

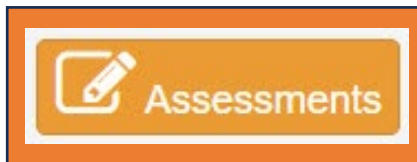


How to Edit State Assessment Data in the Attendees Page

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



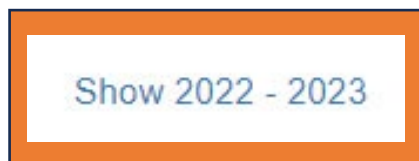
- Step Five:** Select the orange **Assessments** button. Participants in grades 3 – 8 will automatically populate.



- Step Six:** At the top the **State Assessments** page, you'll see eight columns – **Edit**, **Student Name**, **State ID**, **Grade**, **Previous School Year ELA/Math scores** and **Current Year ELA/Math scores**. This is where you will add State Assessment data for each participant.

Edit	Student Name	State ID	Grade	2022 - 2023 ELA	2022 - 2023 Math	2023 - 2024 ELA	2023 - 2024 Math
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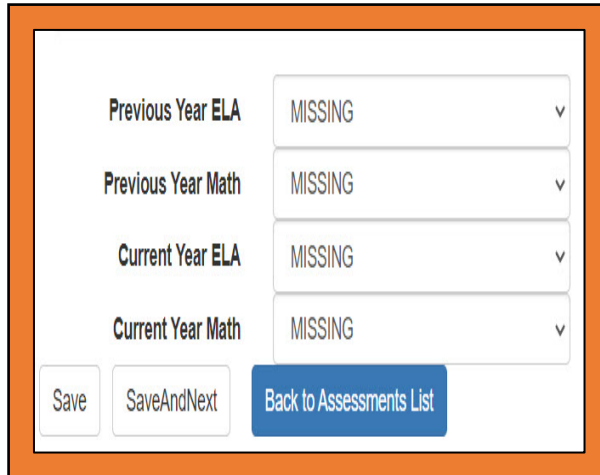
***Please Note:** For previous year's assessment data, select the **Show Previous Year** link in the upper left-hand corner of the State Assessment Screen.



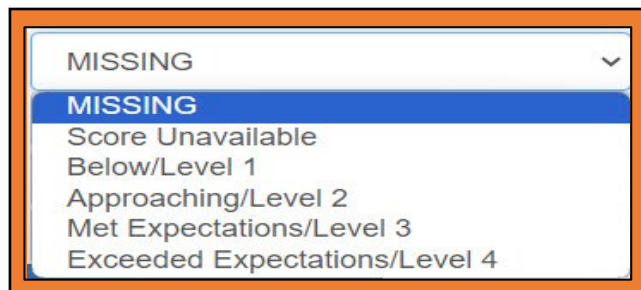
7. **Step Seven:** Select **EDIT** beside each participant's name to enter assessment data.



8. **Step Eight:** On the individual participant's edit screen, you will see a dropdown menu for each category. Click the dropdown arrow next to each option and select the correct data.



**Please Note: The dropdown menu includes the following options: Missing, Score Unavailable, Below/Level 1, Approaching/Level 2, Met Expectations/Level 3, and Exceeded Expectations/Level 4.*



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

