

## Instructions for Creating New Assignments

After selecting Create New Assignment, select Add New Assignment

CTEportfolio

Steve Jay

EDIT PROFILE

My Assignments

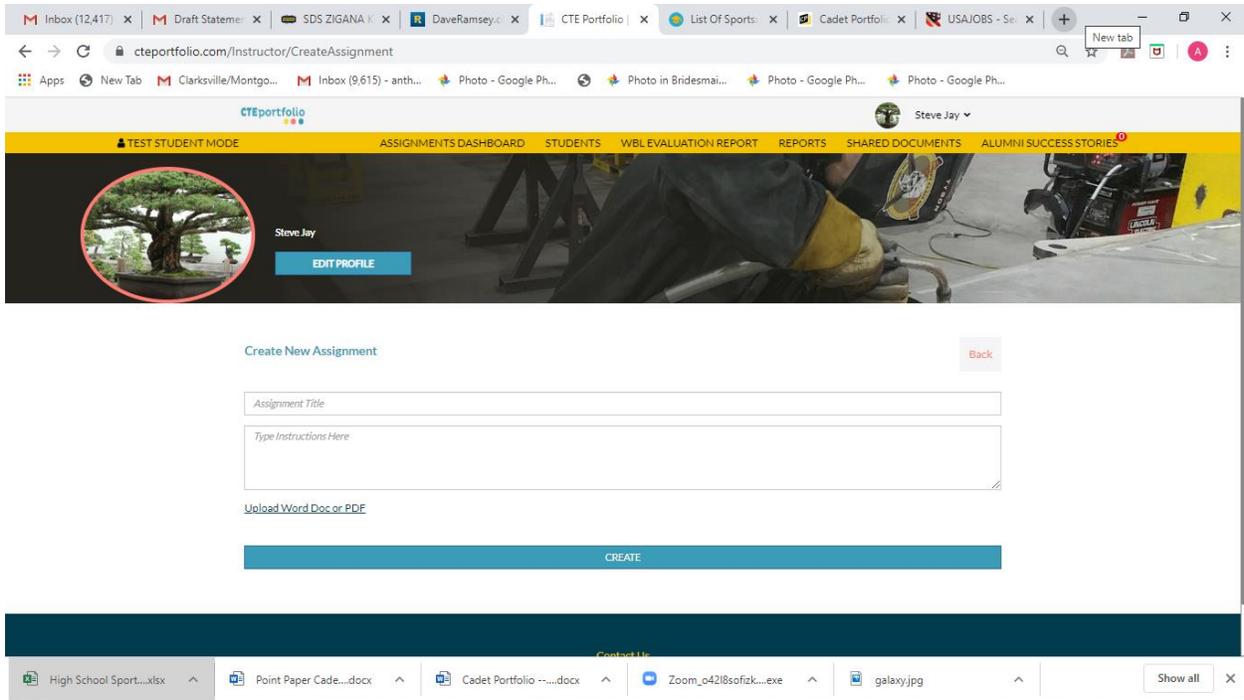
Add New Assignment

Edit	Delete	Name
		FAQ's for the Website
		FAQ #2 Test
		Write a Cover Letter for an Internship You Want for the Summer

