

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.

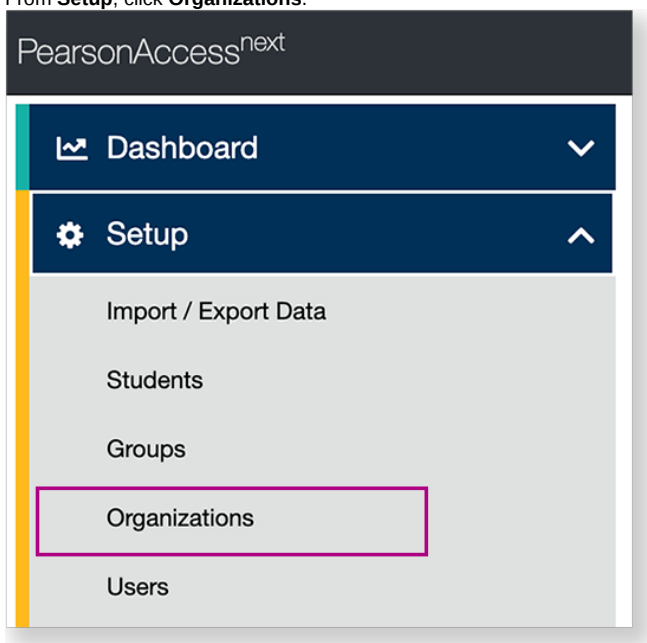
Prerequisites

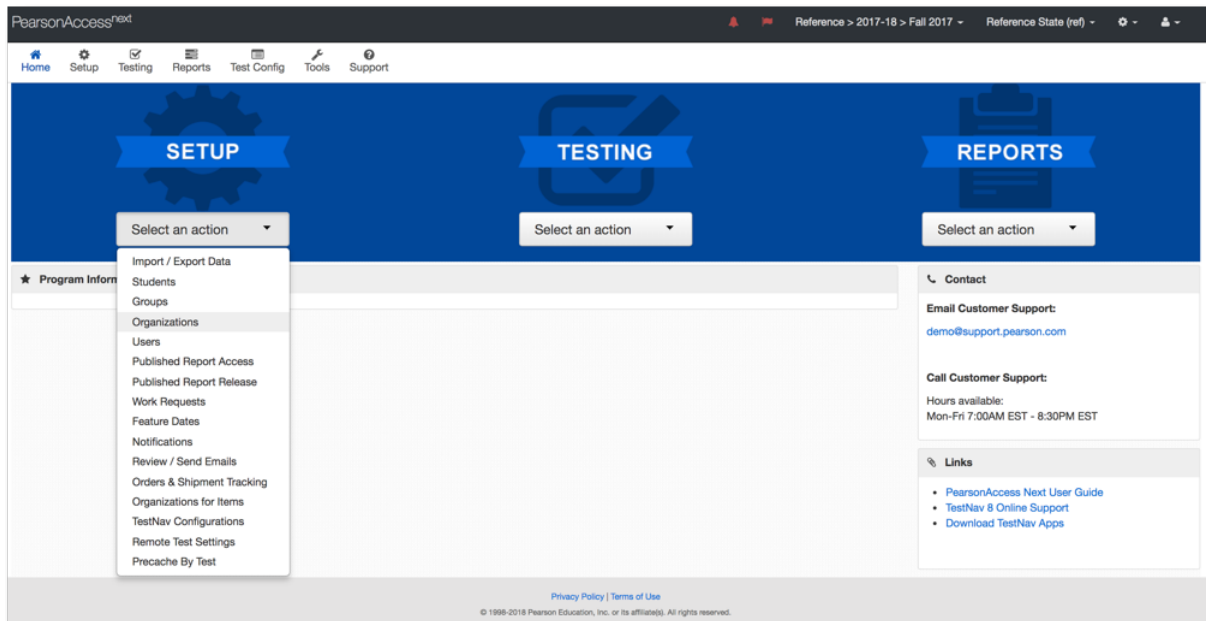
Pearson recommends that you create an organization and manage its test administration participation at the same time.

