

Hi, this is Forrest from the SWORPS Help Desk. In this video, we'll be learning how to add or edit grades 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, please refer to the training video on Navigating the Attendees Screen.

Select the attendees whose grades need to be updated from the Attendees Screen and click the Edit Grades button. Here you can edit Fall and Spring grades for Language Arts and Math, using the dropdown menus. You can also enter days absent, days in ISS, and days suspended for each attendee. Once all necessary information has been entered, click the save button.

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 Attendee(s)

2127845	Black	Bertrum	08/20/1999	12
9749111	Boyd	Billie	03/06/1998	12
<b>3892723</b>	<b>Duncan</b>	<b>Anne</b>	<b>10/11/2005</b>	<b>06</b>
<b>6159112</b>	<b>Gao</b>	<b>Ping</b>	<b>06/01/1999</b>	<b>06</b>
348270	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
2129113	Moogly	Michael	10/01/2008	02
000000	Newman	Alfred	10/04/2010	03
<b>6159111</b>	<b>Shuster</b>	<b>Simon</b>	<b>11/01/2016</b>	<b>06</b>
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

▶ 4 attendees selected.

Attendee Grades

Name	Fall		Spring		School Days		
	LA	Math	LA	Math	Days Absent	ISS	Suspended
Duncan, Anne	▾	▾	▾	▾			
Moogly, Mary	▾	▾	▾	▾	0	0	0
Moogly, Michael	▾	▾	▾	▾	0	0	0
Test, Abbie	▾	▾	▾	▾			

Enter a ZERO if the student did not experience any School "Days Absent", "ISS ", or "Suspended".

A blank field will count as missing data.