

Manage Enrollment Counts

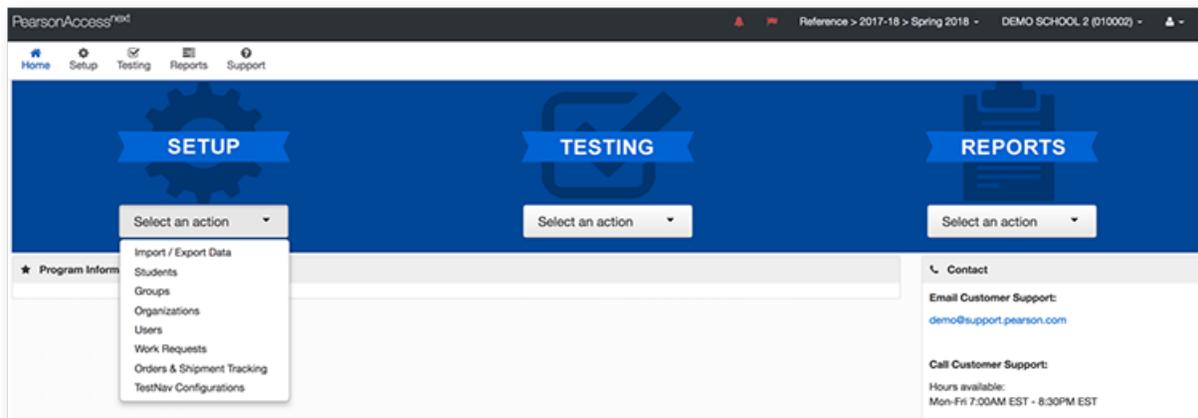
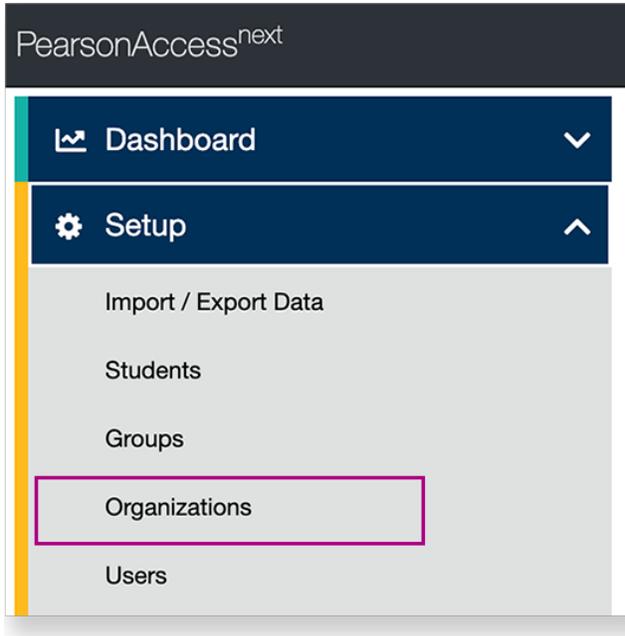
You can enter enrollments (counts of student registration data) to [order](#) materials, such as test booklets for paper tests.

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' search interface. At the top, there are two tabs: 'Tasks' (0 Selected) and 'Organizations' (0 Selected). Below the tabs is a search bar with the text 'Demo' and a 'Search' button. To the left of the search bar are filter options for 'Parent Organization', 'Name', and 'Code'. Below the search bar, a table displays the search results. The table has columns for 'Organization Name*', 'Code*', 'Type', 'Parent Organization', and 'ATR Status'. One result is shown: 'DEMO SCHOOL 2' with code '010002' and type 'School'.

Organization Name*	Code*	Type	Parent Organization	ATR Status
DEMO SCHOOL 2	010002	School	DEMO DISTRICT 1(010000)	

3. Click the checkbox next to an organization.

The screenshot shows the 'Organizations' search interface. The search bar still contains 'Demo'. In the results table, the checkbox next to 'DEMO SCHOOL 2' is now checked. The 'Organizations' tab at the top now shows '1 Selected'.

Organization Name*	Code*	Type	Parent Organization	ATR Status
<input checked="" type="checkbox"/> DEMO SCHOOL 2	010002	School	DEMO DISTRICT 1(010000)	

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

The screenshot shows the 'Organizations' search interface. 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 results table still shows 'DEMO SCHOOL 2' with its checkbox checked.

Organization Name*	Code*
<input checked="" type="checkbox"/> DEMO SCHOOL 2	010

- Click the + to expand the available materials.

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

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

- 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**.

[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.

