


# Manage Participation in Test Administrations

You must indicate an organization's participation in an administration(s) before it can take part in an administration.

When you mark your organization as **Participating**, you can create groups in that organization, assign tests to those groups, and assign students in those groups. You cannot participate in a test administration unless you mark this.

When you mark **Participation Entry Complete**, this indicates both the organization's intent to participate in the test administration and that the organization has finalized any necessary participation data.

If available, you can also select/type administration-specific details (for example, shipping times, school type, start, and close dates, etc.).

 Details available vary by program.

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## Prerequisites

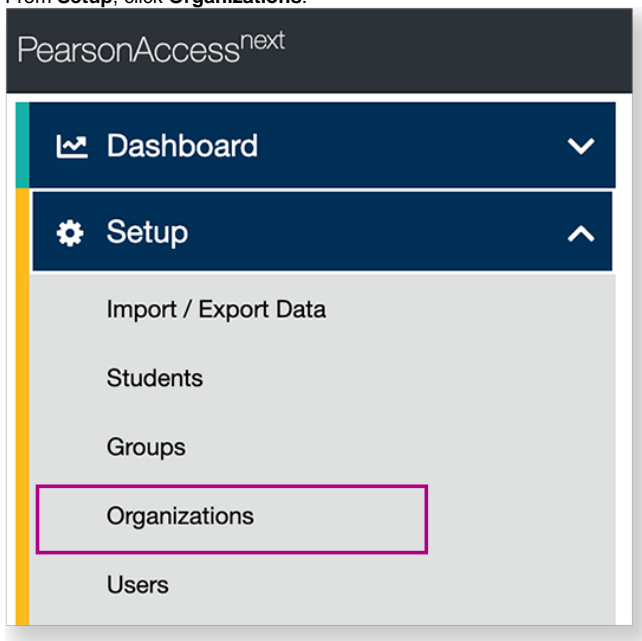
Pearson recommends that you create an organization and manage its test administration participation at the same time.

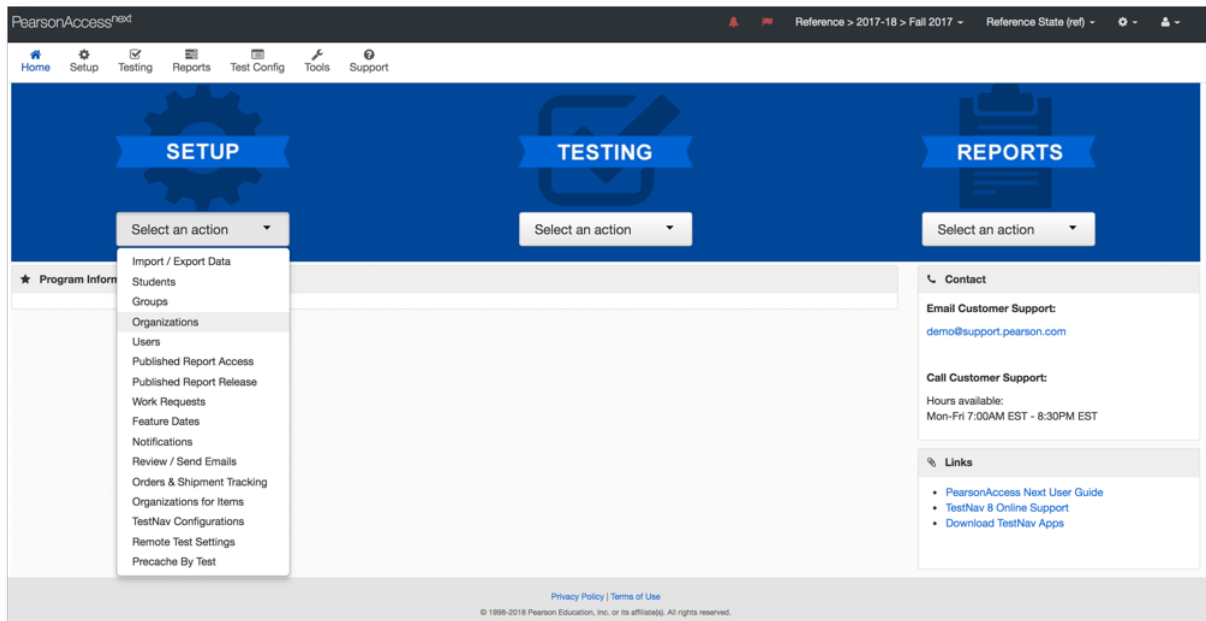
You should find it in unregistered organizations. To do so, change the **Find Organizations** setting to ignore participation in your currently selected administration.

