



TN-ELAP

Overview & Best Practices for New & Returning Users



Program Year 2023 - 2024



Greetings!



Jamie Cyphers

#TeamELAP

Learning Consultant

Help Desk Support

Northeast TN Native

Mother of 2 Public School Grads

Instructional Designer & Educator

ETSU & UTK Alum



GO VOLS!



Fall Training Schedule

Training	DOE Office Hour
TA-1: ELAP Overview & Best Practices for New & Returning Users	August 3 rd , 2023
TA-2: Introduction to Local Evaluation	September
TA-3: Enrolling & Reenrolling Attendees (online)	September
TA-4: Entering Previous Year's APR Data: State Assessments	September
TA-5: Interpreting your own PI reports	September
TA-6: Entering Previous Year's APR Data: GPA & Early Literacy Screener	October

Agenda

ELAP Overview

Getting Started

- Certifying Grantee Sites
- New & Returning User Accounts
- Communicating FERPA Data

Self Service Learning

Best Practices

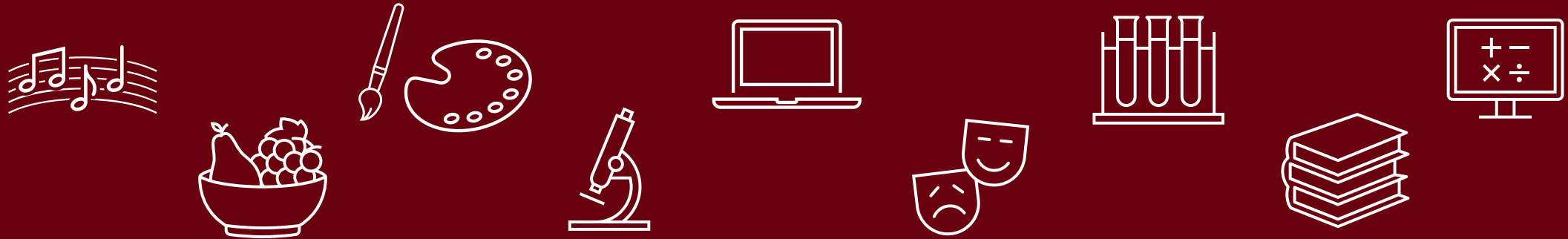
- Opening Sites for the New PY
- Required Enrollment Data
- Enrolling/Reenrolling Participants

ELAP Updates

- New Database Features
- New Website Features



ELAP Overview: Getting Started



Getting Started in ELAP

- **PDs:** Has your site been certified?
- Do you have an ELAP user account? Is it active?
- Have you reviewed updates and new content provided in the **ELAP Resource Center**?
- Are you familiar with ELAP best practices for your role?

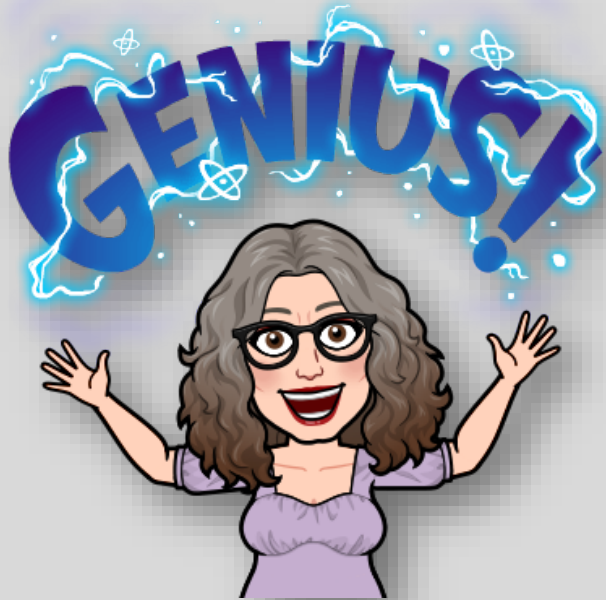
THINKING...



Certifying your ELAP Grant/Sites

Project Directors

- Site Certification can only be completed by the TDOE approved Grant Project Director.
- All Project Directors will need to register for an ELAP account
- Site Certification is only done for existing grantees and sites.
 - Prior TDOE approval is required to open new sites or close an existing site
- Site Certification should be completed before or by September 1st
- **Contact the Help Desk for assistance**



Certifying your ELAP Grant/Sites

TN-ELAP (Beta Site) [Menu](#) [Contact](#) [Log in](#)

Log in


Use credentials to log in to ELAP

User

Password

Remember me?

