

TN-ELAP User Guide: *New Feature* Participation Editor (updated 12/16/2019)

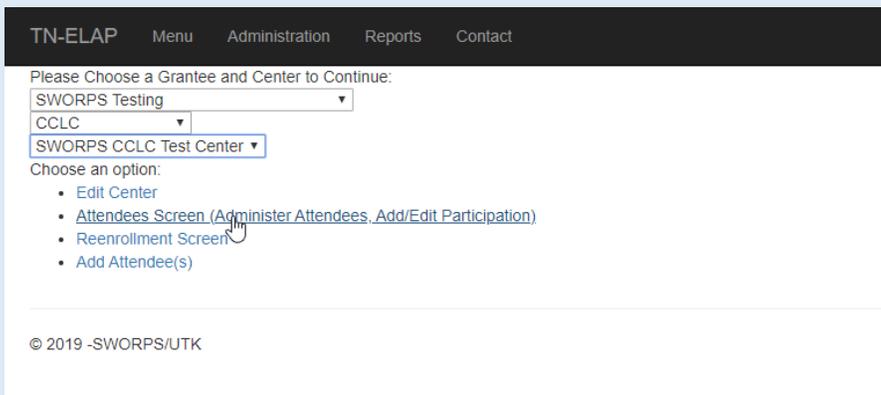
Previously, participation was edited by overwriting participation with zero (to remove participation) or with a corrected number of minutes (to edit participation). In the new method, users can do the following, all from one screen:

- Display all attendees with participation for a certain day and activity.
- Delete selected participation records for one or multiple attendees.
- Edit selected participation records for one or multiple attendees.

It is important to note that if no participation is found for the selected day and activity, no attendees will be displayed.

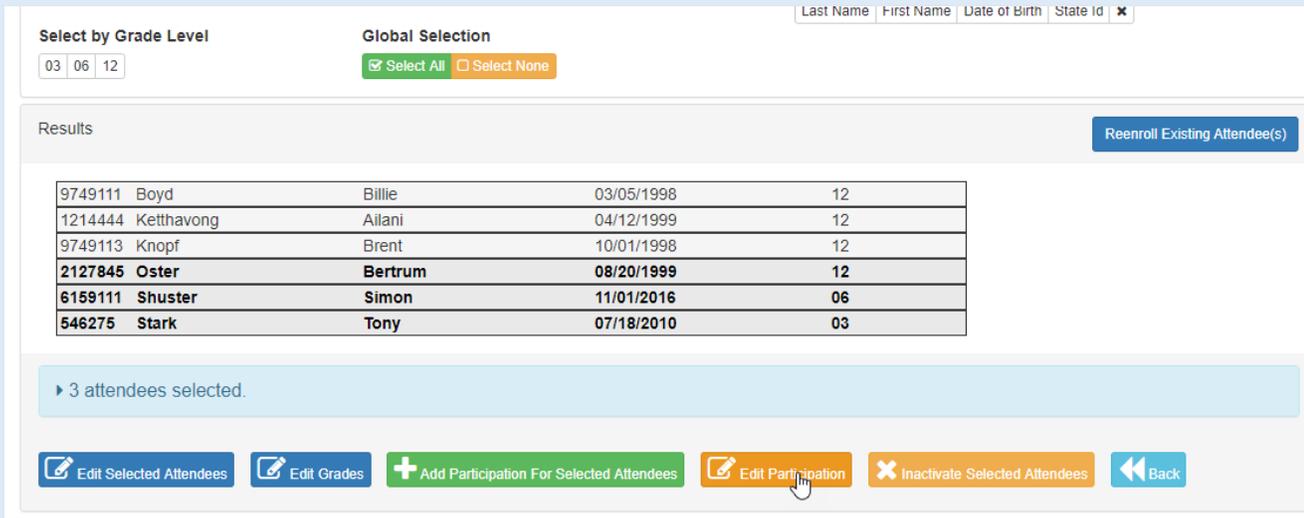
First time using the new Participation Editor feature? **We'd recommend refreshing your browser first.** For most browsers, clicking the Ctrl and F5 keys simultaneously will refresh your browser and make sure you have the most current version of the application page.

1. Choose "Attendees Screen"



The screenshot shows the TN-ELAP application interface. At the top, there is a navigation bar with 'TN-ELAP', 'Menu', 'Administration', 'Reports', and 'Contact'. Below the navigation bar, there is a section titled 'Please Choose a Grantee and Center to Continue:'. This section contains three dropdown menus: 'SWORPS Testing', 'CCLC', and 'SWORPS CCLC Test Center'. Below these dropdowns, there is a section titled 'Choose an option:' with a list of links: 'Edit Center', 'Attendees Screen (Administer Attendees, Add/Edit Participation)', 'Reenrollment Screen', and 'Add Attendee(s)'. A mouse cursor is pointing at the 'Attendees Screen' link. At the bottom left of the page, there is a copyright notice: '© 2019 -SWORPS/UTK'.

