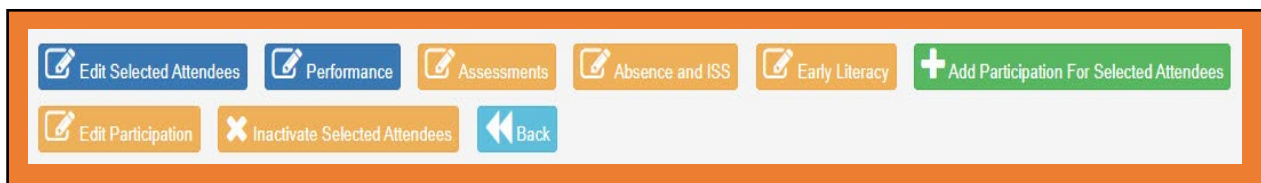# How to Edit Early Literacy Data in the Attendees Page

1. **Step One:** Login to your ELAP Account with your ELAP username & password
2. **Step Two:** Select your correct **grantee/grant type/site(s)**
3. **Step Three:** Select **Attendees Screen (Administer Attendees, Add/Edit Participation)**
4. **Step Four**: Scroll to the bottom of the **Attendees Screen** until you see the data buttons.

[Edit Selected Attendees] [Performance] [Assessments] [Absence and ISS] [Early Literacy] [+ Add Participation For Selected Attendees]
[Edit Participation] [✖ Inactivate Selected Attendees] [◀◀ Back]

5. **Step Five:** Select the orange **Early Literacy** button. Attendees in grades K – 2 will automatically populate.
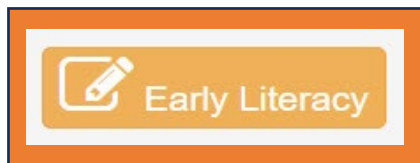
[Early Literacy]

6. **Step Six**: At the top the **Literacy Screen** page, you'll see eight columns – **Edit, Student Name, Grade**, **Current School Year Fall Screener and Fall Score, Current School Year Spring Screener and Spring Score**. This is where you will add Early Literacy data for each attendee.

Edit	Student Name	State ID	Grade	2023 - 2024 Fall Screener	2023 - 2024Fall	2023 - 2024 Spring Screener	2023 - 2024Spring

__Please Note__: For previous year's early literacy data, select the __Show Previous Year__ link in the upper left-hand corner of the Literacy Screen. This feature is only a PY23-24 and forward requirement. You __do not__ need to add data from PY22-23.

[Show 2022 - 2023]

7. **Step Seven:** Select **EDIT** beside each attendee's name to enter Fall Screener data.

8. **Step Eight**: On the individual attendee's edit screen, you will see a dropdown menu for each category. Select the dropdown arrow next to each entry and enter the correct data. For the score, enter the nationally normed percentile score from the screener (0-99).

Please Note: The dropdown menu for Fall/Spring State Approved Screener provides a list of screener options (see image below); make sure to have that information available.

9. **Step Nine:** After adding the Early Literacy data, select the appropriate save option. **SAVE** to update an individual participant's scores and return to the first page of the **Early Literacy List**; **SaveAndNext** to save current participant and move to the next participant on the list to edit; **Back to Early Literacy List/Back to List** to return to the list if no changes were made.