[Forgot your password?](#)



TN-ELAP (Beta Site) Maintenance Hours




In order to keep this site up-to-date and bug-free, we want to alert you that the following hours may be used to perform maintenance:

6-8 AM EST/EDT Monday - Friday

The site may be unresponsive during maintenance hours for short periods while we make modifications to the web application and database, and/or perform other maintenance tasks.

Thank you for understanding.

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New & Returning User Accounts

Project Directors

- Determine who needs access to the ELAP system and what sites those users should have access to.
- Contact Help Desk with request for approval and activation of new user(s) account and provide Help Desk with the following new user account information: ***Full name, Username, User email address, Grantee, and Site(s).***

To get a head start on **returning user account activation, provide the Help Desk with a spreadsheet that includes all the information listed above!*



New & Returning User Accounts

New Users

- Complete **New User Account Form** at <https://elap.sworps.tennessee.edu/account/register>.
- Notify their Program/Grantee Director & provide their **new username** and **user email**.
- Wait for activation email to arrive!

Returning Users

- Provide their Program/Grantee Director with their **ELAP username** and **user email**.
 - **NOT THEIR PASSWORD!**
- Wait for activation email to arrive!



Communicating FERPA Data



SWORPS and TDOE take data protection seriously. One of the ways we protect ELAP data is by using UTK's encrypted email service, **The Vault**.

If you need to provide the Help Desk with **FERPA** data, make sure to follow the instructions provided* to register for an account and to send data securely.

Communicating FERPA Data

1. Go to the Vault website: <https://vault.utk.edu/>
2. Choose "**Register and Log in with Email**"
3. Enter the email address you would like to use and choose **Register**.
4. You will **receive an email with a link to activate** your Vault account (**check your spam*)
5. Create a password for Vault by entering and verifying the new password. Choose **Set Password**. You will then be prompted to log into Vault.



Creating a Vault Account

New External Users

You must first register an email address.

[Register an Email Address](#)

Existing External User Log In

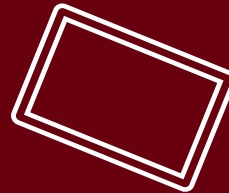
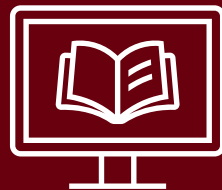
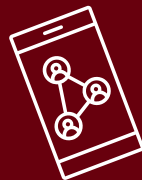
Email Address:

Password:

[Log In](#)

