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.).

f Details available vary by program.

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.

Step-by-Step

1. From Setup, click Organizations.

🗠 Dashboard	~
🏟 Setup	^
Import / Export Data	
Students	
Groups	
Organizations	
Users	

PearsonAccess ^{ne}	øđ				🌲 📁 Reference > 2017-18 > F	all 2017 - Reference State (ref) - 🌣 - 📥 -
Home Setup T	Sesting Reports Test Config	Tools Su	O ipport			
	Select an action			TESTING Select an action		REPORTS Select an action
* Program Inform	Import / Export Data Students Groups Organizations Users Published Report Access Published Report Release Work Requests Feature Dates					Contact Email Customer Support: demo@support.pearson.com Call Customer Support: Hours available: Mon-Fri 7:00AM EST - 8:30PM EST
	Notifications Review / Send Emails Orders & Shipment Tracking Organizations for Items TestNav Configurations Remote Test Settings Procache By Test					Links PearsonAccess Next User Guide TestNav 8 Online Support Download TestNav Apps
			© 1998-20	Privacy Policy Terms of Use 18 Pearson Education, Inc. or its affiliate(s). All rights re	eserved.	

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

organizations					
El Tasks 0 Selected		Organizations	12 Selected	Clear	
Select Tasks	• Start •	Manage			-
Find Organizations Participating in Fall 2017 -					
Demo	Q Search +				
Filters Clear Hide	No Bas de				Displaying 25 t Manage Columns -
Parent Organization	10110000				publishing to a manufactorise.
Select one or more	Organization Name*	Code*	Туре	Parent Organization	ATR Status
Name	OSearch or select a filter to view results.				

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

Organizations						
II Tasks 1 Selected				C Organizatio	ons 8 Selected Clear	
Select Tasks		•	tart -	Manage		
Create / Edit Organizations Test Administration Manage Participation Edit Enrollment Counts Manage Completion Statuses	all 2017 🔹	Q Search -				
Manage Completion Statuses Assess Testing Capacity Manage Contacts	Clear Hide	5 Roouts				Displaying 25 \$ Manage Columns
Manage ATR Status Delete Organizations		Organization Name*	Code*	Type	Parent Organization	ATR Status
		DEMO DISTRICT 1 0	010000	District	Reference State(ref)	Not Authorized to Report

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

FALL 2017	
DEMO DISTRICT 1 (010000)	Save Reset
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	
Save Reset	

- Type/select the information if available.
 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	
Save Reset	

Effects

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

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

Organizations					
Tasks 0 Selected		Organization	ns 8 Selected (Clear	
Select Tasks	• Start •	Manage			•
Find Organizations Participating in Fall 2017 •					
Name or Code contail Participating in Fall 2017	Q Search 👻				
by Ignoring Participation in Fall 2017	No Results				Displaying 25 + Manage Columns -
00000010100111010	Organization Name*	Code*	Туре	Parent Organization	ATR Status
Name	OSearch or select a filter to view results.				

3. Select Show all results from the Search dropdown.

Tasks 0 Selected		C Org	ganiza
Select Tasks		▼ Start ▼	age
ind Organizations – Radiologija in Spring 2019 –			
Ind Organizations Participating in Spring 2016 +			
Name or Code contains		Q Search 👻	
Name or Code contains		Q Search	
Name or Code contains Filters Clear Hide Parent Organization	No Results	Q Search	
Name or Code contains Filters Parent Organization Select one or more	No Results	Q Search Show all results This action clears the search and filters	

What's Next? (Optional) To mark multiple organizations participation and enrollment counts entry complete:

- From Setup, select Organizations.
 Select Show all results from the Search dropdown.

Organizations			
Tasks 0 Selected			Organizatio
Select Tasks		• Start •	Manage
Find Organizations Participating in Spring 2018 -			
Name or Code contains		Q Search 👻	
		Show all results	
Filters Clear Hide Parent Organization	No Results	This action clears the search and filt	ers
Filters Clear Hide Parent Organization Select one or more	No Results	Show all results This action clears the search and filt	ers

3. Click the checkbox next to the organizations.

Organizations					
El Tasks 0 Selected			🖽 Organizatio	ns 5 Selected Clear	
Select Tasks	•	Start -	Manage		•
Find Organizations Participating in Spring 2018 -					
Name or Code contains	Q Search 🛛 👻				
Filters Clear Hide Parent Organization	14 Results				Displaying 25 \$ Manage Columns +
Select one or more	Organization Name*	Code*	Type	Parent Organization	ATR Status
Name	AZ DISTRICT 1 0	990001	District	Reference State(ref)	Not Authorized to Report
Starts with	AZ SCHOOL 1 0	990099	School	AZ DISTRICT 1(990001)	
Code	DEMO DISTRICT 1 0	010000	District	Reference State(ref)	Not Authorized to Report
Charte with	DEMO DISTRICT 2 0	020000	District	Reference State(ref)	Not Authorized to Report
Starts with	DEMO SCHOOL 1 0	010001	School	DEMO DISTRICT 1(010000)	
Toggle secondary filters	DEMO SCHOOL 2 0	010002	School	DEMO DISTRICT 1(010000)	
	DEMO SCHOOL 2-1 0	020001	School	DEMO DISTRICT 2(020000)	

4. Click Select Tasks, select Manage Completion Statuses, and click Start.

Q Search -	
Organization Name* AZ DISTRICT 1 AZ SCHOOL 1	Code* 990001 990099
	Q Search 14 Results Organization Name* AZ DISTRICT 1 € AZ SCHOOL 1 € DEMO DISTRICT 1 €

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

Manage Completion Statuses			Save	Reset
Organization	Participation Entry Complete	Enrollment Counts Entry Complete		
DEMO DISTRICT 1 (010000) 0	8			
DEMO DISTRICT 2 (020000) ()	8	8		
DEMO SCHOOL 1 (010001) 0	0	8		
DEMO SCHOOL 2 (010002) ()	8	8		
DEMO SCHOOL 2-1 (020001) ()	0	8		
* Required				
Save Reset				

This setting is the same as **Enrollment Counts Entry Complete** in **Manage Enrollment Counts**. 6. Click Save.

Manage Completion Statuses		Save Rese	
Organization	Participation Entry Complete	Enrollment Counts Entry Complete	
DEMO DISTRICT 1 (010000) ()		8	
DEMO DISTRICT 2 (020000) ()	0	8	
DEMO SCHOOL 1 (010001) ()		8	
DEMO SCHOOL 2 (010002) ()		8	
EMO SCHOOL 2-1 (020001) ()		8	
equired		8	