

Manage Enrollment Counts

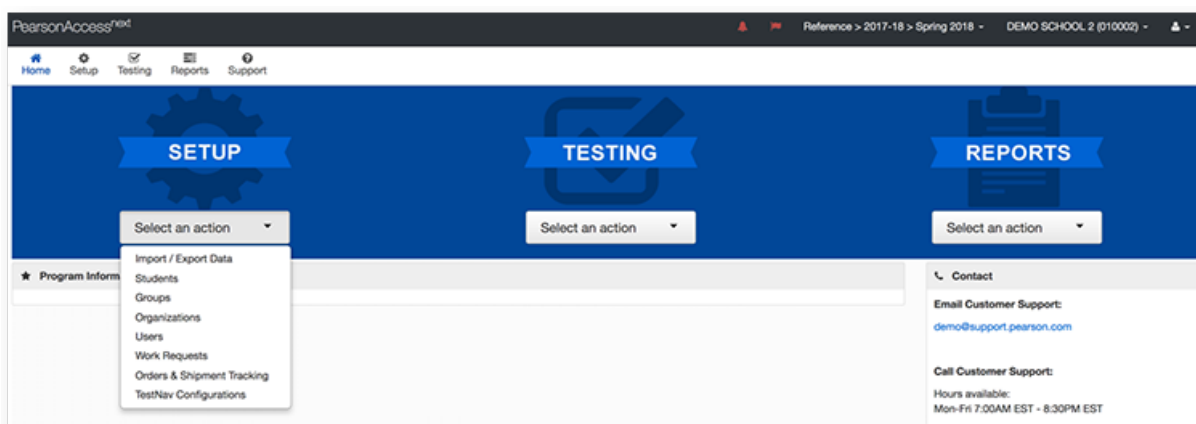
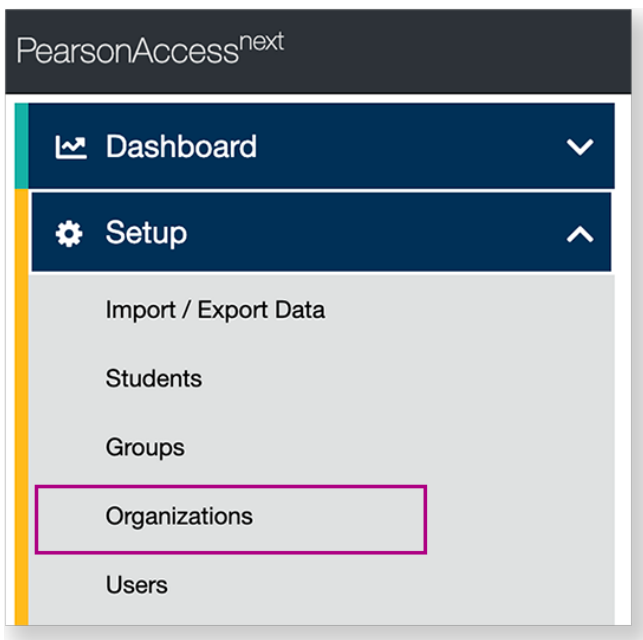
You can enter enrollments (counts of student registration data) to [order](#) materials, such as test booklets for paper tests.

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' page with a search bar containing 'Demo' and a 'Q Search' button. The search results table shows one result: 'DEMO SCHOOL 2' with code '010002' and type 'School'. The left sidebar has filters for 'Parent Organization', 'Name', and 'Code'.

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' page with the checkbox next to 'DEMO SCHOOL 2' selected. The search results table shows one result: 'DEMO SCHOOL 2' with code '010002' and type 'School'. The left sidebar has filters for 'Parent Organization', 'Name', and 'Code'.

Organization Name*	Code*	Type	Parent Organization	ATR Status
☒ 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' page with the 'Edit Enrollment Counts' task selected. The search results table shows one result: 'DEMO SCHOOL 2' with code '010002' and type 'School'. The left sidebar has filters for 'Parent Organization', 'Name', and 'Code'.

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

- Click the + to expand the available materials.

