

# TN-ELAP User Manual

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## Getting Started

### Creating Account

To register for an account, visit TN-ELAP.org, choose the Register and Log In tab [1], click the **Register for TN-ELAP Account** button [2], and enter the required information.

The email address you enter will be used to reset your password if you ever forget or if you are ever locked out of the system. It will also be used to send system messages. If possible use your business e-mail address.

Your password must include at least one capital letter, one number and one special character. A special character is a character that is neither a letter nor a number (e.g., !, ?, \*).

Select the Grantee and Grant type associated with the Centers for which you would like to register. Once you select the Grantee, its associated Centers should appear with checkboxes. You may select one or multiple as your role requires. If you are unsure of which centers to register for, ask your grantee director.

Once you have completed the registration form, you will be redirected to the log in page. You may also need to contact [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu) to activate your account.

### Logging In

If you have already registered for an account, click the **Log in to TN-ELAP Live Site** button under the Register and Log In tab, or visit [elap.sworps.tennessee.edu](http://elap.sworps.tennessee.edu). Enter the username and password that you used to register your account. If you have forgotten your password, click the link below the log in form. If this is your first time logging in, you will be presented with the user agreement. Please read the agreement and accept to continue.

### Choosing Grantee and Center

To get started using the site, select the Grantee, grant type, and Center that you used to register your account. Once selected, the options you have permission to access will be listed as clickable links.

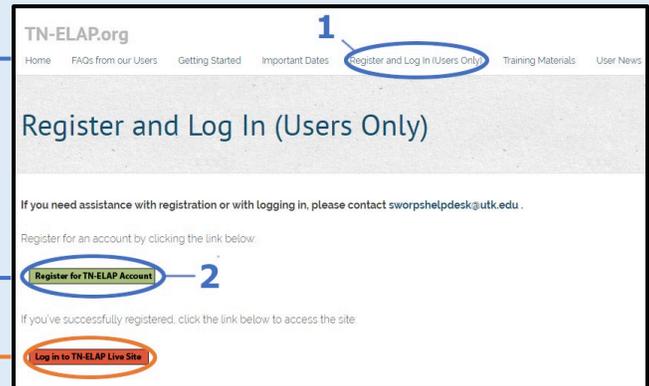


Figure 1. Register and Log In tab on TN-ELAP.org

Figure 2. Registration form

Figure 3. Log in form

Figure 4. ELAP main menu

## Attendees Screen

### View Mode

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

### Search, Sort, and Select Attendees

Search for attendees using the search box [1], and filter results using the buttons beneath it: last name, first name, date of birth and state ID. To clear selected filters, 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 [2]. Attendees can be selected individually from the list in the Results pane, or by selecting one or more grade levels in the Filters pane [3].

Use the Global Selection tool to select or deselect all attendees [4]. Once selected, a count of attendees will be displayed in the blue box below the Results pane [5]. Having selected all attendees, each grade level can be individually deselected using the grade level filter. To select or deselect several specific attendees, hold down Ctrl and click the attendees you wish to select or deselect.

### Edit Attendee Information

To add or change information about attendees, select the attendees you would like to edit and click the **Edit Selected Attendees** button [1]. Make any necessary changes and click the **Save** button.

To return to the Attendees Screen, click the **Cancel/Return** button. If you would like to undo all changes that have been made and continue editing attendee information, click the **Reset All** button before saving [2]. To undo the changes made to a single attendee, click the red **Reset** button to the far right of that attendee’s row [3]. If you would like to cancel all changes you have made and return to the Attendees Screen, click the **Cancel/Return** button.

At the beginning of the school year, the attendees can all be promoted up one grade level using the red plus sign at the bottom of the page [4].

