

Hi, this is Deidre from the SWORPS Help Desk. In this segment, we'll be creating a group.

At this point, you're probably familiar with our attendees screen. So let's start there.

Log in if you haven't already. Next select your grantee, your grant, and your center.

Now, select the attendees screen.

Choose your attendees. As shown in previous videos, you can sort them, search for them, or select them. Select one attendee, a few attendees, or many attendees. For this demonstration, let's select a few attendees. I searched for some common state IDs. You can also search for a last name. I'm going to select all of the attendees that show up on this screen.

ID	First Name	Last Name	Date of Birth	State ID
7219113	Amelia	Bedella	06/05/2000	11
2127845	Bertrum	Black	06/19/1999	12
9777119	Roxie	Blue	04/01/2005	06
9749111	Billie	Boyd	03/05/1998	12
4129111	Juan	Chavez	03/14/2007	04
1548796	Dewey	Dirks	03/14/2011	K
6159112	Ping	Gao	05/31/1999	06
6159113	Cecil	Jackson	08/21/1998	06
4129112	Stinky	Meyers	02/02/2007	04
2129112	Mary	Moogly	09/14/2008	02
2129113	Michael	Moogly	09/30/2008	02
3219112	Adam	Samuels	08/30/2008	05
9991000	John	Schmidt	01/01/2005	05
6159111	Simon	Shuster	11/01/2016	06
3219111	Ginger	Silk	08/19/2006	05
1214444	Granny	Smith	04/11/1999	12
7219111	Nikolai	Stavros	07/14/2000	11
9749113	Brent	Stevens	09/30/1998	12

Now, scroll down to the groups area. Type the name of your new group. Decide if you want to share this group with other users, and if you do click this box. Now click Create Group.

Choose a Group

Select Group Members Update Group Members Delete Group

New Group Name

Make this group visible only to me

Create Group(0 Attendees)

That group now shows up in the pull-down the rest of your groups.

Let's take a look at how groups let you select attendees. Let's clear our search and get all of our attendees to display.

Now, let's scroll down and select the group we just created.

Click Select Group Members and it will highlight the attendees that are in the group.

Now, edit the selected attendees in the group, add participation for them, or even inactivate them.

And that's how groups are created in the new system. If you have questions or encounter any difficulty, just let us know. We can be reached at sworpshelpdesk@utk.edu.

Thank you.