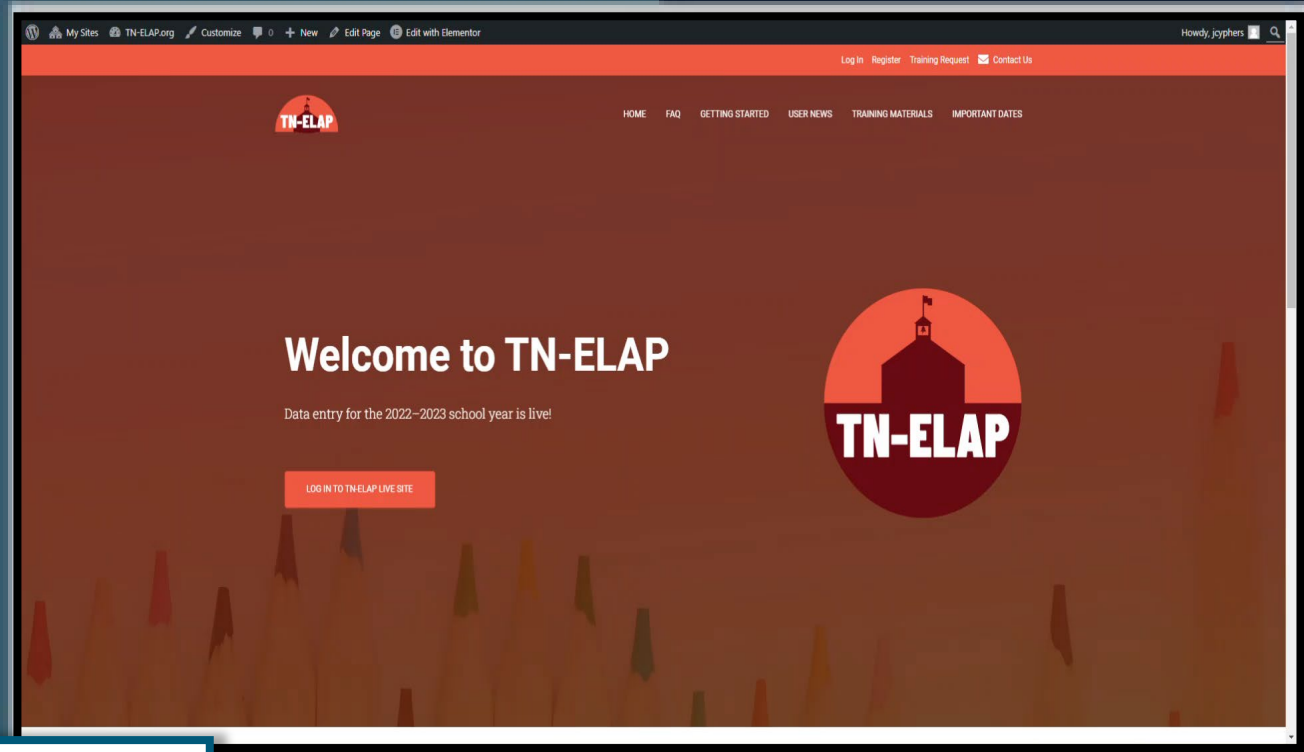
Self Service Learning

Online Resources | Help Desk



TN-ELAP.org: Homepage

- ▶ Register for a User Account
- ▶ Log into ELAP
- ▶ Shortcuts to all resources



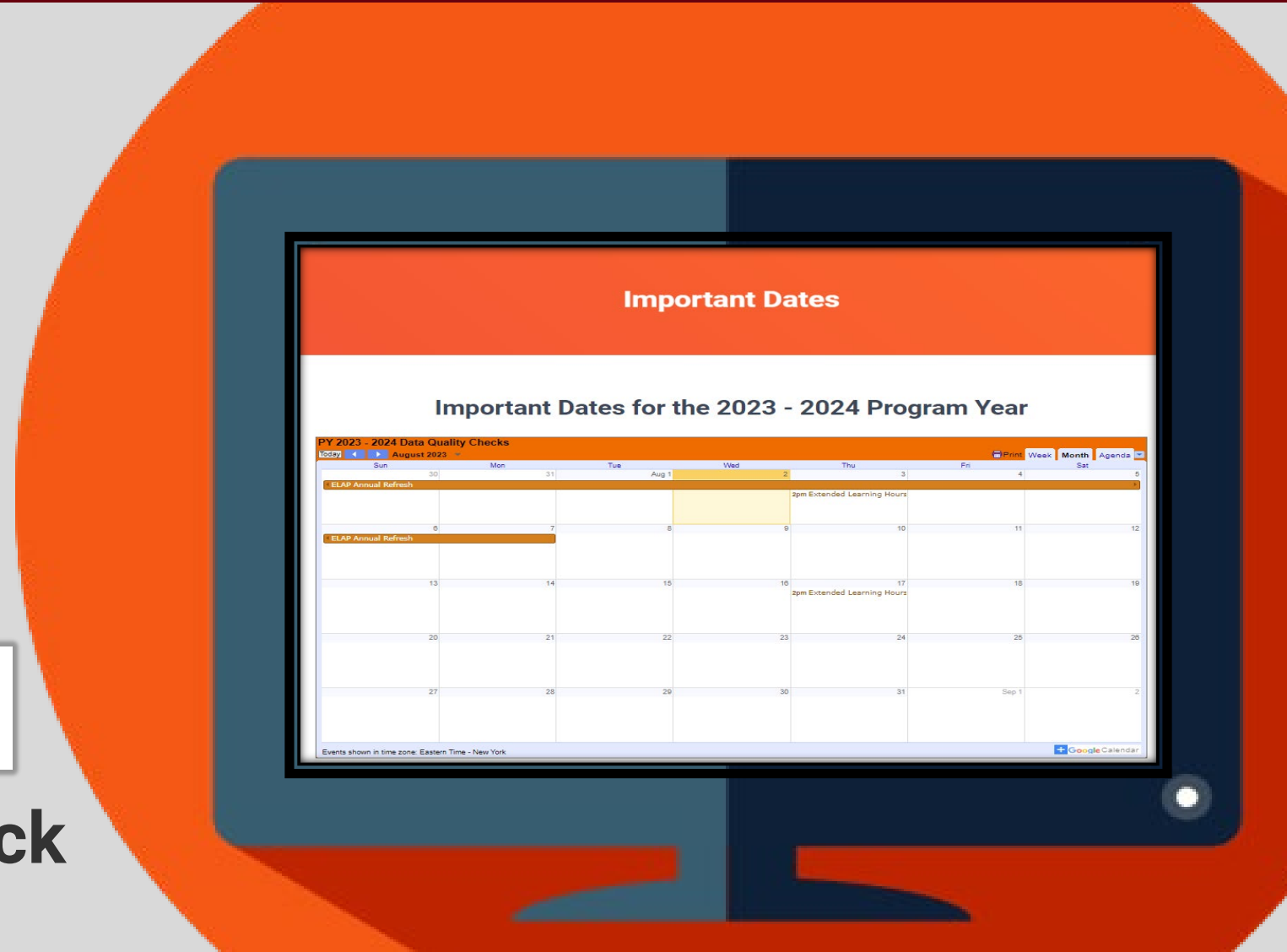
TN-ELAP.org

FAQ

Q & A topics discussed in trainings as well as the most frequently asked questions from the Help Desk