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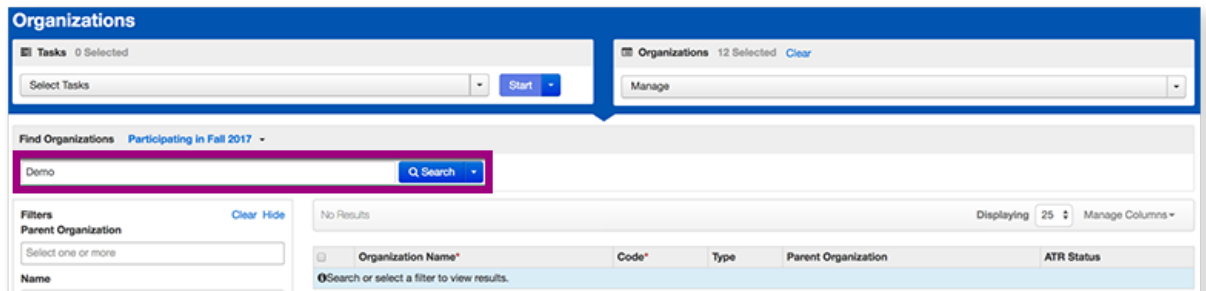
## Step-by-Step

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

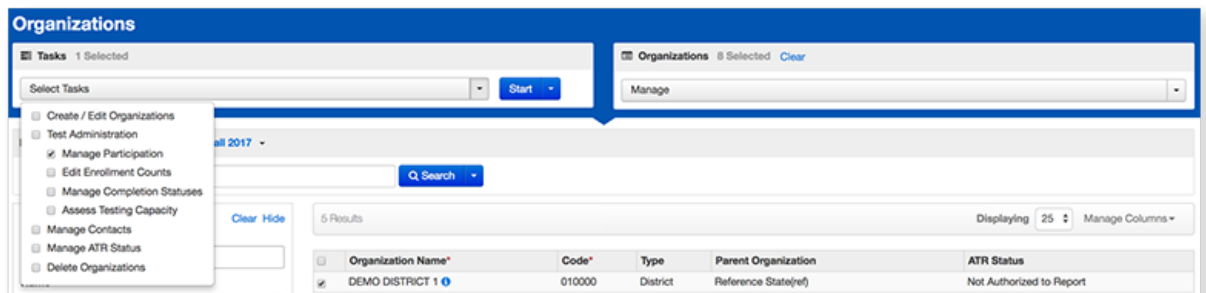




2. Type the organization in the search field, and click **Search**.



3. Click **Select Tasks**, select **Manage Participation**, and click **Start**.



4. Click the checkbox next to **Participating** or **Participation Entry Complete**.

**FALL 2017**

DEMO DISTRICT 1 (010000)

☒ Participating ☐ Participation Entry Complete

[Show Organization Details](#)  
[Show Audit Trail](#)

School Type

District Overage Percent

Title 1 Status\*

Media Request Type

Routing Code\*

Note: Please verify that your Participation and Contact Information are complete and accurate.

\* Required

5. Type/select the information if available.
6. Click **Save**.

☒ Participating ☐ Participation Entry Complete

[Show Organization Details](#)  
[Show Audit Trail](#)

Note: Please verify that your Participation and Contact Information are complete and accurate.

\* Required

## Effects

You can view the list of participating organizations in the selected test administration:

1. From **Setup**, select **Organizations**.
2. Select the test administration from the **Participating in...** dropdown next to the **Find Organizations**.

**Organizations**

Tasks 0 Selected

Organizations 8 Selected [Clear](#)

Find Organizations **Participating in Fall 2017**

Name or Code contains

Filters  
 Parent Organization

No Results

Displaying 25

Organization Name*	Code*	Type	Parent Organization	ATR Status
Search or select a filter to view results.				

3. 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 Q Search

Filters Parent Organization Clear Hide

Select one or more

No Results

Show all results

This action clears the search and filters

Search or select a filter to view results.

## What's Next? (Optional)

To mark multiple organizations participation and enrollment counts entry complete:

1. From **Setup**, select **Organizations**.
2. 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 Q Search

Filters Parent Organization Clear Hide

Select one or more

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

Find Organizations Participating in Spring 2018

Name or Code contains Q Search

Filters Parent Organization Clear Hide

Select one or more

Starts with

Code Starts with

Toggle secondary filters

14 Results

Displaying 25 Manage Columns

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 **Select Tasks**, select **Manage Completion Statuses**, and click **Start**.

## Organizations

**Tasks** 1 Selected

Select Tasks Start

- ☐ Create / Edit Organizations
- ☐ Test Administration
  - ☐ Manage Participation
  - ☐ Edit Enrollment Counts
  - ☒ **Manage Completion Statuses**
  - ☐ Assess Testing Capacity
- ☐ Manage Contacts
- ☐ Manage ATR Status
- ☐ Delete Organizations

Starts with

Code

Spring 2018

Q Search

14 Results

<input type="checkbox"/>	Organization Name*	Code*
<input type="checkbox"/>	AZ DISTRICT 1 ⓘ	990001
<input type="checkbox"/>	AZ SCHOOL 1 ⓘ	990099
<input checked="" type="checkbox"/>	DEMO DISTRICT 1 ⓘ	010000
<input type="checkbox"/>	DEMO DISTRICT 2 ⓘ	020000

5. Click the **Participation Entry Complete** or **Enrollment Counts Entry Complete** checkbox next to the organizations.

### Manage Completion Statuses

Manage Completion Statuses Save Reset

Organization	<input type="checkbox"/> Participation Entry Complete	<input type="checkbox"/> 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"/>

\* Required

Save Reset

*This setting is the same as **Enrollment Counts Entry Complete** in **Manage Enrollment Counts**.*

6. Click **Save**.

### Manage Completion Statuses

Manage Completion Statuses Save Reset

Organization	<input type="checkbox"/> Participation Entry Complete	<input type="checkbox"/> 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"/>

\* Required

Save Reset