

Hi, this is Deidre from the SWORPS Help Desk. In this segment, we'll look at the features on the enrollment screen. Enrollment Screen is where you'll enroll attendees that are already in the system.

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

The Enrollment Screen can be found in two locations: one, from the Attendees Screen, where you can also see a list of previously enrolled attendees, and from the main menu right here. Let's use the enrollment link on the main menu.

The screenshot shows the 'Enrollment' interface. On the left, there is a search form with the following fields: 'Student ID', 'First Name', 'Last Name', and 'Date of Birth'. Below these fields are 'Search!' and 'Reset Search' buttons. On the right, there is an 'Enroll' section with a table. The table has four columns: 'Name', 'Dob', 'State Id', and 'Grade Level'. Below the table, there are pagination controls showing '1 / 1' items and '25 items per page'. At the bottom of the 'Enroll' section, there are 'Back' and 'Enroll!' buttons. At the bottom left of the page, there is a 'Back to Attendees' link.

First, when we arrive at this screen we're going to search for our attendees. I just searched on last name. All attendees with that last name should show up here. Click the box next to the name that I want to enroll and choose Enroll. I attempt to select an attendee who is already enrolled, a message will display letting me.

After I have finished enrolling attendees, I'll go back to the attendees page to check my work. And there's Cab Cassowary.

Those are the basics for enrollment. If you have questions or encounter any difficulty, just let us know. We can be reached at sworpshelpdesk@utk.edu.

Thank you.