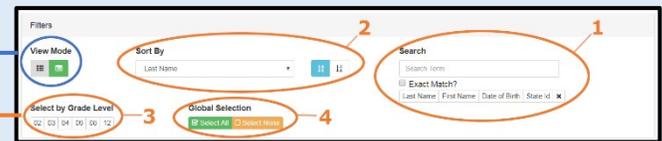


Figure 5. View mode, search, select and sort attendees

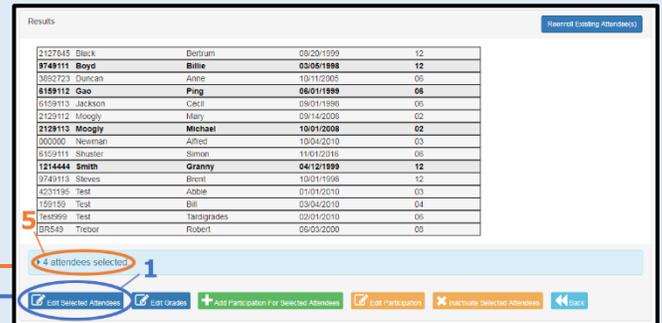


Figure 6. Attendees Screen with buttons providing various functions



Figure 7. Edit attendees screen

## Add Participation

To enter participation information for one or more attendees, select the attendees from the Attendees Screen and click the **Add Participation For Selected Attendees** button [1].

The Errors Found message will display until a participation date, category, and activity are selected. First, select one of the four categories: Academics, Enrichment, Character Education, or College and Career Readiness. Then select the activity for which you're recording attendee participation.

Enter the time spent on the activity in hours and minutes. If the activity or class was in the morning, click the **AM / Morning Class** button so that it turns green [2].

Once all the required fields are filled out, the error message will disappear, and you may click the **Ok** button to save the participation. To return to the Attendees Screen, click the **Back to Center's Attendees** button [3].

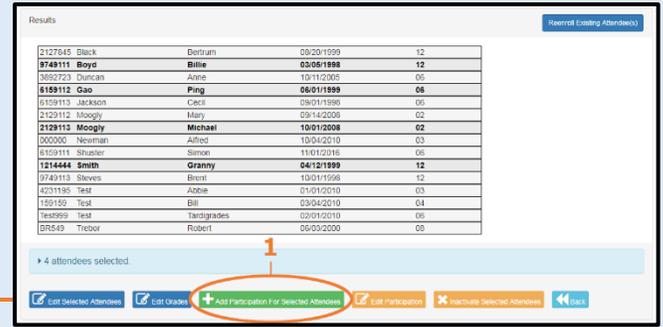


Figure 8. Attendees Screen with button for adding participation

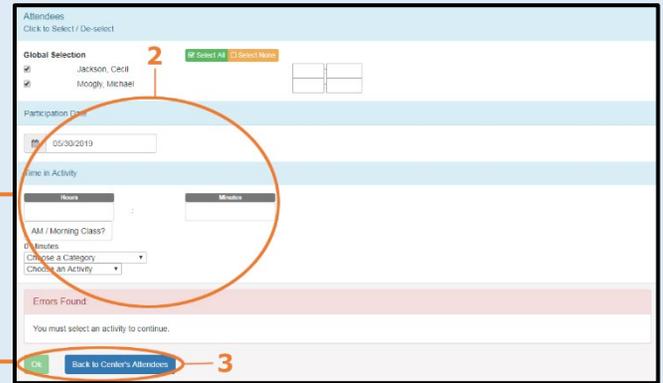


Figure 9. Adding participation for attendees

Academics	Enrichment	Character Education	College and Career Readiness
STEM	Entrepreneurship	Drug Prevention Services	College and Career Readiness
Math	Arts and Music	Counseling Services	
Language Arts/Reading	Physical Activity	Violence Prevention	
Tutoring	Community/Service Learning	Truancy Prevention	
Homework Help	Mentoring	Youth Leadership	
	Healthy Snack/Meal		

## Edit Participation

Once participation in an activity has been added to an attendee's record, the participation entry can still be edited or deleted using the participation editor. Navigate to the Attendees Screen, and click the **Edit Participation** button [1]. View the participation entries you would like to edit by selecting the Participation Date, Category and Activity.

