

Hi, this Deidre from the SWORPS Help Desk. In this segment we'll be learning how to navigate the attendees screen.

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

If you haven't already, log in with your username and password.

Now, select your grantee, your grant, and your center. Choose the option Attendees Screen.

On this screen you can see your enrolled attendees. Change the view from tile mode to list mode and back. You can sort the enrollees. You can sort by last name, first name, birth date, student ID, or grant level. You can sort by ascending or descending criteria. You can select students by grade level. Or you can search for them. I just searched for last name, you can also search for first name, date of birth, or state ID. You can use a full field or partial field. Then you can clear the criteria and return to your full list of enrollees. You can select all attendees by clicking that box, you can deselect all the attendees. Or you can pick and choose.

If you scroll down there is a link to edit those attendees. That's where you would go to edit all of those attendees.

ID	Name	Birth Date	State ID
7219113	Bedella, Amelia	06/05/2000	11
2127845	Black, Bertrum	08/19/1999	12
9777119	Blue, Roxie	04/01/2005	06
9749111	Boyd, Billie	03/05/1998	12
4129111	Chavez, Juan	03/14/2007	04
1548798	Dirks, Dewey	03/14/2011	K
6159112	Gao, Ping	05/31/1999	06
6159113	Jackson, Cecil	08/31/1998	06
4129112	Meyers, Stinky	02/02/2007	04
2129112	Moogly, Mary	09/14/2008	02
2129113	Moogly, Michael	09/30/2008	02
3219112	Samuels, Adam	06/30/2006	05
9991000	Schmidt, John	01/01/2005	05
6159111	Shuster, Simon	11/01/2016	06
3219111	Sils, Ginger	08/19/2006	05
1214444	Smith, Granny	04/11/1999	12
7219111	Stavros, Nikolai	07/14/2000	11
9749113	Steves, Brent	09/30/1998	12

You can add participation for all of the selected attendees or you can inactivate the selected attendees.

Also on this screen, you can create groups. Selecting group members, updating them, or deleting groups. You can share these groups. This is a new feature in this application, rather than having the groups be specific to one user, you can make those groups available to other users who may need them.

And down here is a basic link to some reporting.

That's how you navigate the attendees screen. We'll have additional training materials on the specific aspect of each feature. If you encounter any difficulty, just let us know. We can be reached at sworpshelpdesk@utk.edu

Thank you.