Important Dates Calendar

2023-24 data quality check timeline



Resource Center

► Guides, Templates, & Demos

One-pagers, data collection templates, & short videos covering important topics for data entry

► Important Dates Calendar

Printable version for your corkboard 😊

► Coming Soon: Video Playlists

Short tutorials demonstrating all the basics in the User Manual as well as training topics covered during Extended Learning

IMPORTANT DATES



September

9/29/23 (Last Friday in September) **Data Quality Check:** Previous Year State Assessment Scores Entered

October

10/20/23 (3rd Friday in October) **Data Quality Check:** Previous Year GPA Entered

November

11/10/23 (2nd Friday in November) **Data Quality Check:** State Issued Student ID, FRPL, SpEd, ELL Entered

December

12/8/23 (2nd Friday in December) **Data Quality Check:** Previous Year School Absences & ISS Entered

January

1/12/24 (2nd Friday in January) **Data Quality Check:** Previous Year State Assessment Scores Entered

1/26/24 (4th Friday in January) **Data Quality Check:** Teacher Email Addresses Entered

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2nd Week of March = Teacher Survey Opens

3/15/24 (3rd Friday of March) **Data Quality Check:** State Issued Student ID, FRPL, SpEd, ELL Entered

Last week of March = Student Survey Opens

April

4/5/24 (1st Friday in April) **Data Quality Check:** Previous Year School Absences & ISS Entered

May

5/31/24 = All surveys close

June

6/21/24 (3rd Friday in June) **Data Quality Check:** Current Year GPA, School Absences, & ISS Entered

6/30/24 **Data Quality Check:** Current Year State Assessments Entered

6/30/24 **Data Quality Check:** Current Year Participation Entered

sworpshelpdesk@utk.edu

TN-ELAP Menu Contact

Contact

Contact SWORPS ELAP Administrators

Contact Us with Any Issues or Concerns

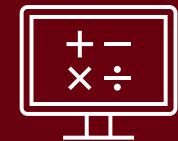
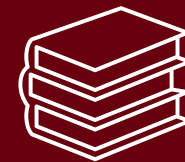
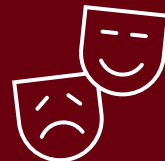
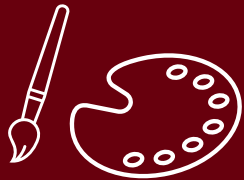
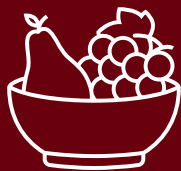
ELAP Administrators: :sworpshelpdesk@utk.edu

Helpful Resources

Database-related news and training resources (<http://tn-elap.org>)

Logged into ELAP?
Find quick support
links on the **Contact**
Page!

ELAP Best Practices



Opening Sites for the New PY

- ELAP opens for data entry for Program Year 2023 – 2024 on or around August 7th
- Data collection begins on Day 1!
- Have all resources at your disposal
- **Project Directors:** Submit all user account information to the ELAP Help Desk for approval and activation.



Required Enrollment Data

State Id <input type="text"/>		Date of Birth <input type="text"/>	
Last Name <input type="text"/>	First Name <input type="text"/>	Middle Name <input type="text"/>	
Ethnicity <input type="text" value="Select Ethnicity"/>	Grade Level <input type="text" value="Select Grade"/>	Graduation Year <input type="text" value="Graduation Year"/>	Gender <input type="text" value="Select Gender"/>
Teacher Email <input type="text"/>	English as Second Language <input type="text"/>	Previous Days Absent <input type="text"/>	
	Free/Reduced Price Lunch <input type="text"/>	GPA <input type="text" value="GPA 0.0 - 4.0"/>	
	Special Ed <input type="text"/>	State Assessment English Language <input type="text"/>	
		State Assessment Math <input type="text"/>	

Resources for Required Enrollment Data

- Your Sites' Student Enrollment Forms
- Reports from PY22-23
- Data Collection Matrix
- Enrollment Data Collection Spreadsheet
- Enrollment Checklist

~~PROBLEM~~
SOLVED



When to Enroll Participants

Only enroll participants who have recorded time in your site!