Once the participation entries are displayed, change the number of minutes spent on the activity by entering the new number in the **Time in Minutes** box for the attendee. Click the **AM** or **PM** button to switch between morning and afternoon [2]. Save any changes you have made by clicking the green save button below the attendees' names. To delete an entry, click the red trash can button. To return to the Attendees Screen, click the **Back to Center's Attendees** button.

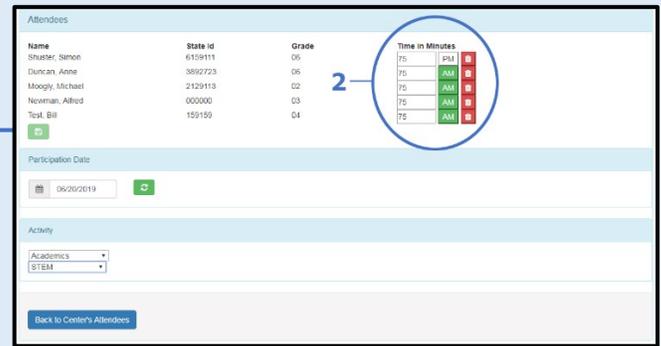


Figure 10. Participation editor

## Inactivate Attendee

If any attendee is known to have stopped attending a center, they can be inactivated from the Attendee Screen. To inactivate one or more attendees, select them from the Attendees Screen and click the **Inactivate Selected Attendees** button. Inactivated attendees can be reenrolled from the Reenrollment Screen (see Figure 16).

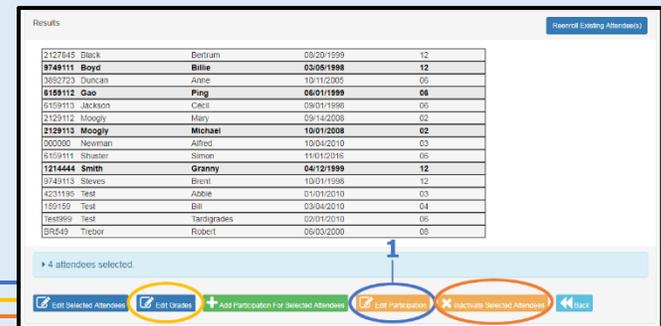


Figure 11. Attendees Screen

## Edit Grades

To add attendee grade information, 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 (LA) 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.

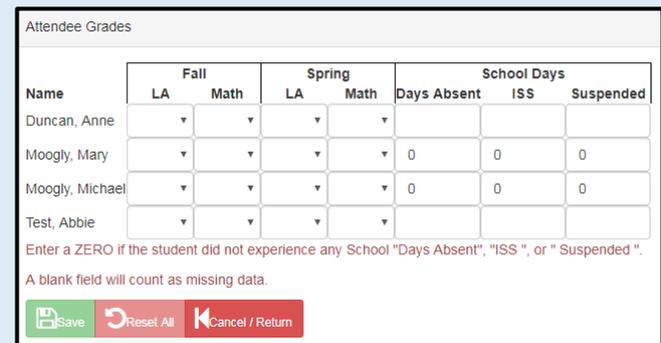


Figure 12. Grade editor

## Groups

The Groups feature enables you to select attendees based on specific focus areas. This allows you to edit participation for frequently-grouped attendees and name your custom groupings however you prefer.

For example, you're working with 6<sup>th</sup> Grade, English Language Learners on their reading skills, so you create and name a group "ELL Readers - 6." Now you can quickly select those students and add their participation in the Language Arts/Reading activity.

### *Create Groups*

To create a new group, first select names from the list on the Attendees Screen (see Figure 6). Scroll down to the **Groups** section, and name your new group in the **New Group Name** text box on the right. If you want to share this group of students with other TN-ELAP users, leave the checkbox "visible only to me" unchecked. To make the group just for your use, check the "visible only to me" box. Finally, save your new group by clicking the **Create Group** button.

### *Edit Groups*

To add or remove attendees from an existing group, select the group from the dropdown menu on the left side of the Groups section. Click the **Select Group Members** button to select all attendees currently in the group.