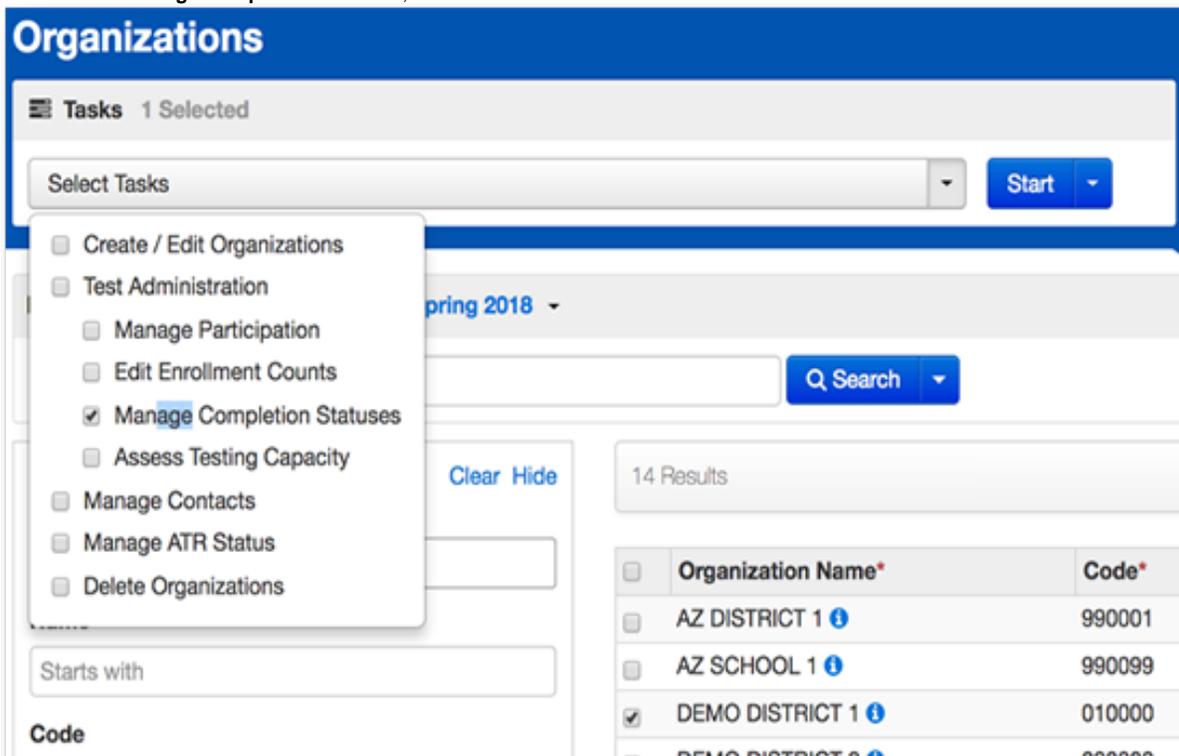
The screenshot shows the 'Organizations' page with a search bar and filters. A tooltip is displayed over the search dropdown, indicating that clicking 'Show all results' will clear the search and filters. The search bar currently contains 'Name or Code contains' and the search button is labeled 'Search'. The filters section includes 'Parent Organization' and 'Name'.

3. Click the checkbox next to the organizations.

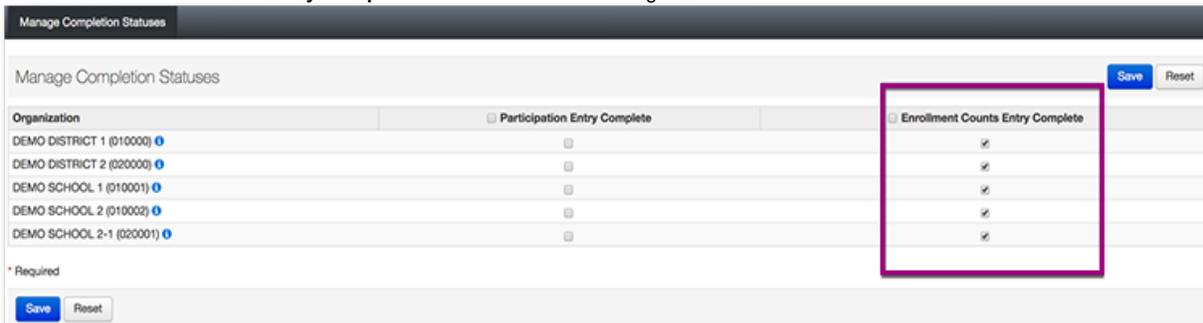
The screenshot shows the 'Organizations' page with a table of results. The search bar contains 'Name or Code contains' and the search button is labeled 'Search'. The filters section includes 'Parent Organization' and 'Name'. The table displays 14 results, with 5 organizations selected (checkboxes checked). The table columns are Organization Name*, Code*, Type, Parent Organization, and ATR Status.

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**.



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.