Manage Enrollment Counts

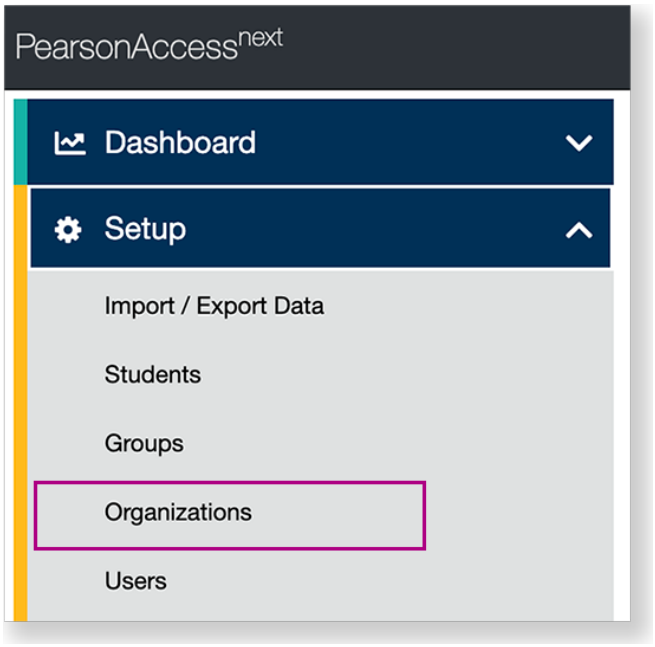
You can enter enrollments (counts of student registration data) to order materials, such as test booklets for paper tests.

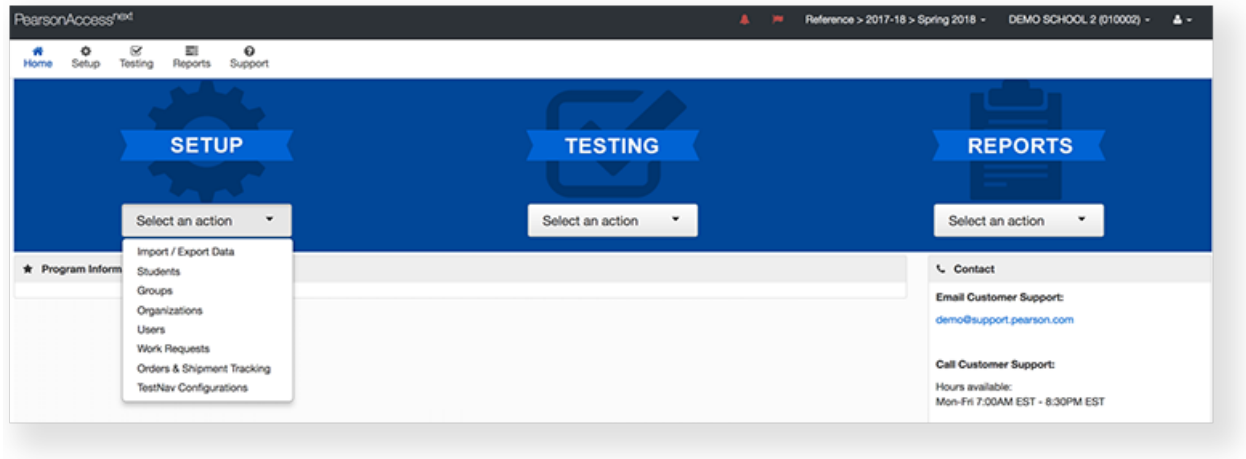
Enrollment counts refer to the number of students that will be taking the test. Enrollment counts for most organizations are calculated from student data and test assignments. The test assignments are used to determine the types and quantities of paper testing materials.

- 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.