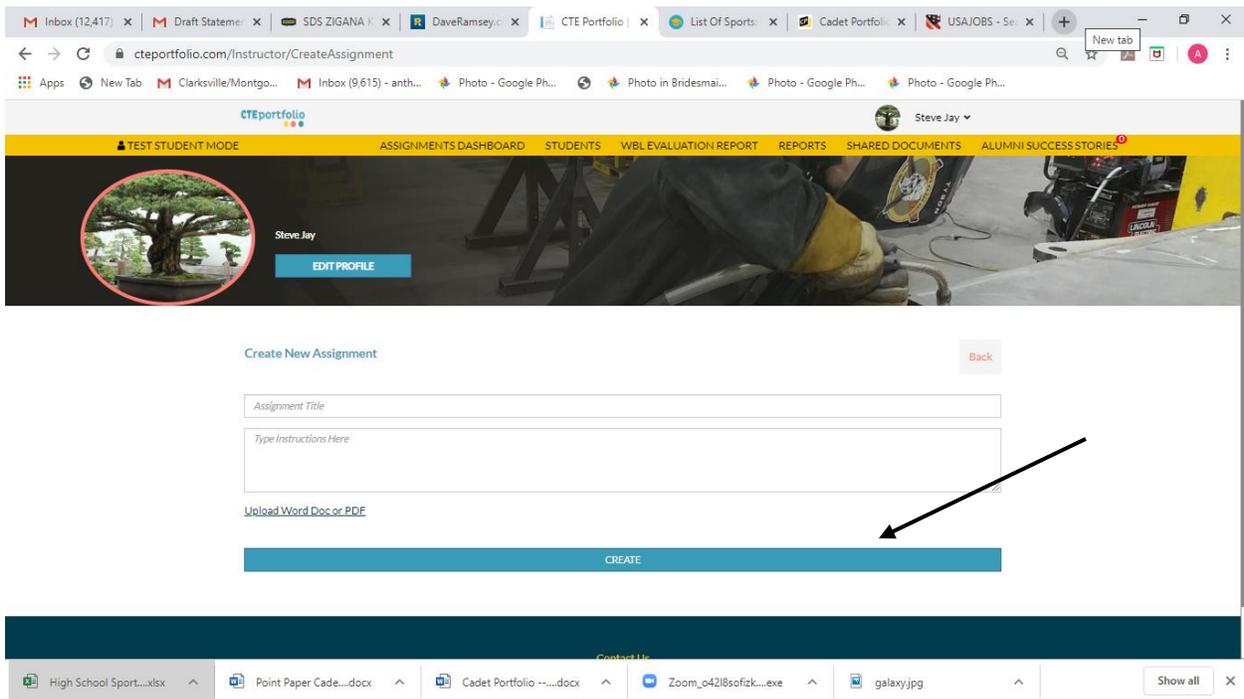
Contact Us

High School Sport...xlsx | Point Paper Cade...docx | Cadet Portfolio -....docx | Zoom\_042l8sofizk...exe | galaxy.jpg | Show all

You will get a screen that looks like this



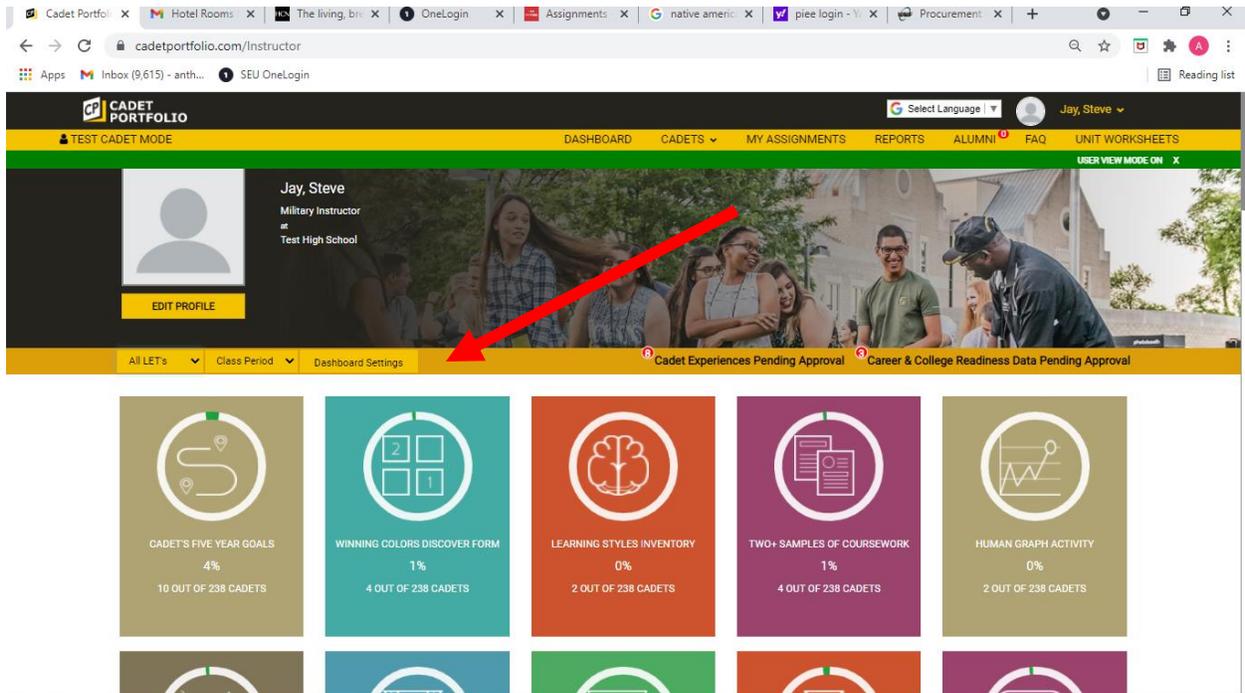
Fill in Assignment Title, Instructions, and Upload any document for the assignment (must be pdf or doc)  
After completing the title, instructions, and supporting material, select create



