

# 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

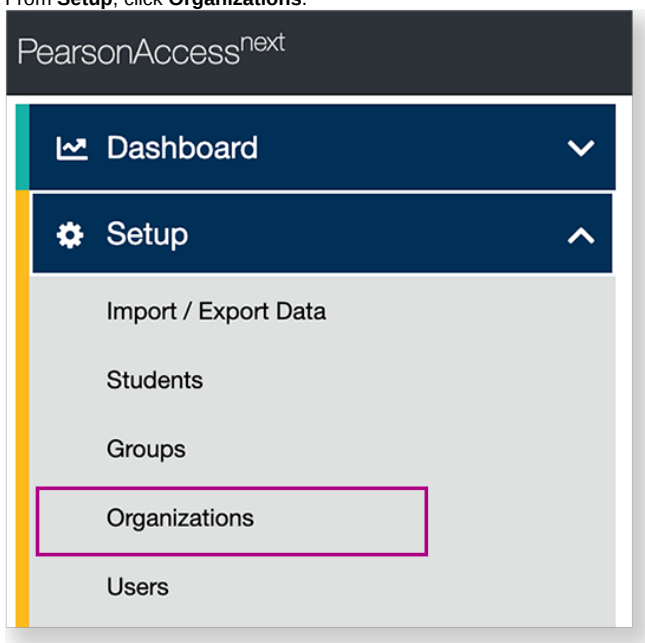
Pearson recommends that you create an organization and manage its test administration participation at the same time.

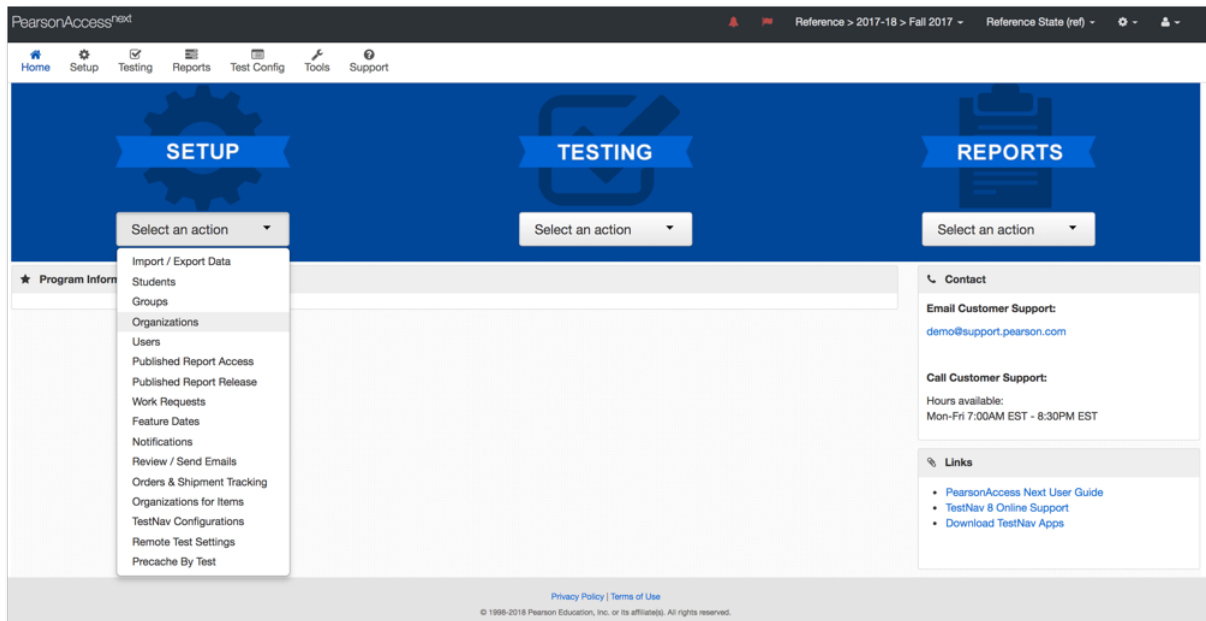
You should find it in unregistered organizations. To do so, change the **Find Organizations** setting to ignore participation in your currently selected administration.

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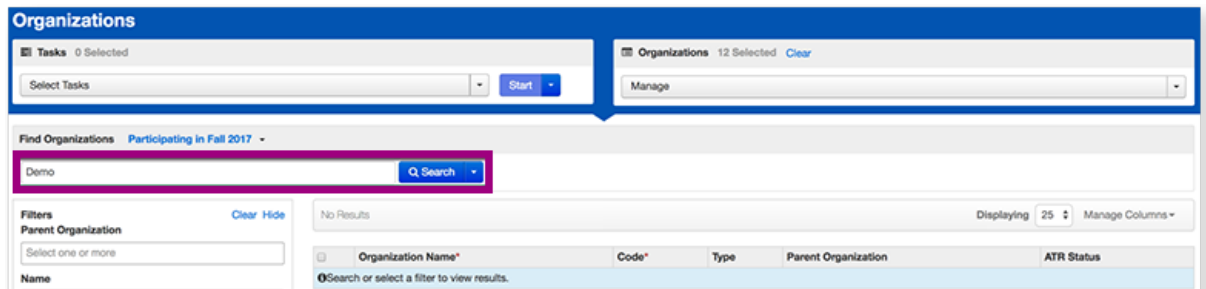
## Step-by-Step

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

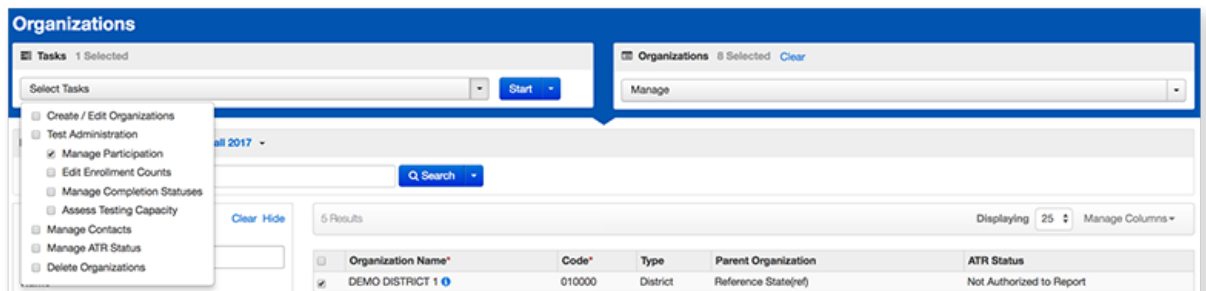




2. Type the organization in the search field, and click **Search**.



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

Participating in Fall 2017  
 by Ignoring Participation in Fall 2017

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 Clear Hide

Parent Organization

Select one or more

No Results

Organization

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 Clear Hide

Parent Organization

Select one or more

No Results

Organization

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

Organizations 5 Selected Clear

Manage

Find Organizations Participating in Spring 2018

Name or Code contains Q Search

Filters Clear Hide

Parent Organization

Select one or more

Name

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