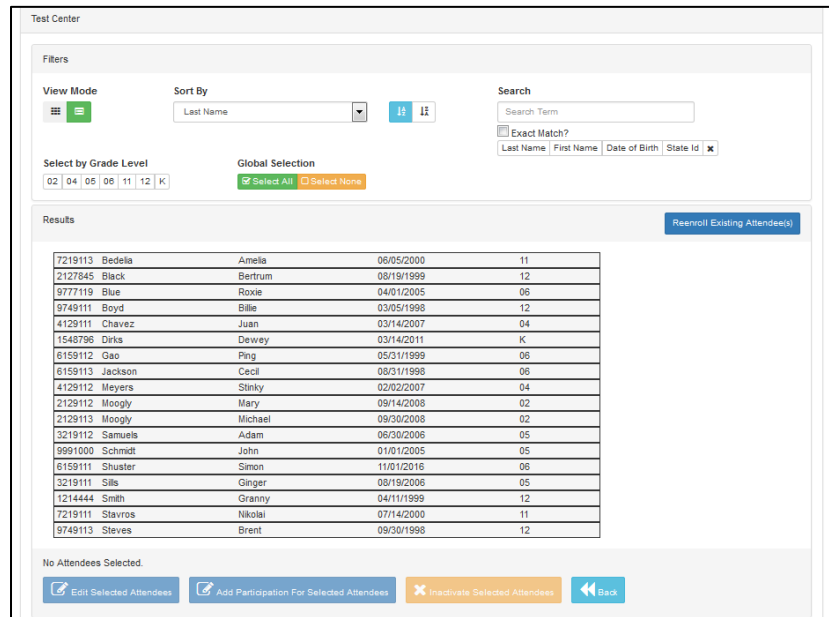


Hi, this is Deidre from the SWORPS Help Desk. In this segment, we'll be learning how to edit a group of attendees.

First, you'll select the TN ELAP live site link from tn-elap.org at the Register and Login section or you can type the following URL:
elap.sworps.tennessee.edu

Next, select your grantee, your grant, and your center.

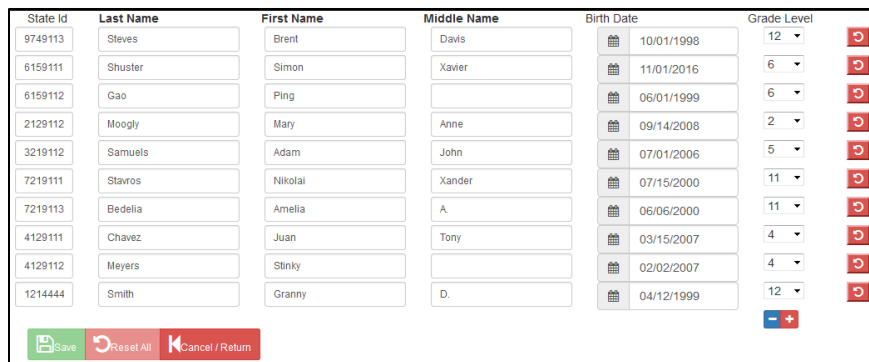
We'll be going to what you'll think of as your home base—the attendees screen.



Now, choose your attendees. As shown in a previous video, you can sort them, you can search for them, or you can select them, either by grade level or just individually. You can select one attendee, a few attendees, or many attendees.

For this demonstration, let's select all our enrolled attendees by clicking the box under Select All.

Scroll down, and click Edit Selected Attendees.



The attendees you selected should show up on this list. Make any edits you need and click Save.

My favorite feature on this page is the ability to promote all of your attendees at the start of a new school year. Click the Plus Sign (+) here

underneath the grade level. Then, click Save. Now, all of your attendees are promoted and ready to go. Now we'll put them all back since that was just a demonstration by clicking the Subtract (-) and then Save.

Now let's return to the Attendees Screen.

The updated information should be now shown.

And that's how you edit attendees. If you encounter any difficulty or have questions, just let us know. We can be reached at sworpshelpdesk@utk.edu.

Thank you.