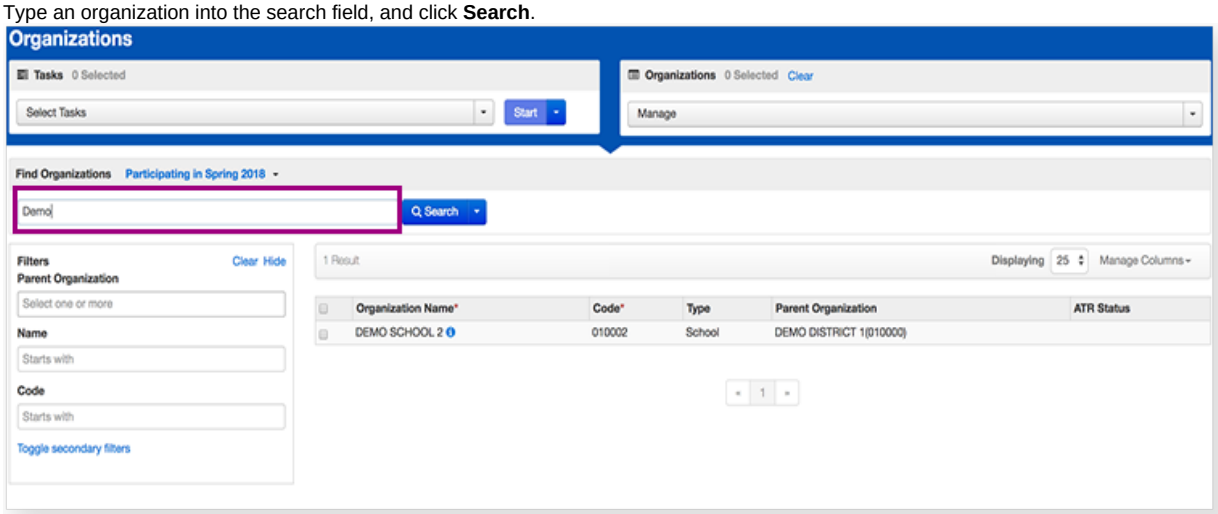
Step-by-Step

1. From **Setup**, click **Organizations**.

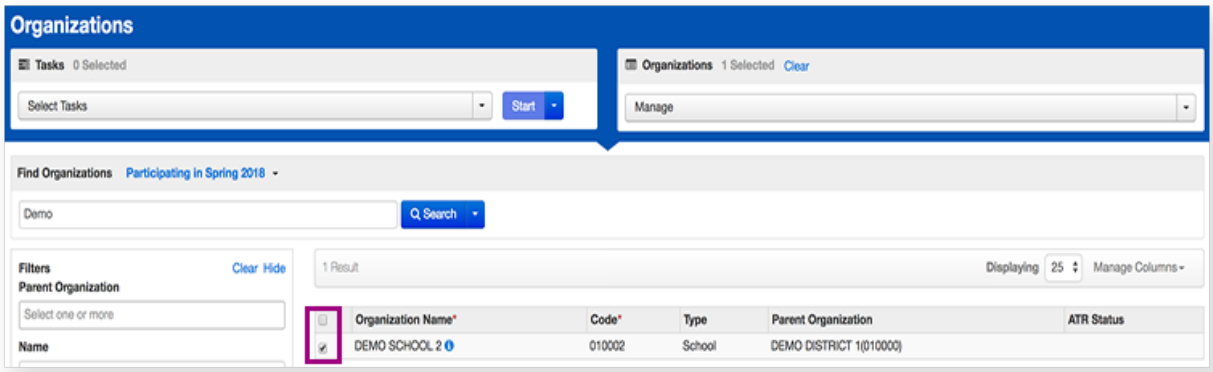




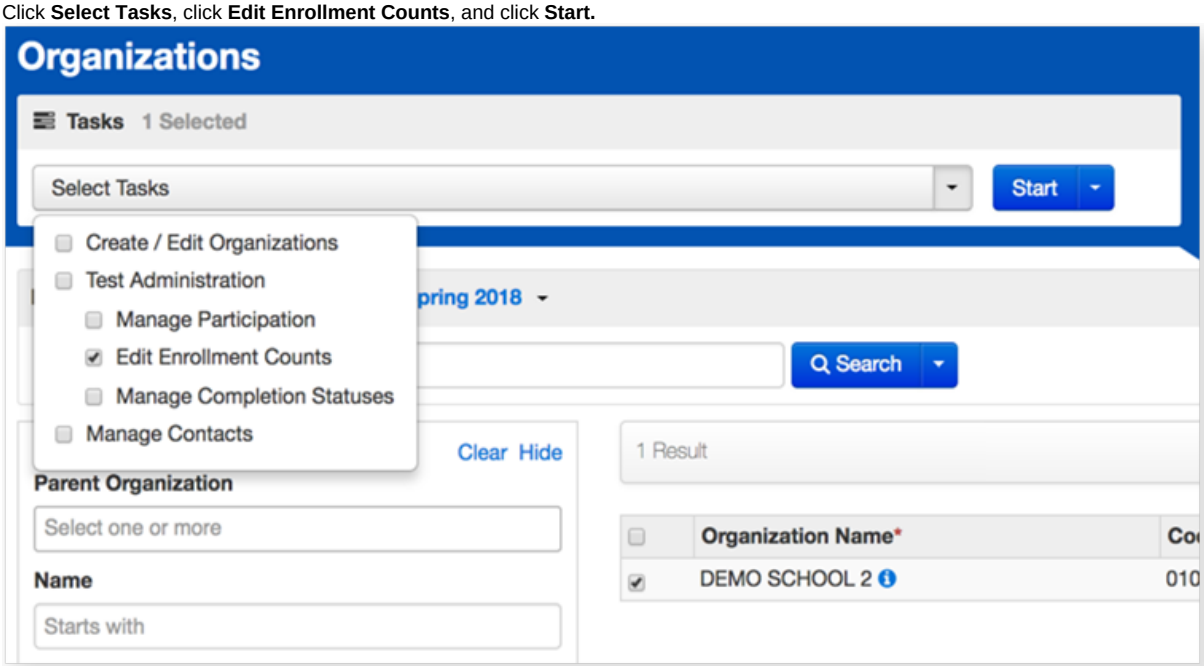
2. Type an organization into the search field, and click **Search**.



