

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.*

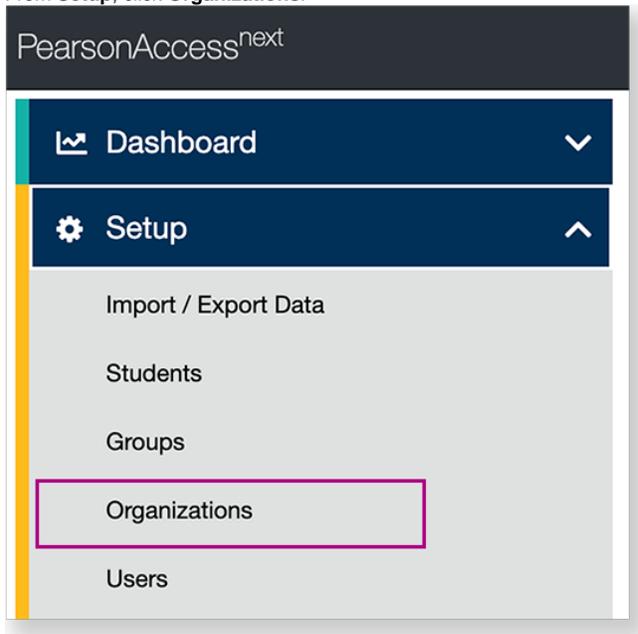
Prerequisites

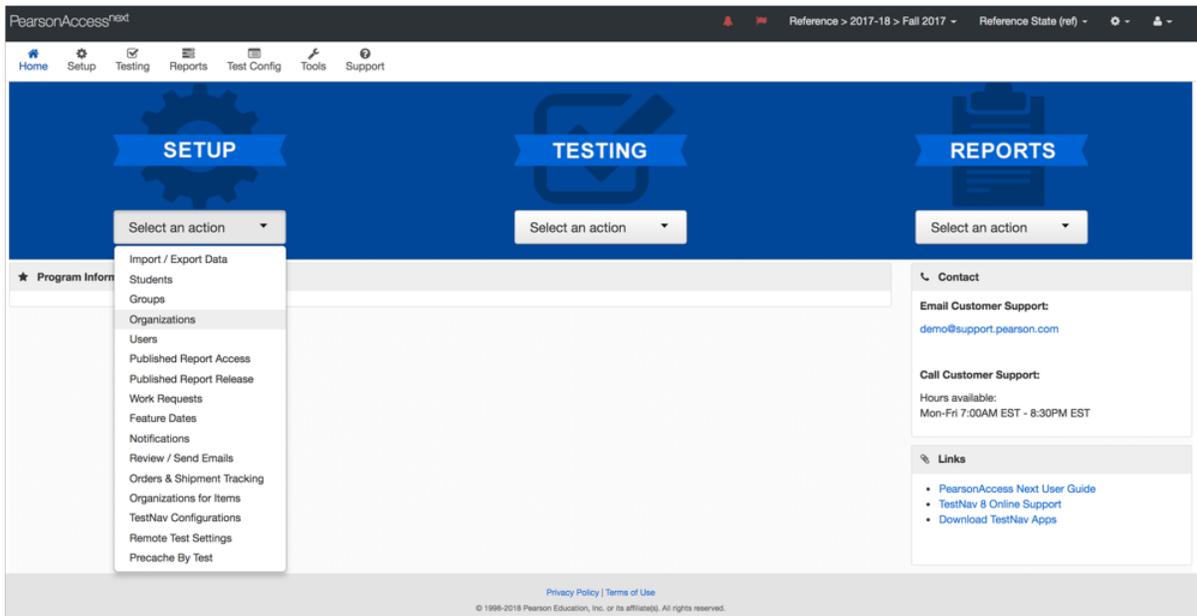
Pearson recommends that you create an organization and manage its test administration participation at the same time.

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

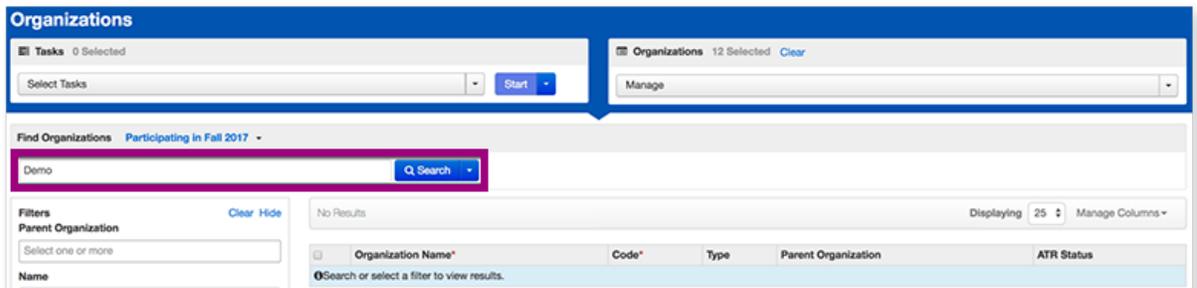
Step-by-Step

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

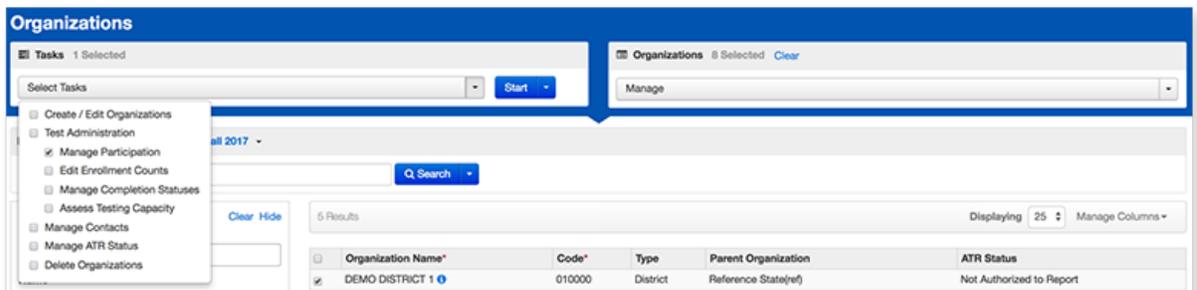




2. Type the organization in the search field, and click **Search**.



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) 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

