Hello again. This is Deidre from the SWORPS Help Desk. In this segment, we'll be updating the attendee information.

Go ahead and login if you haven't already.

Next, select your Grantee, your Grant Type, and your Center.

Now, select the Attendees Screen.

Select an attendee from the list. You can refine the list by searching, by sorting, or by selecting a particular grade level.

By clicking on the name, I have selected Amelia Bedelia. Scroll down after making your selection and click edit selected attendee.

You will be directed to a page where you can edit the attendee data. You may edit multiple attendees at once or one at a time. We only selected one attendee and so only one is in our list. Update any field displayed. I'm going to update three fields that were recently added. I'll update teacher email—this field should be the lead teacher or homeroom teacher at the school they currently attend. This field is used for the teacher survey, which is an important component for federal reporting. The next field I'm going to update is Free or Reduced Price Lunch. That's what this FRPL stands for here. If the student receives Free or Reduced Price Lunch, select this box. This field is also used for federal reporting. The next field I'm going to update is Special Education. If the attendee receives special education services and has been designated a special education student, please click this box. And continue making any other changes needed for this particular attendee.

Now, the Undo button on the right will revert all changes for that single attendee, it will revert it back to the original state. So if I click this, my changes go away. So, it's easy to correct mistakes. Likewise, the Reset All, if you have more than one attendee listed, clicking Reset All will remove all the changes that you have made.

Now, once your changes are complete, click Save. Save is the green button here on the left. Once your changes are saved, this will notify you of that. Click Cancel and Return to go back to the Attendees Screen.

It works similarly if you have a group of attendees you are attempting to update. I'm going to update all grade level 11 attendees. You see more than one attendee is selected. I'll click Edit Selected Attendees and they'll both show up. As you see, the previous changes are displayed. If I wanted to make further changes, I could do so here, but for now we'll cancel and return to the Attendees Screen.

If you have any questions about how to Edit Attendee Information or any other features of the system, please let us know. We can be reached at sworpshelpdesk@utk.edu.

Thank you.