TN-ELAP User Guide: *New Feature* Participation Editor *(updated 12/16/2019)*
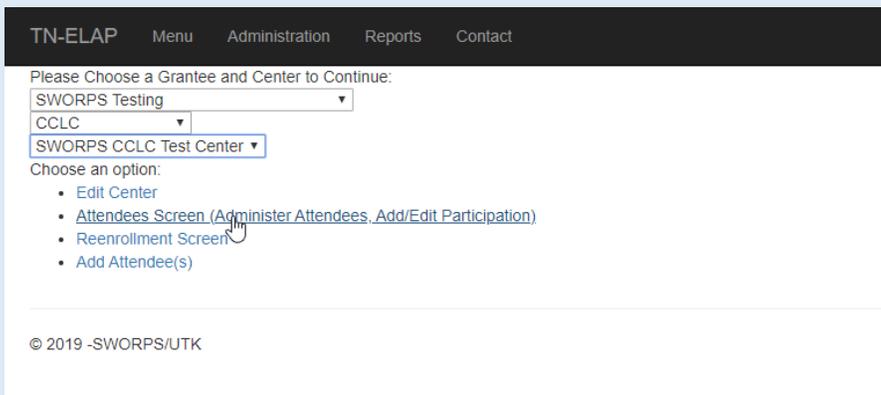
Previously, participation was edited by overwriting participation with zero (to remove participation) or with a corrected number of minutes (to edit participation). In the new method, users can do the following, all from one screen:

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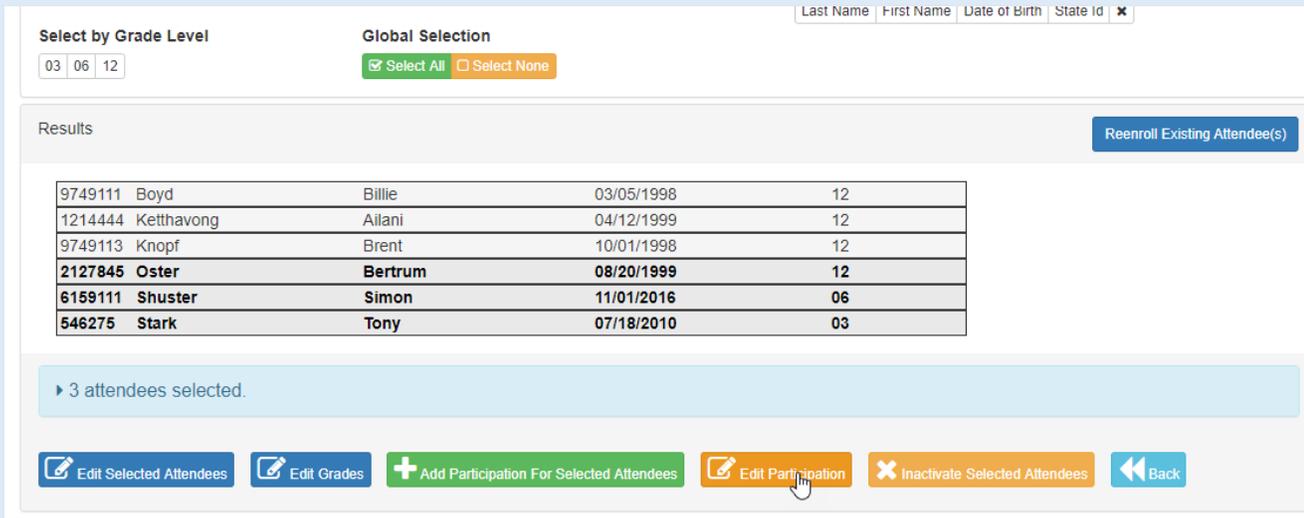
First time using the new Participation Editor feature? **We'd recommend refreshing your browser first.** For most browsers, clicking the Ctrl and F5 keys simultaneously will refresh your browser and make sure you have the most current version of the application page.

1. Choose "Attendees Screen"

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

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.

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.

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.

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)!

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!