

# 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 header with a blue bar. Below it, there's a 'Tasks' section with '0 Selected' and a 'Start' button. A 'Find Organizations' section is active, showing 'Participating in Spring Assessment' as the selected filter. A search bar with the placeholder 'Name or Code contains' and a 'Search' button is present. A tooltip is displayed over the 'Search' button, indicating that clicking the down arrow will 'Show all results' and 'This action clears the search and filters'. Below the search bar, there's a 'Filters' section with 'Clear Hide' links and a 'Parent Organization' dropdown menu. A table with '3 Results' is partially visible.

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

The screenshot shows the 'Organizations' page with the 'Tasks' dropdown menu open. The menu lists several tasks: '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 highlighted. The background shows the 'Find Organizations' section with 'Participating in Spring Assessment' selected and a 'Search' button. Below the search bar, there's a 'No Results' message and a table with columns 'Organization Name\*' and 'Code\*'. A 'Hide' button is also visible.

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