spring 2018

Name or Code contains Search

Filters Clear Hide

Parent Organization

Select one or more

Name

No Results

Show all results

This action clears the search and filters

Search or select a filter to view results.

3. Click the checkbox next to the organizations.

Organizations

Tasks 0 Selected

Select Tasks Start

Organizations 5 Selected Clear

Manage

Find Organizations Participating in Spring 2018

Name or Code contains Search

Filters Clear Hide

Parent Organization

Select one or more

Name

Starts with

Code

Starts with

Toggle secondary filters

14 Results

Displaying 25 Manage Columns

<input type="checkbox"/>	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)	

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

The screenshot shows the 'Organizations' page with a blue header. Below the header, there's a 'Tasks' section with '1 Selected'. A dropdown menu is open, showing a list of tasks. The task 'Manage Completion Statuses' is selected and highlighted. Other tasks include 'Create / Edit Organizations', 'Test Administration', 'Manage Participation', 'Edit Enrollment Counts', 'Assess Testing Capacity', 'Manage Contacts', 'Manage ATR Status', and 'Delete Organizations'. To the right of the dropdown, there's a 'Start' button. Below the dropdown, there's a search bar with a magnifying glass icon and a 'Search' button. Below the search bar, there's a table with 14 results. The table has two columns: 'Organization Name*' and 'Code*'. The rows are: 'AZ DISTRICT 1' (990001), 'AZ SCHOOL 1' (990099), 'DEMO DISTRICT 1' (010000), and 'DEMO DISTRICT 2' (020000). The 'DEMO DISTRICT 1' row is checked.

Organization Name*	Code*
AZ DISTRICT 1	990001
AZ SCHOOL 1	990099
DEMO DISTRICT 1	010000
DEMO DISTRICT 2	020000

5. Click the **Enrollment Counts Entry Complete** checkboxes next to the organizations.

The screenshot shows the 'Manage Completion Statuses' page. At the top, there's a 'Manage Completion Statuses' tab. Below the tab, there's a table with columns: 'Organization', 'Participation Entry Complete', and 'Enrollment Counts Entry Complete'. The 'Enrollment Counts Entry Complete' column has checkboxes for each organization. The organizations listed are: 'DEMO DISTRICT 1 (010000)', 'DEMO DISTRICT 2 (020000)', 'DEMO SCHOOL 1 (010001)', 'DEMO SCHOOL 2 (010002)', and 'DEMO SCHOOL 2-1 (020001)'. The checkboxes for 'Enrollment Counts Entry Complete' are all checked. There are 'Save' and 'Reset' buttons at the top right and bottom left of the table.

Organization	Participation Entry Complete	Enrollment Counts Entry Complete
DEMO DISTRICT 1 (010000)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEMO DISTRICT 2 (020000)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEMO SCHOOL 1 (010001)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEMO SCHOOL 2 (010002)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEMO SCHOOL 2-1 (020001)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.