To add members to a group, select attendees from the global list and click the Update Group Members button. To remove members, deselect them from the global list and click the Update Group Members button. To delete a group entirely, select the group from the same dropdown menu and click the Delete Group button.



Figure 13. Creating and updating groups

## Reports

To download a report detailing participation that has been entered, click the **Reporting** link to expand the section. To run the report for all Attendees, make sure you do not have any Attendees selected in the list above. If you would like to run a report for specific Attendees, select them from the list (see Figure 6). Choose the type of report you would like to download and select your preferred file format (Excel or PDF). Enter the school year, date, or date range you would like to include, and click the **Get Report** button. Certain reports also allow you to choose between displaying participation in hours or minutes, as well as whether to include details about participation by date.



Figure 15. Downloading participation reports

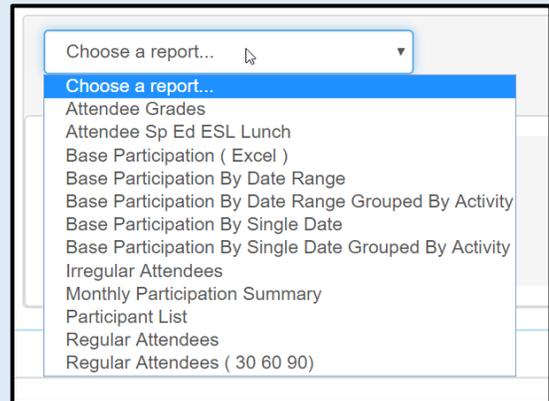


Figure 14. Types of reports

## Reenrollment Screen

### Navigating to the Screen

To reenroll an inactivated attendee, visit the Reenrollment Screen by clicking the **Reenroll Existing Attendee(s)** button on the Attendees Screen (see Figure 11) or by following the **Reenrollment Screen** link on the ELAP main menu (see Figure 4).

### Sort and Select Attendees

Search for the attendees who need to be reenrolled by student ID, first name, last name or date of birth [1]. The results can then be sorted, ascending or descending, by name, DOB, state ID or grade level [2].

### Enroll Attendees

Once the attendees who need to be enrolled appear in the search results, select them using the check box to the left of their names, and click the **Enroll** button. If you receive the message “Attendee already enrolled,” return to the Attendee Screen and they should be listed in the Results pane.

## Add Attendees

### Submitting Attendees

To add and enroll a new attendee, visit the Add Attendees screen by following the link in the ELAP main menu (see Figure 4). Enter all the information in the form and click **Submit/Add Another** to enroll the attendee and add another or **Submit/Return** to enroll the attendee and return to the Attendees Screen.

## Grantee-level and Program Administrator Functions

### Edit Center

If you are a Grantee-level or Program Administrator, the centers which you administer can be edited. Select the center which you would like to edit in the ELAP main menu (see Figure 4), then follow the **Edit Center** link. All fields can be edited including Grant Type, Cohort Year, Center Type, Center Name and all contact info fields. The school’s NCES ID should be 12 digits, with the first 7 digits corresponding to the district ID. The Private Notes field can be used to store information about preferred contact method, parking information etc. Once the necessary changes have been made, click the **Save Changes** button.

Figure 16. Reenrollment Screen

Figure 17. Add attendees screen

Figure 18. Edit center screen

## Administrator Functions

### Edit or Delete Users

To edit or delete a user, click the **User** link in the Administration menu. If the Administration menu is not visible, it means you do not have permission to edit or delete users. In the list of users, click the **Edit** link for the user you would like to edit. You may then change the user's email address, password, and roles. To prevent a user from being able to log in, uncheck the box in the Approved column. For all active users, the Approved box should be checked. To delete the user, click the **Delete** link.

### Add Grantee

To add a grantee, click the **Add Grantee** link in the Administration menu (see Figure 16). If the Administration menu is not visible, it means you do not have permission add Grantees. Enter information for all four fields and choose whether the grantee is currently active.