- Do not **enroll** students who haven't attended
- Do not **unenroll** students who have attended

Enrolling New Participants

TN-ELAP (Beta Site) Menu Administration Reports Contact Resources Hello jcypherst Log off

Please Choose a Grantee and Center to Continue:

SWORPS Testing

Filter by grant type




Cartoon Institute of Antarctica

Choose an option:

- Edit Grantee
- Edit Center
- Attendees Screen (Administer Attendees, Add/Edit Participation)
- Reenrollment Screen
- Add Attendee(s)
- Center Reports
- Grantee Reports
- ELAP Admin Reports
- Teacher Survey Reports

- Grantee List
- Grantee Centers

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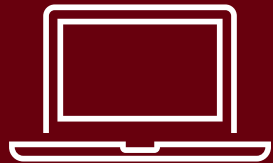
Reenrolling Returning Participants

The screenshot shows a web browser window with the URL `https://elap.sworps.tennessee.edu/#/`. The browser's address bar includes navigation icons, a lock icon, the URL, a 90% zoom level, a star icon, and notification icons. The website's navigation bar is dark and contains the following items from left to right: **TN-ELAP**, **Menu** (with a mouse cursor hovering over it), **Administration**, **Reports**, **Contact**, and **Resources**. On the right side of the navigation bar, it says **Hello awintker!** and **Log off**. The main content area is white and contains the following elements:

- © 2021 -SWORPS/UTK
- Logos for **TN-ELAP USER NEWS**, **TN Department of Education**, and **THE UNIVERSITY OF TENNESSEE** (with the text "COLLEGE, MEDICAL, VETERINARY, GRADUATE & PROFESSIONAL SCHOOLS" below it).

The browser's status bar at the bottom left shows the URL `https://elap.sworps.tennessee.edu/#/`.

ELAP Updates



New Features in the ELAP Database

- Site Certification
- Replaced **Supplemental Time** with **Summer Camp**
- Report #101 - **All Activities** changed to **APR Activities**
- Report #100 – Added **Score Unavailable** to Days Absent, ISS, & GPA Performance fields
- Grantee Level Reports can now access **ALL SITES**



Participation Time & Activity Changes

The screenshot displays the TN-ELAP (Beta Site) interface for the 'Cartoon Institute of Antarctica'. The top navigation bar includes 'Menu', 'Administration', 'Reports', 'Contact', and 'Resources'. The user is logged in as 'Hello joyphers!' and can 'Log off'.

Filters:

- View Mode:** Grid view selected.
- Sort By:** Last Name.
- Search:** Search Term field, 'Exact Match?' checkbox, and filters for Last Name, First Name, Date of Birth, and State Id.
- Select by Grade Level:** 01 | 07 | 08.
- Global Selection:** Select All (checked) and Select None.

Results: A table with 5 columns and 3 rows of data. A 'Reenroll Existing Attendee(s)' button is present.

6125479	Bodine	Jethro	10/22/2010	07
TN	Rudiment	Barnstormer	07/18/2017	01
123589	Smith	Jolene	08/07/2010	06

No Attendees Selected. Action buttons include: Edit Selected Attendee, Performance, Add Participation For Selected Attendees, Edit Participation, Inactivate Selected Attendee, and Back.

Groups: Choose a Group dropdown, Select Group Members, Update Group Members, Hide Group, New Group Name field, Make this group visible only to me checkbox, and Create Group(0 Attendees) button.

Reporting: A dropdown arrow is visible.

- Replaced Supplemental Time with Summer Camp
- Changed ALL activities to APR activities

Report Changes

Report #101 - All Activities changed to APR Activities

Activity Category	Activity	Date	Program Time	Minutes
Healthy and Active Lifestyle	Healthy Living Health Education	8/1/2023	Summer	70
Attendee Total Minutes:				70
Attendee Name: Rudiment, Barns former Quatloo TN DOB: 7/18/2017 Grade: 01				
Activity Category	Activity	Date	Program Time	Minutes
Healthy and Active Lifestyle	Healthy Living Health Education	8/1/2023	Summer	70
Attendee Total Minutes:				70
Attendee Name: Smith, Jolene Michelle 123589 DOB: 8/7/2010 Grade: 08				
Activity Category	Activity	Date	Program Time	Minutes
Healthy and Active Lifestyle	Healthy Living Health Education	8/1/2023	Summer	70
Attendee Total Minutes:				70
Report Total Minutes:				210