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

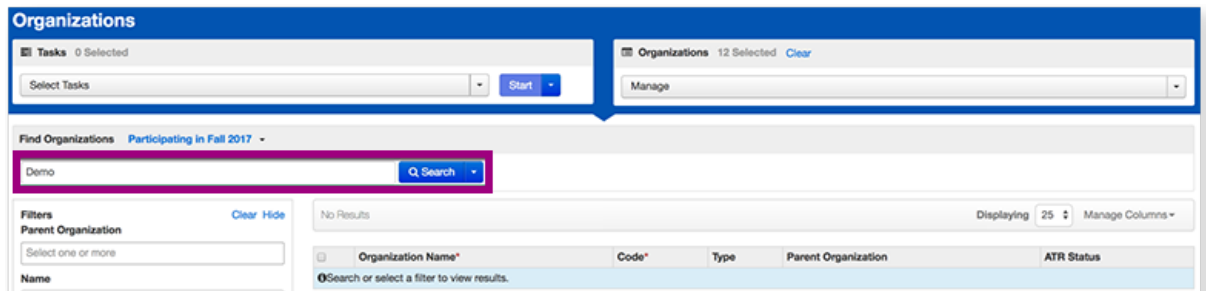
Step-by-Step

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

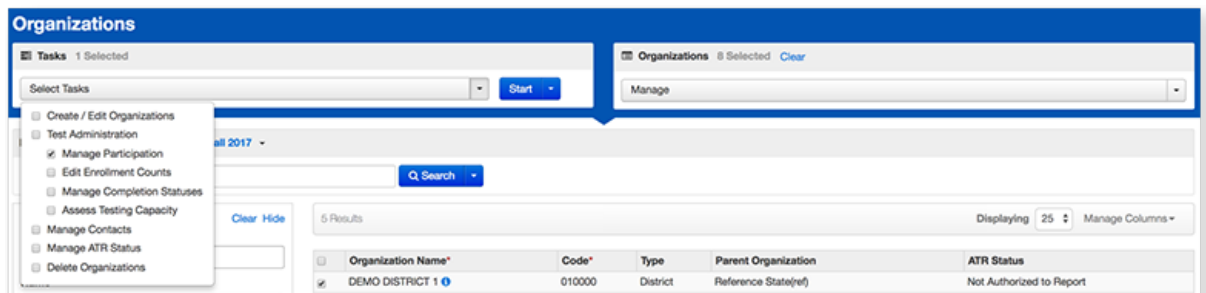




2. Type the organization in the search field, and click **Search**.



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](#)

Manage

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

Search or select a filter to view results.

Show all results
This action clears the search and filters

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

Search or select a filter to view results.

Show all results
This action clears the search and filters

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

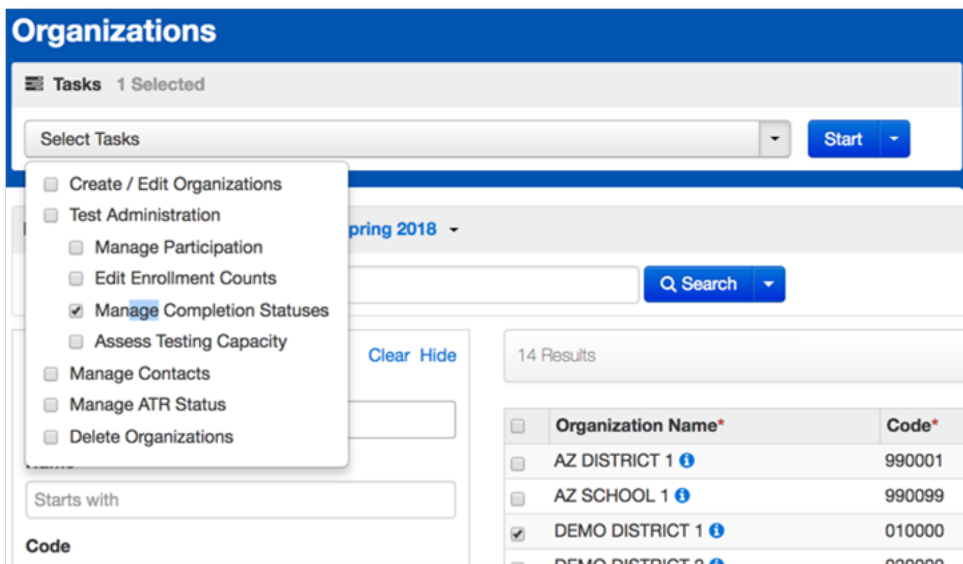
Toggle secondary filters

14 Results

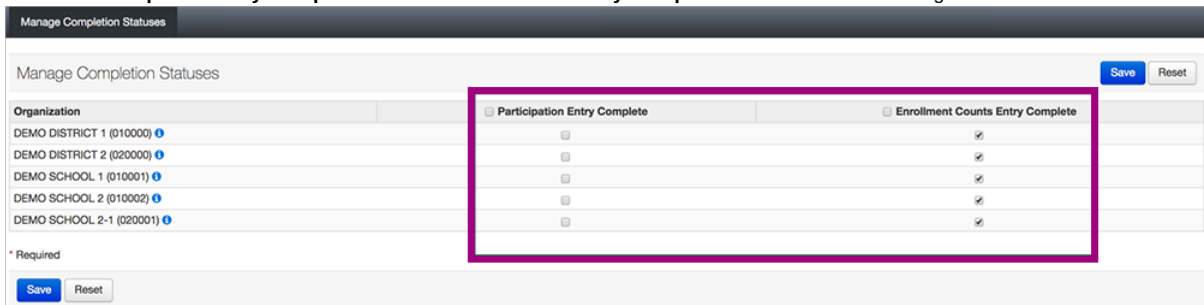
Displaying 25 Manage Columns

Organization Name*	Code*	Type	Parent Organization	ATR Status
☐ AZ DISTRICT 1	990001	District	Reference State(ref)	Not Authorized to Report
☐ AZ SCHOOL 1	990099	School	AZ DISTRICT 1(990001)	
☒ DEMO DISTRICT 1	010000	District	Reference State(ref)	Not Authorized to Report
☒ DEMO DISTRICT 2	020000	District	Reference State(ref)	Not Authorized to Report
☒ DEMO SCHOOL 1	010001	School	DEMO DISTRICT 1(010000)	
☒ DEMO SCHOOL 2	010002	School	DEMO DISTRICT 1(010000)	
☒ DEMO SCHOOL 2-1	020001	School	DEMO DISTRICT 2(020000)	

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



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



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

- Click **Save**.