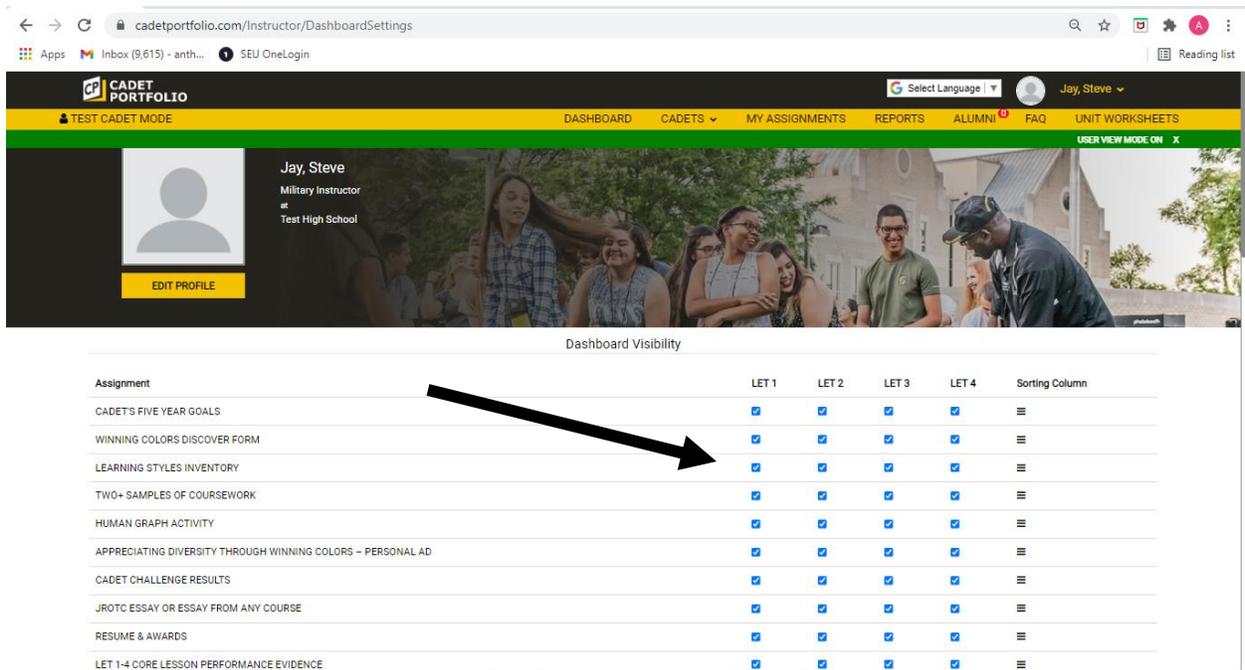
The newly created assignment will show up on your screen labeled my assignments. The assignment will not show up yet on the Cadets' dashboards.