8/3/2023 1:11:43 PM BETA jcyphers

Grantee Level Reports can now access ALL SITES

SchoolYear clear selection

2024 2023-07-01 -- 2024-06-30

2023 2022-07-01 -- 2023-06-30

2022 2021-07-01 -- 2022-06-30

2021 2020-06-01 -- 2021-05-31

2020 2019-06-01 -- 2020-05-31

2019 2018-06-01 -- 2019-05-31

2018 2017-06-01 -- 2018-05-31

2017 2016-06-01 -- 2017-05-31

granttype clear selection

All Grant Types

CCLC

LEAPS

centerId clear selection

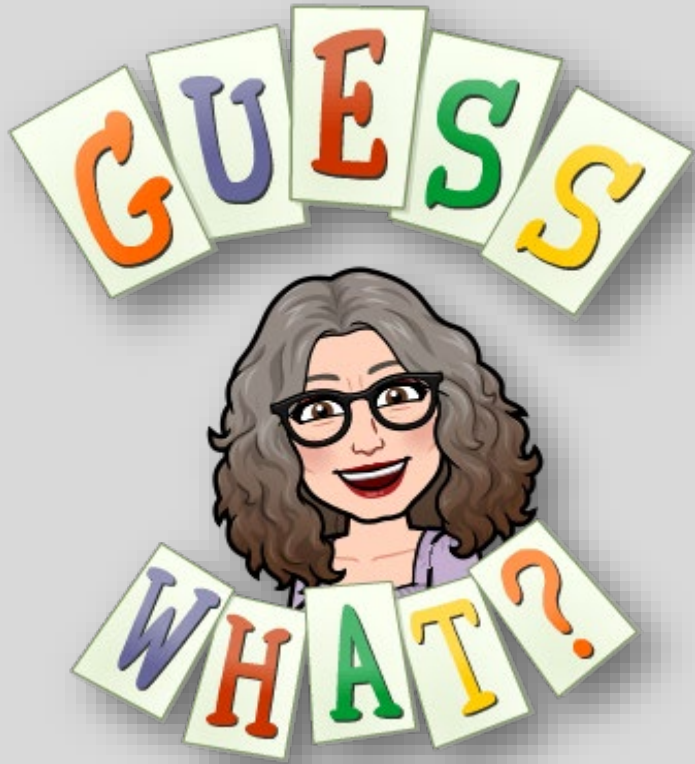
Please input a valid value.

All Centers

Cartoon Institute of Antarctica

McCutcheon Academy For Wayward Children

New Features on the ELAP Website



- User News
- Important Dates
- New Resource Center
- Searchable FAQ (*in progress*)
- Getting Started (*coming soon*)

User News

Log In Register Training Request Contact Us

HOME GETTING STARTED USER NEWS IMPORTANT DATES RESOURCE CENTER FAQ

User News

DATA ENTRY

TN-ELAP
Technical Assistance Video
Summer Showcase
Program Year 2023 - 2024

ELAP Annual Refresh and Preparing for the New Program Year

As a reminder, the ELAP database is closed until August 7th. User accounts cannot be updated and data for the 2023 – 2024 program year cannot be entered. Despite this, you can still get a jumpstart on preparing for the new year.

[READ MORE »](#)

July 28, 2023

DATA ENTRY

Assessment Wording Change

Pearson	ELAP
• Below Expectations	• Below
• Approaching Expectations	• Approaching
• Met Expectations	• On Track
• Exceeded Expectations	• Mastered

This Just In: TN Ready Scores are Out!

Due to the release of TN Ready State Assessment Scores, the data entry deadline to enter the 2022-23 SA scores for current students has been extended to FRIDAY JULY 14. The Annual Refresh will still occur beginning July 17th! If you need assistance or have questions, please reach out to the ELAP Help Desk.

[READ MORE »](#)

June 29, 2023

DATA ENTRY

SURVEYS

Important Dates



Important Dates

Important Dates for the 2023 - 2024 Program Year

PY 2023 - 2024 Data Quality Checks

Today August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	Aug 1	2	3	4	5
ELAP Annual Refresh				2pm Extended Learning Hours		
6	7	8	9	10	11	12
ELAP Annual Refresh						
13	14	15	16	17	18	19
				2pm Extended Learning Hours		
20	21	22	23	24	25	26
27	28	29	30	31	Sep 1	2

Events shown in time zone: Eastern Time - New York

Google Calendar

Important To Note:

- ELAP's Annual Refresh will begin on July 17th and run through August 7th. **ELAP will not be accessible during this time frame.**
- **User Accounts** are typically reset for the fall during August. To avoid a wait time, consider sending a list of your new and returning user account requests **before August 7th**, so we can have everyone approved and activated quickly for the new program year. We've made this easy on you by providing the Excel template: [New & Returning User Activation Request Spreadsheet](#) in the [Resource Center](#).


