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

First, 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, check out our training video on Navigating the Attendees Screen.

To create a new group, first select names from the list on the Attendees Screen. Scroll down to the Groups section and name your new group in the New Group Name text box on the right. For example, you're working with 6th Grade, English Language Learners on their reading skills, so you create and name a group "ELL Readers - 6."

If you want to share this group of students with other TN-ELAP users, leave the checkbox "visible only to me" unchecked. To make the group just for your use, check the "visible only to me" box. Finally, save your new group by clicking the Create Group button. Now you can quickly select those students and add their participation in the Language Arts/Reading activity.

If you wish to add or remove members from a group, first choose the group from the dropdown menu and click Select Group Members. To add members, select from the attendees joining the group, or deselect attendees leaving the group, then save your changes by clicking the Update Group Members button. To delete a group, select the group from the same dropdown menu and click the Delete Group button.

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