Edit	Delete	Name
		FAQ's for the Website
		FAQ #2 Test
		Write a Cover Letter for an Internship You Want for the Summer
		U6C8L1 Leadership Choices, Decisions, and Consequences

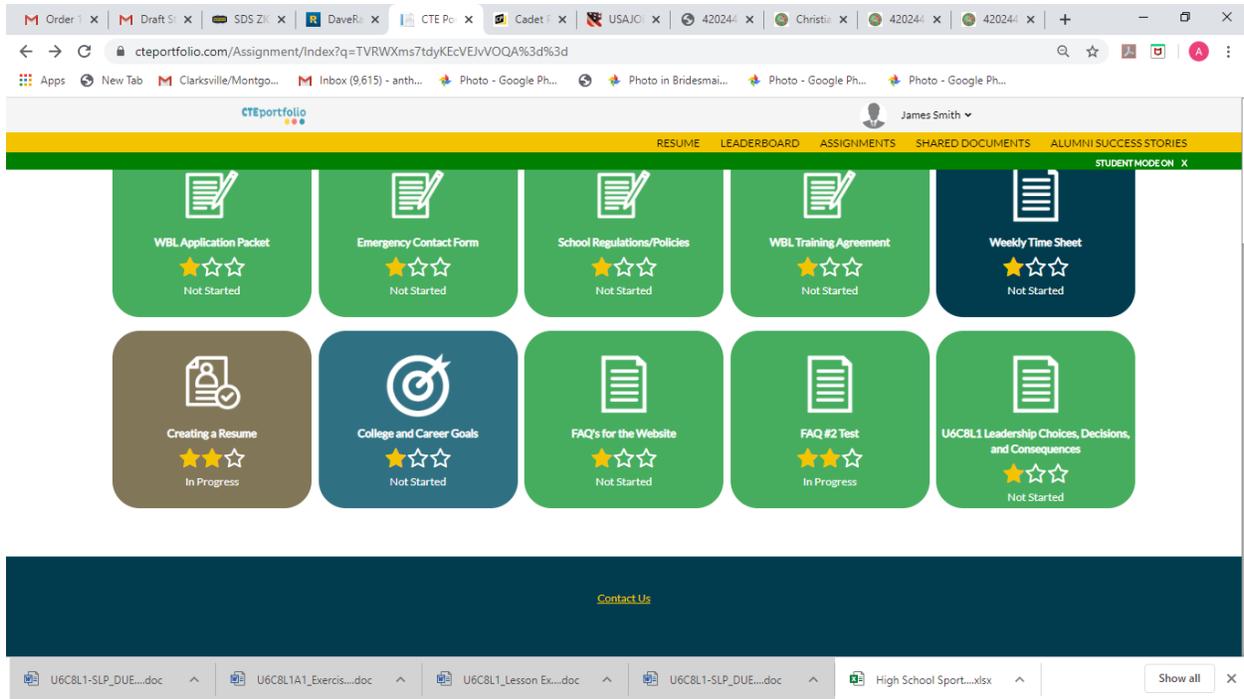
Now select the drop down just below your name in the top right, and select Dashboard Settings



This will now show you all of the assignments that you have. Only when there is a “check” in the box to the right, will the assignment populate on the cadets’ dashboard for the LET Level selected. Select the assignment(s) you want the cadets to see and select “save” at the bottom.



The assignment will now show on the cadet's dashboard and will usually be the last tile on the dashboard.



You can view what the cadets see by selecting the test cadet mode.