

Hi, this is Forrest from the SWORPS Help Desk. In this video, we'll be learning how to edit attendees 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, check out our video on Navigating the Attendees Screen.

Select the attendees you would like to edit and click the Edit Selected Attendees button. You can now make any necessary changes. For example, at the beginning of the school year, the attendees can all be promoted up one grade level using the red plus sign at the bottom of the page.

When you have finished, use the Save button to save your changes. If you would like to undo all changes that have been made and continue editing attendee information, click the Reset All button before saving. To undo the changes made to a single attendee, click the red Reset button to the far right of that attendee's row. If you would like to cancel all changes you have made and return to the Attendees Screen, click the Cancel/Return button. From this page, you can also add and 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 sworps@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 Attendee(s)

2127845	Black	Bertrum	08/20/1999	12
9749111	Boyd	Billie	03/05/1998	12
3882723	Duncan	Anne	10/11/2005	06
6159112	Gao	Ping	06/01/1999	06
345270	Hobart	Eddie	10/01/2008	03
6159113	Jackson	Cecil	09/01/1998	06
2129112	Moogly	Mary	09/14/2008	02
2129113	Moogly	Michael	10/01/2008	02
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	Steves	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

3 attendees selected.

[Edit Selected Attendees](#)
[Edit Grades](#)
[Add Participation For Selected Attendees](#)
[Edit Participation](#)
[Inactivate Selected Attendees](#)
[Back](#)

Id	Last Name	First Name	Middle Name	Birth Date	Grade Level	Ethnicity	Teacher Email	FRP	SP	ESL
2129112	Moogly	Mary	Anne	09/14/2008	6	White		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2129113	Moogly	Michael	Alfred	10/01/2008	6	White		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6159111	Shuster	Simon	Xavier	11/01/2008	6	White		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#)
[Reset All](#)
[Cancel / Return](#)