Resource Center

The screenshot shows a web page with a dark red header and a white navigation bar. The navigation bar includes the TN-ELAP logo and links for HOME, GETTING STARTED, USER NEWS, IMPORTANT DATES, RESOURCE CENTER, and FAQ. A secondary navigation bar contains links for Log In, Register, Training Request, and Contact Us. The main content area features a large orange banner with the text "Resource Center". Below this is a white section with a red bell icon and the text "Would you like to request a virtual training session? Use the button below to access the training request form." A red "Training Request" button is centered below the text. The bottom section is a dark red banner with the text "Training Assistance Videos & PDFs" and "Be on the lookout for training content for the 2023 – 2024 program year!". The footer consists of four dark red rectangular boxes, each containing a small white bell icon.

Log In Register Training Request Contact Us

HOME GETTING STARTED USER NEWS IMPORTANT DATES RESOURCE CENTER FAQ

Resource Center



Would you like to request a virtual training session? Use the button below to access the training request form.

Training Request

Training Assistance Videos & PDFs

Be on the lookout for training content for the 2023 – 2024 program year!

New Program Year Calendar

September

- **9/29/23** - Last Friday in September = Data Quality Check – Previous Year State Assessment Scores Entered

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soon.



New Program Year Calendar

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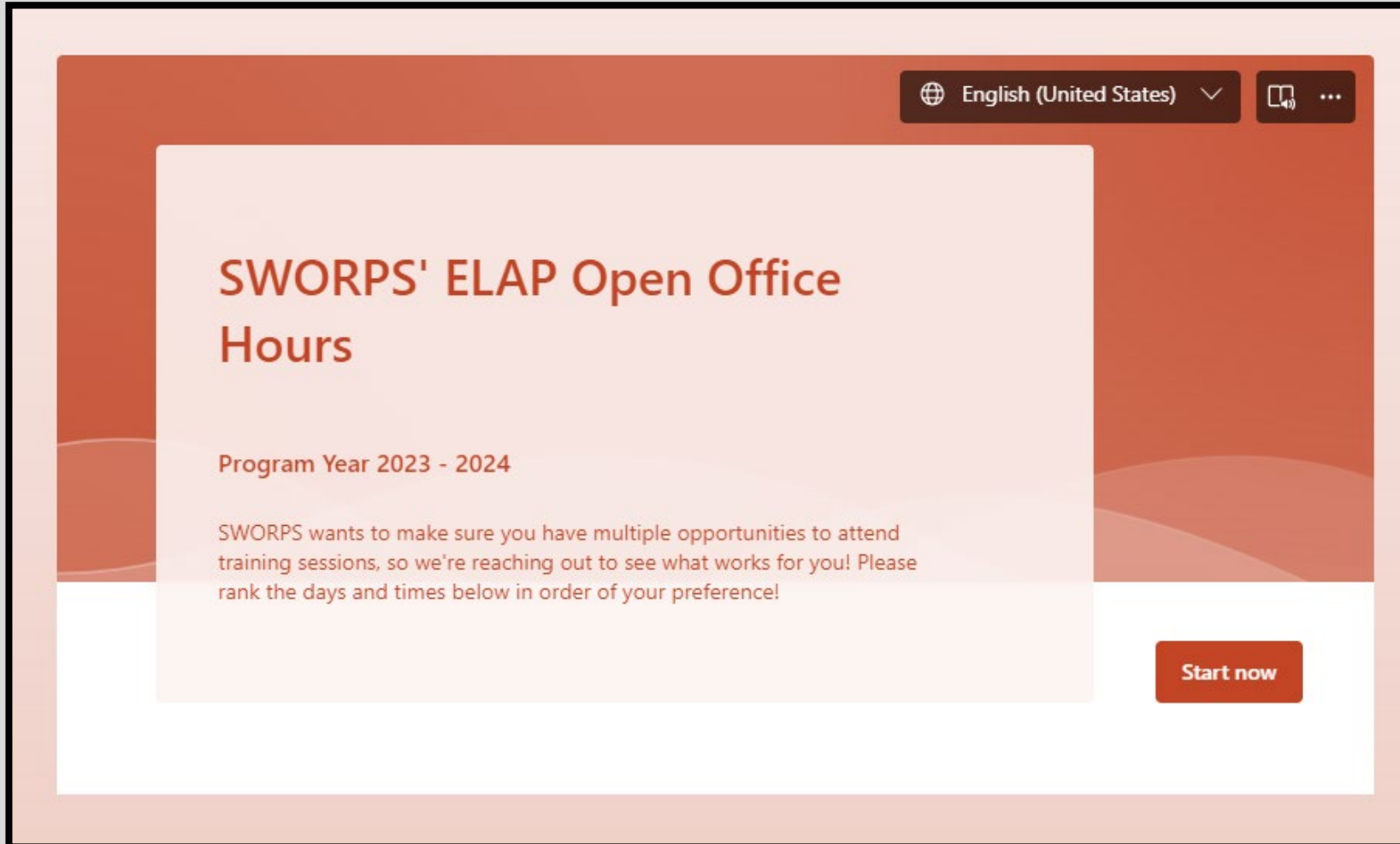
June