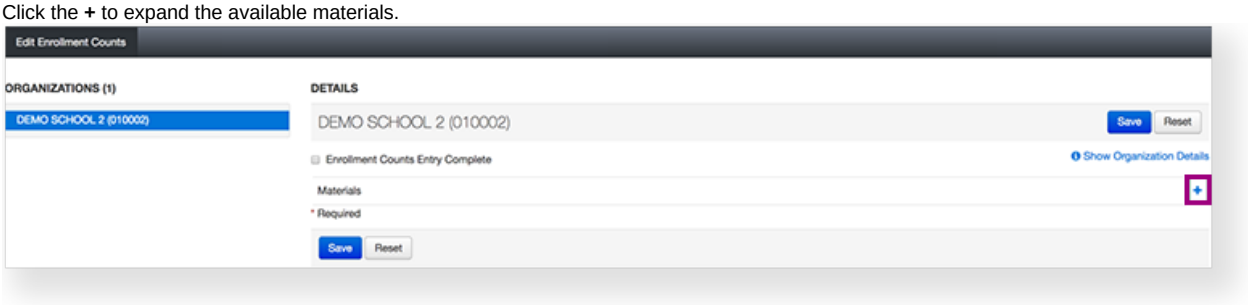
3. Click the checkbox next to an organization.



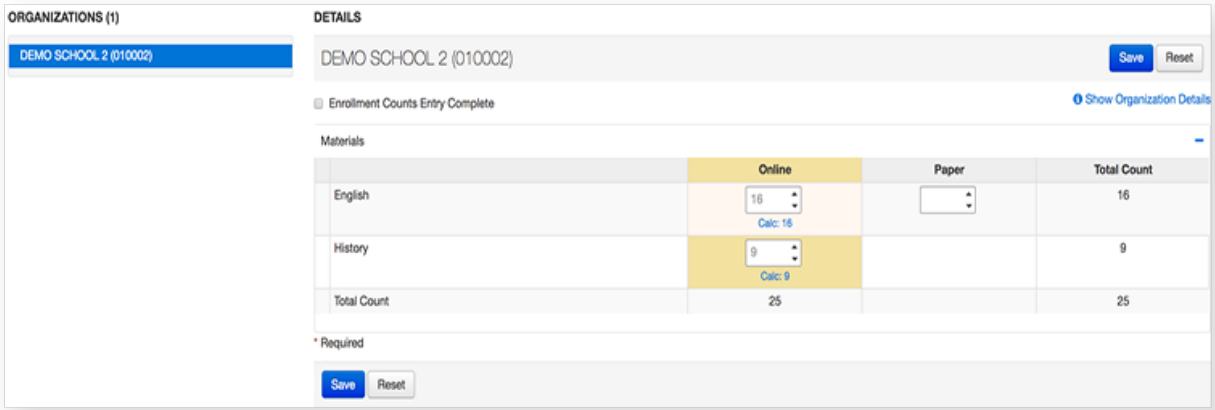
4. Click **Select Tasks**, click **Edit Enrollment Counts**, and click **Start.**



5. Click the **+** to expand the available materials.



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



7. 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. *Consult your testing program to learn more about closing dates.*

What's Next?