Edit Enrollment Counts

ORGANIZATIONS (1)

DEMO SCHOOL 2 (010002)

DETAILS

DEMO SCHOOL 2 (010002)

Save Reset

☐ Enrollment Counts Entry Complete [Show Organization Details](#)

Materials

* Required

Save Reset

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

ORGANIZATIONS (1)

DEMO SCHOOL 2 (010002)

DETAILS

DEMO SCHOOL 2 (010002)

Save Reset

☐ Enrollment Counts Entry Complete [Show Organization Details](#)

Materials

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

* Required

Save Reset

- 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**.

ORGANIZATIONS (1)

DEMO SCHOOL 2 (010002)

DETAILS

DEMO SCHOOL 2 (010002)

Save Reset

☒ Enrollment Counts Entry Complete [Show Organization Details](#)

Materials

* Required

Save Reset

[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' search interface. At the top, there's a 'Tasks' section with '0 Selected' and a 'Start' button. Below this is a 'Find Organizations' section with a dropdown menu set to 'Participating in Spring 2018'. A search bar labeled 'Name or Code contains' is present, followed by a 'Search' button. To the left of the search bar is a 'Filters' section with 'Parent Organization' and 'Name' filters. A 'Show all results' button is highlighted with a tooltip that says 'This action clears the search and filters'. Below the search bar, there's a 'No Results' message and a 'Search or select a filter to view results.' message.

3. Click the checkbox next to the organizations.

The screenshot shows the 'Organizations' search interface with a list of 14 results. The list has columns for 'Organization Name*', 'Code*', 'Type', 'Parent Organization', and 'ATR Status'. The first two rows are 'AZ DISTRICT 1' and 'AZ SCHOOL 1'. The next three rows are 'DEMO DISTRICT 1', 'DEMO DISTRICT 2', and 'DEMO SCHOOL 1'. The last two rows are 'DEMO SCHOOL 2' and 'DEMO SCHOOL 2-1'. Each row has a checkbox in the first column. The 'Parent Organization' column shows the parent organization for each row. The 'ATR Status' column shows 'Not Authorized to Report' for all rows.

	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 the task **Manage Completion Statuses**, and click **Start**.

The screenshot shows the 'Organizations' page with a blue header. Below the header, there's a 'Tasks' section with '1 Selected'. A dropdown menu is open, showing a list of tasks. The task 'Manage Completion Statuses' is selected and highlighted. Other tasks include 'Create / Edit Organizations', 'Test Administration', 'Manage Participation', 'Edit Enrollment Counts', 'Assess Testing Capacity', 'Manage Contacts', 'Manage ATR Status', and 'Delete Organizations'. To the right of the dropdown, there's a 'Start' button. Below the dropdown, there's a search bar with a magnifying glass icon and a 'Search' button. Below the search bar, there's a table with 14 results. The table has two columns: 'Organization Name*' and 'Code*'. The rows are: 'AZ DISTRICT 1' (990001), 'AZ SCHOOL 1' (990099), 'DEMO DISTRICT 1' (010000), and 'DEMO DISTRICT 2' (020000). The 'DEMO DISTRICT 1' row is checked.

Organization Name*	Code*
AZ DISTRICT 1	990001
AZ SCHOOL 1	990099
DEMO DISTRICT 1	010000
DEMO DISTRICT 2	020000

5. Click the **Enrollment Counts Entry Complete** checkboxes next to the organizations.

The screenshot shows the 'Manage Completion Statuses' page. At the top, there's a 'Manage Completion Statuses' header. Below it, there's a table with three columns: 'Organization', 'Participation Entry Complete', and 'Enrollment Counts Entry Complete'. The 'Enrollment Counts Entry Complete' column is highlighted with a red box. The table lists several organizations: 'DEMO DISTRICT 1 (010000)', 'DEMO DISTRICT 2 (020000)', 'DEMO SCHOOL 1 (010001)', 'DEMO SCHOOL 2 (010002)', and 'DEMO SCHOOL 2-1 (020001)'. Each organization has a checkbox in the 'Enrollment Counts Entry Complete' column, all of which are checked. At the bottom, there's a 'Required' section with 'Save' and 'Reset' buttons.

Organization	Participation Entry Complete	Enrollment Counts Entry Complete
DEMO DISTRICT 1 (010000)	☐	☒
DEMO DISTRICT 2 (020000)	☐	☒
DEMO SCHOOL 1 (010001)	☐	☒
DEMO SCHOOL 2 (010002)	☐	☒
DEMO SCHOOL 2-1 (020001)	☐	☒

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.