2. Next, select desired students (one, multiples, or all) and click "Edit Participation"



The screenshot shows the 'Edit Participation' screen in the TN-ELAP application. At the top, there is a search bar with 'Last Name', 'First Name', 'Date of Birth', and 'State ID' fields. Below the search bar, there is a section titled 'Select by Grade Level' with buttons for '03', '06', and '12'. To the right of this section, there is a 'Global Selection' section with 'Select All' and 'Select None' buttons. Below these sections, there is a 'Results' section with a 'Reenroll Existing Attendee(s)' button. The 'Results' section contains a table with the following data:

| | | | | |
|---------|------------|---------|------------|----|
| 9749111 | Boyd | Billie | 03/05/1998 | 12 |
| 1214444 | Ketthavong | Ailani | 04/12/1999 | 12 |
| 9749113 | Knopf | Brent | 10/01/1998 | 12 |
| 2127845 | Oster | Bertrum | 08/20/1999 | 12 |
| 6159111 | Shuster | Simon | 11/01/2016 | 06 |
| 546275 | Stark | Tony | 07/18/2010 | 03 |

Below the table, there is a blue bar with the text '3 attendees selected.' At the bottom of the screen, there is a row of buttons: 'Edit Selected Attendees', 'Edit Grades', 'Add Participation For Selected Attendees', 'Edit Participation', 'Inactivate Selected Attendees', and 'Back'. A mouse cursor is pointing at the 'Edit Participation' button.

3. At first, this screen will display "No attendees found. Please use the activity selection below to show attendees." This is because we have not yet chosen our participation date or activity to edit.

Attendees

No attendees found. Please use the activity selection below to show attendees.

Participation Date

12/16/2019

Activity

Choose a Category ▾
Choose an Activity ▾

Back to Center's Attendees

4. Choose date range under “Participation Date”. Participation Date field will default to today’s date, but it is more common to choose a date in the past.

TN-ELAP Menu Administration Reports Contact

Attendees

No attendees found. Please use the activity selection below to show attendees.

Participation Date

12/02/2019

| December 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

5. Next, choose the Activity Category and Activity that you would like to edit. When the Activity dropdown selection is chosen, the page will display attendees with records for editing.

Attendees

No attendees found. Please use the activity selection below to show attendees.

Participation Date

12/02/2019

Activity

Academics ▾
Choose an Activity ▾
Choose an Activity
Language Arts/Reading

Back to Center's Attendees

6. The screen will display attendees that match the date and activity, as below. From here, you can delete participation for an attendee (using trashcan icon), update the AM/PM designation for a record (using the AM/PM button), or correct participation time (by changing the minutes participation). Make all necessary changes, and don't forget to save your work (to save, please choose the disc icon)!

The screenshot shows the TN-ELAP Attendees management interface. At the top, there is a navigation bar with 'TN-ELAP', 'Menu', 'Administration', 'Reports', and 'Contact'. On the right, it says 'Hello AdminDeldrel' and 'Log off'. The main content area is titled 'Attendees' and contains a table with columns: Name, State Id, Grade, and Time in Minutes. The table lists five attendees: Boyd, Billie; Kethavong, Ailani; Knopf, Brent; Oster, Bertrum; and Stark, Tony. Each row has a 'Time in Minutes' column with a text input field for minutes, a dropdown for AM/PM, and a trashcan icon. A red arrow points to a green disc icon at the bottom left with the text 'Click the disc icon to save your work!'. A green callout bubble points to the trashcan icon with the text 'Use trashcan icon to delete a record'. Another green callout bubble points to the AM/PM dropdown with the text 'Click to change a record from PM to AM'. Below the table is a 'Participation Date' section with a calendar icon, a date input field showing '12/02/2019', and a refresh icon. Below that is an 'Activity' section with two dropdown menus: 'Academics' and 'Language Arts/Reading'. A green callout bubble points to the 'Language Arts/Reading' dropdown with the text 'Enter the desired number of minutes for the activity'. At the bottom left, there is a blue button labeled 'Back to Center's Attendees'.

| Name | State Id | Grade | Time in Minutes |
|-------------------|----------|-------|-----------------|
| Boyd, Billie | 9749111 | 12 | 135 PM |
| Kethavong, Ailani | 1214444 | 12 | 136 PM |
| Knopf, Brent | 9749113 | 12 | 137 PM |
| Oster, Bertrum | 2127845 | 12 | 138 PM |
| Shuster, Simon | 6159111 | 06 | 139 PM |
| Stark, Tony | 546275 | 03 | 140 PM |

7. That's it! Choose "Back to Center's Attendees" to return to the Attendees Screen.

If you are having trouble with this, or any other feature, please let us know by contacting SWORPSHelpDesk@utk.edu. We're happy to help!

Thank you!