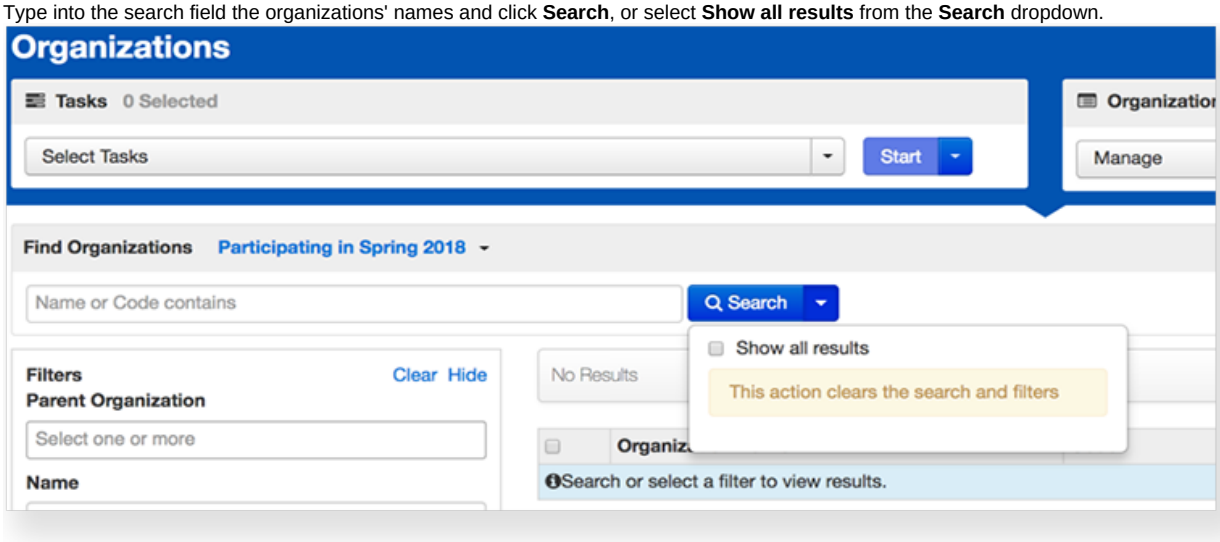
If you are done editing enrollment counts and your organization has entered final figures, click the check box to select **Enrollment Counts Entry Complete.**



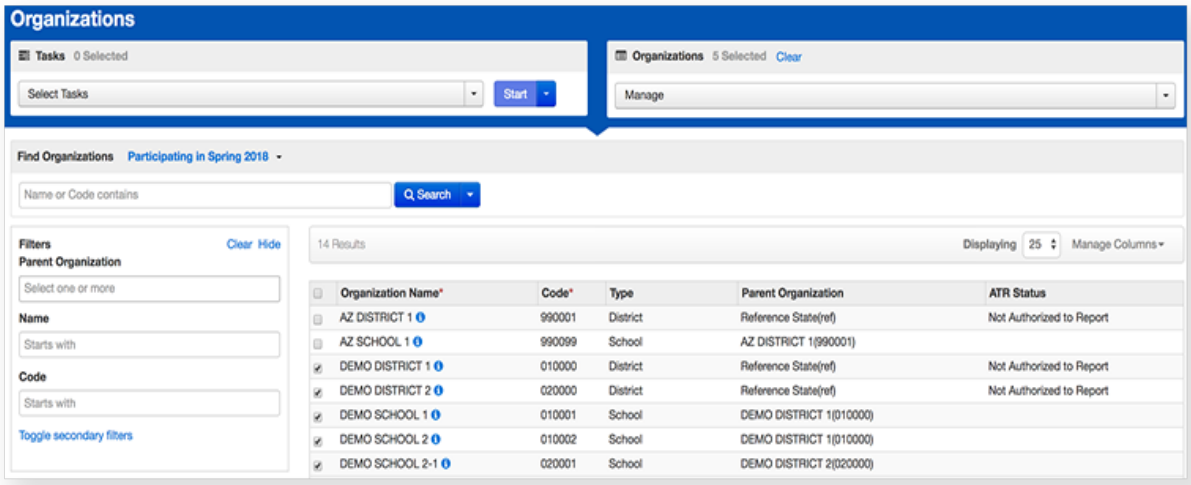
*This status is used mainly as a reminder to other users. Even if marked **Completed**, the counts can be changed until the customer-specified window for enrollment counts closes. Enrollment counts are not considered final until the closing day of that window.*