### Add Center

To add a center, click the **Add Center** link in the Administration menu (see Figure 16). If the Administration menu is not visible, it means you do not have permission to add Centers. Enter information for all required fields and choose whether the center is currently active. You will be unable to click **Save Changes** until all required fields are filled. When all required fields are filled, click **Save Changes**.

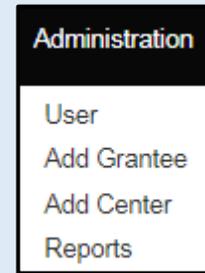


Figure 19.  
Administration  
menu



Figure 20. User options

 A form titled "Add Grantee" with a blue header. The form contains the following fields:
 

- Name:** A text input field.
- Source:** A dropdown menu with "Choose Source" and a downward arrow.
- Contact Name:** A text input field.
- Contact Email:** A text input field.
- Active**

 At the bottom of the form is a green button labeled "Save Changes".

Figure 21. Add grantee screen

## Frequently Asked Questions

Our help desk keeps track of the questions that our users ask. Email us at [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu) if you have any questions of your own, or need more information the questions listed here.

### Getting Started

#### *What is TN-ELAP.org?*

TN-ELAP.org is the online portal to the new attendee database, formerly known as “the SWORPS.” Two previous web applications ([21stcccl.sworps.tennessee.edu](http://21stcccl.sworps.tennessee.edu) and [leaps.sworps.tennessee.edu](http://leaps.sworps.tennessee.edu)) were combined, and now the new application has a single login for both.

#### *What can I do at TN-ELAP.org?*

Users can access system news, training resources, register for the data entry application, and login to the main data entry application itself.

#### *How do I get an account for the data entry application?*

Go to the tab marked “Registration” and you will be instructed on how to register for an account. Only approved personnel may have access to enter data. Please see your grantee director for permission to have an account.

#### *How will I register for the site?*

Instructions for registration are found on the registration tab of TN-ELAP.org.

#### *Is there onsite training available?*

Contact the help desk at [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu) and we can help find a training near you.

#### *I have my registration information. I'd like to get started on my own. Where do I find training materials?*

Training materials can be found on the “Training Materials” tab on TN-ELAP.org. We will continue to add training materials, so check here frequently!

#### *What should I do first?*

Check to make sure your grantee and center information are correct. Then, check your attendees to make sure your list is accurate. If there are attendees on the list that no longer attend, inactivate them. Check their grade levels, and if you need to help adding or re-enrolling attendees, please let us know!

#### *What if I have questions or need help? Want pointers on data entry? Have questions about a report? Need clarification on a feature?*

Email [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu) and we'll be happy to assist.

### Activities

#### *How do I log a field trip in ELAP?*

There is no unique ELAP Activity category for Field Trips. Time spent at the Field Trip location should be logged as time participating in whatever allowable activity listed in ELAP that fits best the student's experience. Time spent transporting the students to and from the field trip should NOT be logged.

Example:

- Students are bussed from the ELP to an Art Museum. The entire field trip lasts 3 hours. The bus ride is 30 minutes each way. The students spend 2 hours in the museum: 1 hour looking at the art, 30 minutes helping prepare space on the museum grounds for an upcoming installation, and 30 minutes in a presentation about careers in the arts.
- Each student would receive 60 minutes of Enrichment: Arts & Music, 30 minutes of Enrichment: Community/Service Learning, and 30 minutes of College and Career Readiness: College and Career Readiness.
- The 60 minutes of transportation to and from the museum would not be logged.

*I hear activities are changing. I have entered activities under the old structure. What will happen to those activities?*

No activities or participation will be deleted. Previously entered activity/participation for 2018-2019 school year will be mapped to the new activities based on input from TDOE.

## Attendees

*I see duplicate entries on my attendees list. How do I remove duplicate attendee entries?*

Often, there are multiple open enrollments for the same child. If there are no overlapping dates in participation, the earlier enrollment can be terminated prior to the new enrollment date. If the participation is mixed up between the two enrollments, you will need to contact the Help Desk (sworpshelpdesk@utk.edu). In this situation, some participation will likely need to be re-entered.