- 6/21/24 - 3rd Friday in June = Current Year GPA, School Absences, & ISS Entered
- 6/30/24 - Current Year State Assessments Entered
- 6/30/24 - Current Year Participation Entered

soon.



ELAP Open Office Hours



The screenshot shows a web page with a dark red header. In the top right corner, there is a language selection dropdown set to "English (United States)" and a utility menu with a print icon and a three-dot menu. The main content area has a light red background with a white box containing the following text:

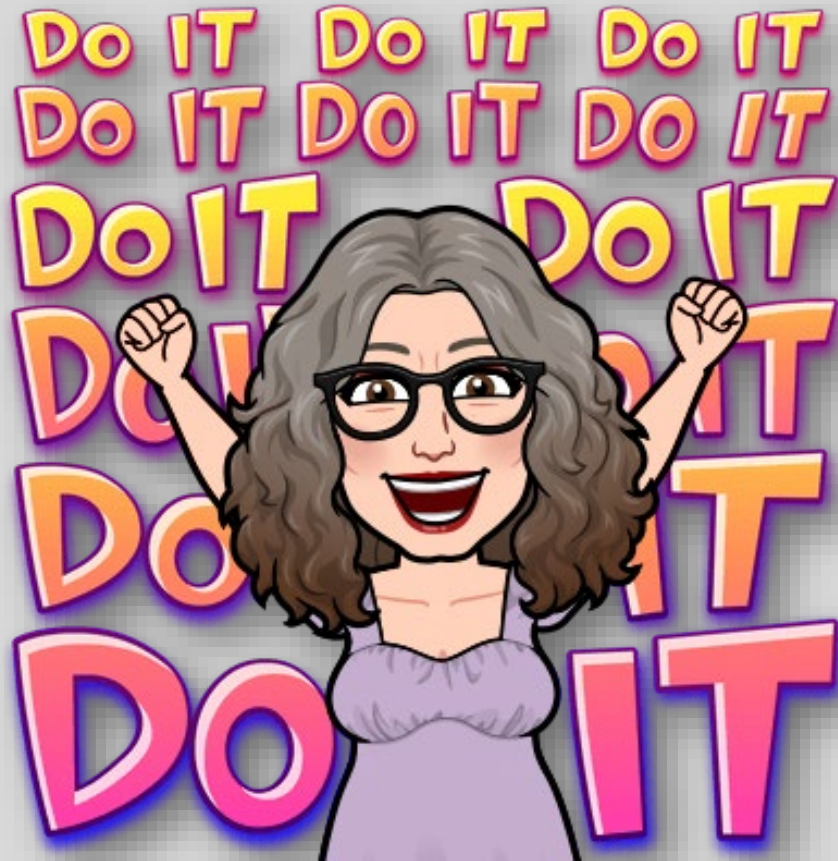
SWORPS' ELAP Open Office Hours

Program Year 2023 - 2024

SWORPS wants to make sure you have multiple opportunities to attend training sessions, so we're reaching out to see what works for you! Please rank the days and times below in order of your preference!

[Start now](#)

We Want Your Feedback!



- ELAP is designed based on **user needs**.
- Most improvements come directly from user feedback – that's **YOU!**
- New feature requests? Ideas for new reports? Training topics you'd like covered?

WE WANT TO KNOW!

Matching Our Time with Yours

Complete the ELAP Open Office Hours Survey by visiting this link:

<https://forms.office.com/r/m2yGiVpT5J>

Or by using this QR code!



Scan this code on a phone or tablet to access the survey.

Thank you

for your time and attention!

Many Thanks!



SWORPS build partnerships that leverage research, technology, and human connection to improve lives in Tennessee and beyond.



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

SOCIAL WORK OFFICE OF
RESEARCH & PUBLIC SERVICE

Jamie Cyphers