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

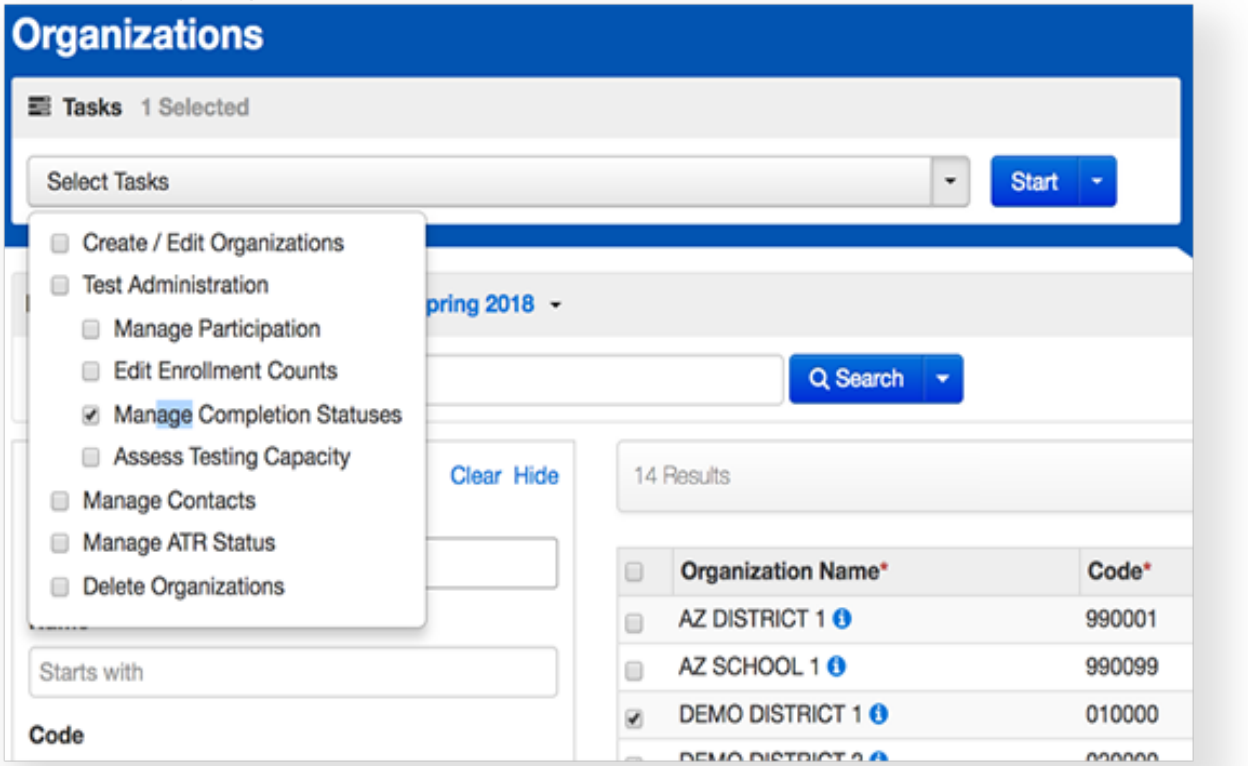
2. Type into the search field the organizations' names and click **Search**, or select **Show all results** from the **Search** dropdown.



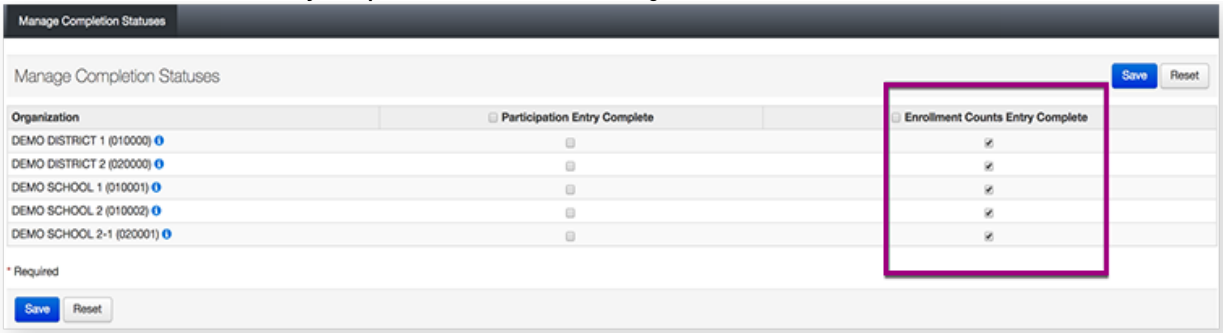
3. Click the checkbox next to the organizations.



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



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.