



How to Edit GPA Performance 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:** Select attendees who need GPA data entered, using filters to sort as needed.
5. **Step Five:** Scroll to the bottom of the **Attendees Screen** until you see the data buttons



6. **Step Five:** Select the blue **Performance** button



7. **Step Six:** At the top the **Performance** page, you'll see three columns – **Attendee: Name & Grade**, **Previous School Year GPA**, and **Current School Year GPA**. This is where you will add GPA data for each attendee.

Attendee Performance			
Attendee Name	Grade	2022 - 2023 School Year GPA	2023 - 2024 School Year GPA

8. **Step Seven:** Enter GPA data for each attendee in the corresponding columns.
Please Note: Previous year's GPA for grades 7 – 12; current year's GPA for grades 6 – 12.

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9. Step Eight: On the individual attendee's edit screen, you will see a dropdown menu for each program year category. Select the dropdown arrow next to each entry and enter the correct data.

Absences and ISS for 2023 - 2024 Program Year

Program Year 2024

2022 - 2023 Days Absent MISSING

2022 - 2023 Days ISS MISSING

2023 - 2024 Days Absent MISSING

2023 - 2024 Days ISS MISSING

Save Back to Absences List

10. Step Nine: After adding the data entries, select **Save**. When the data is saved, you will be returned to the main **Absence/ISS** page.



***Repeat Steps **Seven through Nine** until you have entered/updated each attendee's data.*