

Hi, this is Forrest from the SWORPS Help Desk. In this video, we'll be learning how to navigate the TN-ELAP Attendees Screen.

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.

The view mode buttons allow you to view your selection of attendees listed in a table or as tiles on a grid.

Search for attendees using the search box, and filter results using the buttons beneath it: last name, first name, date of birth and state ID. To clear the search results, delete your search term from the search box or click the X button. Your results can be sorted by first name, last name, date of birth, state ID, or grade level, either in ascending or descending order.

Attendees can be selected individually from the list in the Results pane, or by selecting one or more grade levels in the Filters pane. Use the Global Selection tool to select or deselect all attendees. Once selected, a count of attendees will be displayed in the blue box below the Results pane. Having selected all attendees, each grade level can be individually deselected using the grade level filter.

From this page, you can edit attendees, add and edit participation, 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 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)

Filters

View Mode: [Table] [Grid]

Sort By: Last Name [Ascending] [Descending]

Search: Search Term
Exact Match? [Last Name | First Name | Date of Birth | State Id] X

Select by Grade Level: 02 03 04 06 08 12

Global Selection: [Select All] [Select None]

Results Reenroll Existing Attendee(s)

2127845	Black	Bertrum	09/20/1999	12
9749111	Boyd	Billie	03/05/1998	12
3892723	Duncan	Anne	10/11/2005	06
6159112	Gao	Ping	06/01/1999	06
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
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.

[Edit Selected Attendees] [Edit Grades] [+ Add Participation For Selected Attendees] [Edit Participation] [X Inactivate Selected Attendees] [Back]