

Hi, this is Forrest from the SWORPS Help Desk. In this video, we'll be learning how to add participation on TN-ELAP.

If you have already registered for an account, log in using your username and password. If you need help registering for an account or finding the log in page, please refer to our training videos on those topics.

Now, select your grantee and center and click the Attendees Screen link. On this screen you can see the attendees enrolled at your Center. If you would like to learn more about sorting and selecting attendees on this screen, please refer to the training video on Navigating the Attendees Screen. Select the attendees who participated in the activity and click the Add Participation For Selected Attendees button.

The Errors Found message will display until a participation date, category, and activity are selected. First, select one of the four categories: Academics, Enrichment, Character Education, or College and Career Readiness. Then select the activity for which you're recording attendee participation. Enter the time spent on the activity in hours and minutes. If the activity or class was in the morning, click the AM / Morning Class button so that it turns green. Once all the required fields are filled out, the error message will disappear, and you may click the Ok button to save the participation. To return to the Attendees Screen, click the Back to Center's Attendees button.

From this page, you can also edit participation, update grades, create groups and download reports. We will cover each of these features in additional training videos.

If you encounter any difficulties, please get in touch with us at [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu) and we'll be happy to help.

Please Choose a Grantee and Center to Continue:

SWORPS Testing ▾  
CCLC ▾  
SWORPS CCLC Test Center ▾

Choose an option:

- Attendees Screen (Administer Attendees, Add/Edit Participation)
- Reenrollment Screen
- Add Attendee(s)

Results Reenroll Existing Attendees

2127845	Black	Bertrum	08/20/1999	12
9749111	Boyd	Billie	03/05/1998	12
3892723	Duncan	Anne	10/11/2005	06
6159112	Gao	Ping	06/01/1999	06
345270	Hobart	Eddie	10/01/2008	03
<b>6159113</b>	<b>Jackson</b>	<b>Cecil</b>	<b>09/01/1998</b>	<b>06</b>
2129112	Moogly	Mary	09/14/2008	02
<b>2129113</b>	<b>Moogly</b>	<b>Michael</b>	<b>10/01/2008</b>	<b>02</b>
000000	Newman	Alfred	10/04/2010	03
6159111	Shuster	Simon	11/01/2016	06
1212121	Smith	Allen	07/30/2010	04
1414141	Smith	Bob	07/30/2010	04
1214444	Smith	Granny	04/12/1999	12
9749113	Stevens	Brent	10/01/1998	12
4231195	Test	Abbie	01/01/2010	03
159159	Test	Bill	03/04/2010	04
Test999	Test	Tardigrades	02/01/2010	06
BR549	Trebor	Robert	06/03/2000	08

2 attendees selected.

Edit Selected Attendees Edit Grades Add Participation For Selected Attendees Edit Participation Inactivate Selected Attendees Back

Attendees  
Click to Select / De-select

Global Selection Select All Select None

Jackson, Cecil   
 Moogly, Michael

Participation Date  
05/30/2019

Time in Activity

Hours:  Minutes:

AM / Morning Class?

0 Minutes

Choose a Category:   
Choose an Activity:

Errors Found:  
You must select an activity to continue.

Ok Back to Center's Attendees