



Exact time is now required: never round off participation time.



To correct inaccurate participation time, the first 2 steps are always the same.

1. In Attendees Screen, select the student/students with incorrect time entry/entries, and click Add Participation.
2. Input the exact same set of criteria as the wrong entry: the date, AM or PM, and activity have to match exactly.

The next step depends on which of two scenarios you are correcting.

Scenario 1: There's participation time credited to a student that they didn't do.

Action to Take: Enter zero hours, zero minutes, and click "OK."

Example of Scenario 1: A high school senior with ID# 9749111 was recorded as having worked on math for half an hour on the morning of Thursday, September 26. His ELAP tutor was doing her monthly data quality check for September using a Base Participation by Date Range report, and the AM entry stuck out to her. She recalled that this young man usually comes after school, not before. Plus, he never comes on Thursdays—he has football practice.

ID	Grade	Group	Category	Activity	Date	AM?	Hours
9749111	12						08:42
		2019					08:42
			Academics				08:42
				Math			07:56
					09/02/2019	P	01:04
					09/03/2019	P	00:47
					09/04/2019	P	01:06
					09/09/2019	P	00:54
					09/10/2019	P	00:32
					09/26/2019	A	00:30
					09/16/2019	P	00:38
					09/18/2019	P	01:31
					09/24/2019	P	00:54
				Tutoring			00:46
					09/25/2019	A	00:46

She checked her paper sign in/ sign out forms and confirmed that he wasn't documented as being at the center before school that day. She needed to zero out that entry in order for the student's participation time to be accurate.

Here’s how she did that:

1. She selected the student on the Attendees Screen and clicked Add Participation.
2. For Participation Date, Category, and Activity, she selected all of the same criteria as the incorrect entry, and activated the “AM/Morning Class?” button.
3. Then in the Time in Activity Minutes field, she entered a zero and clicked “OK.”

Then, to make sure his record was accurate for September, she ran the Base Participation by Date Range report again.

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		Academics				08:12
			Math			07:26
				09/02/2019	P	01:04
				09/03/2019	P	00:47
				09/04/2019	P	01:06
				09/09/2019	P	00:54
				09/10/2019	P	00:32
				09/16/2019	P	00:38
				09/18/2019	P	01:31
				09/24/2019	P	00:54
			Tutoring			00:46
				09/25/2019	A	00:46

Scenario 2: There's participation time recorded for a student that's either more OR less time than what the student actually did.

Action to Take: Similar to the first scenario, you add a participation entry with the same criteria as the incorrect entry. But instead of a zero, you would enter the correct amount of time in hours and minutes. Once saved, this new entry overwrites the previous entry.

SUMMARY: When you want to remove participation time that the student didn't do, enter zeroes in your replacement entry. To overwrite an incorrect participation entry with a different amount of time, enter the correct time in your replacement entry.