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

Save Reset

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](#)

Select Tasks Start Manage

Find Organizations Participating in Fall 2017

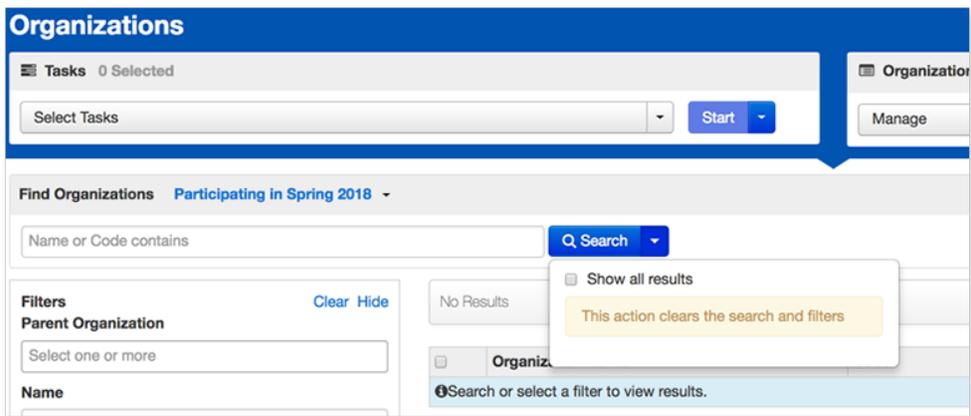
Name or Code contains Q Search

Filters
 Participating in Fall 2017
 by Ignoring Participation in Fall 2017

No Results Displaying 25 [Manage Columns](#)

Organization Name*	Code*	Type	Parent Organization	ATR Status
Search or select a filter to view results.				

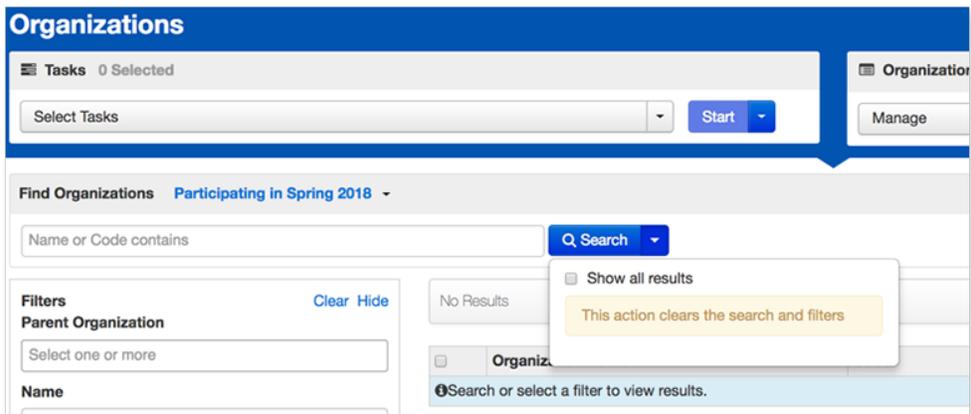
3. Select **Show all results** from the **Search** dropdown.



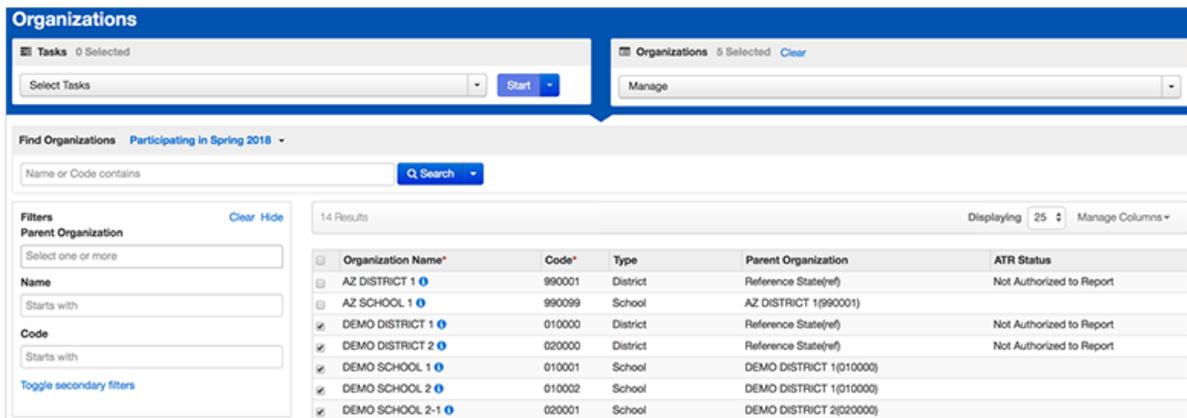
What's Next? (Optional)

To mark multiple organizations participation and enrollment counts entry complete:

1. From **Setup**, select **Organizations**.
2. Select **Show all results** from the **Search** dropdown.



3. Click the checkbox next to the organizations.



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

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

Starts with

Code

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