*Where do I find the State ID for a student?*

These are 9-digit IDs issued by the State of Tennessee but are found in your local school system's student management system (e.g. Skyward, Star Student). We do not have access to these systems.

*The state ID I am trying to enter is already in place in another student record. What do I do?*

Send the old ID and the new ID (we do not need the student name) to sworpshelpdesk@utk.edu. We will help correct the data.

## Centers

*I do not see the center I need. How do I fix this?*

Email sworpshelpdesk@utk.edu and we can make sure that you have access to that center. If the center is not entered, and we do not have information for it, we may need additional information so that we can check with the grantor (TDOE).

*My center is listed as LEAPS grantee when it is a 21st CCLC grantee (or vice versa). What do I do?*

Email sworpshelpdesk@utk.edu and we will check the information we have been given. We may need to check with the grantor as well.

## Parent Survey

*Do parents that have more than one child in the program need to fill out multiple surveys?*

Only one survey should be completed by each family unit regardless of how many children in the family unit attend the program. A question has been added for parents and guardians to report how many children attend the program. This information will be used to calculate response rates on reports distributed in the fall.

## Participation

*I've entered participation on the wrong date. How do I fix this?*

Navigate to the Attendees Screen and click the Edit Participation button. View the participation entries you would like to fix by selecting the Participation Date, Category and Activity. To change the date of the participation entry, you will need to delete the entry first by clicking the red trash can button next to the entry. Next, return to the Attendees Screen, select the attendees who participated, click the Add Participation for Selected Attendees button and add the participation for the correct date.

*Why can't I enter a zero in the the participation field?*

The new participation editor has a delete function which will remove the participation in a more reliable manner than entering zeros. Please use the new "Edit Participation" feature when editing participation. See page 4 of this manual for more information.

### *How can I look up a single student's participation?*

Currently you can look at the base participation report by a single date or by a range of dates. All the students will come up on the report, but the students are listed alphabetically. A single attendee participation report is planned for a future release.

## Reporting

### *How can I see reports for previous year's data?*

Select the grantee and center, navigate to the Attendees Screen, then choose the type of report you would like to download and select your preferred file format (Excel or PDF). Enter the school year, date, or date range you would like to include, and click the Get Report button.

### *Why are students showing up twice on my 30/60/90 day report?*

The reasons vary. Often it is because there are duplicate enrollments and overlapping dates. It is best to contact the Help Desk ([sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu)) before attempting to fix the problem alone.

### *What are the differences in the Participation reports and Regular Attendee reports?*

Participation reports count all participation, for regular attendees as well as other attendees. Regular Attendee reports require an average of at least an hour participation for 30 days to be counted as a regular attendee.

## Staff Access and Logins

### *I have staff members that need access to TN-ELAP. How do they get access?*

Staff can register themselves. They will need to go first to the TN-ELAP.org website ([here](http://tn-elap.org)) and go to the registration section. They will need to choose a user name (if they already had an account in the previous system, they can use the same user name if someone else is not using it). They will need to choose a password that includes at least one capital letter, at least one number, and at least one symbol. They will need to notify the Help Desk for approval. While their account is being approved, we recommend that they review the training materials on TN-ELAP.org.

### *I have a log in from last year, but I cannot log in this year. What should I do?*

All user accounts need re-approval for data entry for the new year. You do not need to create a new login. Email [sworpshelpdesk@utk.edu](mailto:sworpshelpdesk@utk.edu) and let the help desk know that your account needs to be re-approved.

## State of TN Student Data Systems

### *Is there a way to connect ELAP directly to my school system's student data management system (e.g. Skyward)?*

Not at this time. The State of Tennessee has many student information systems across many different school districts, including Skyward, Star Student and many others. Each of these systems has different requirements. We would need to have technology Memoranda of Understanding (MOUs) with over 200 grantees, TDOE, and UT.