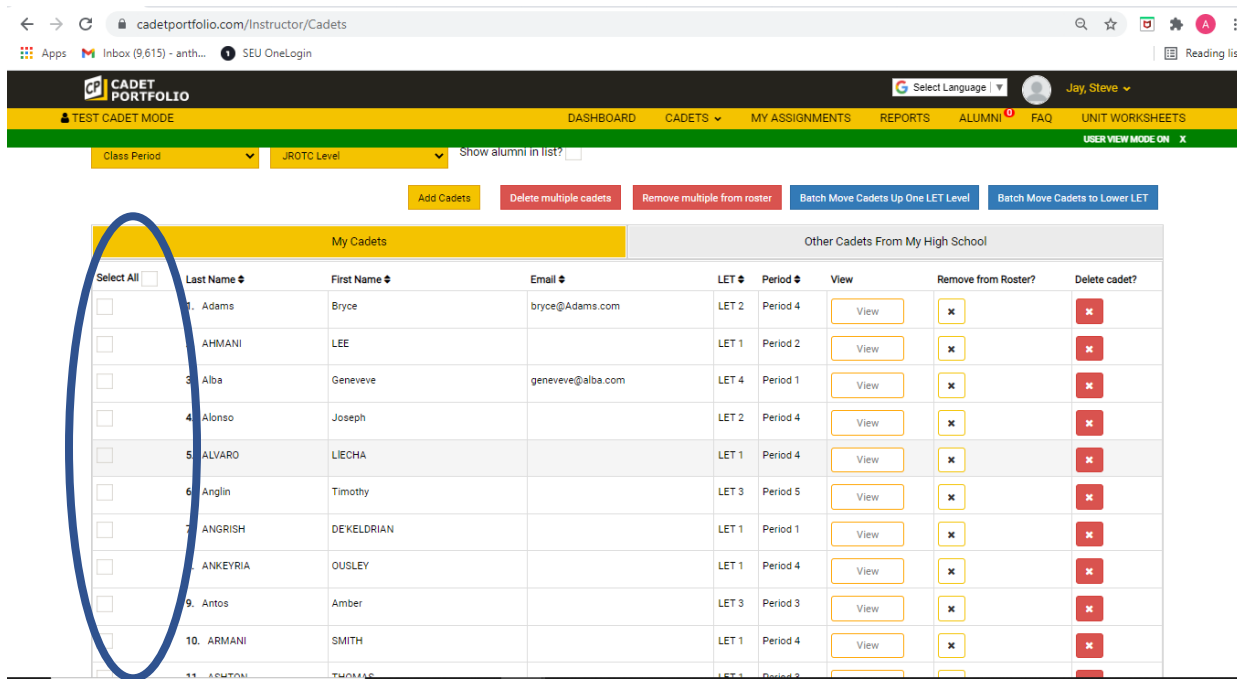


Select Cadets

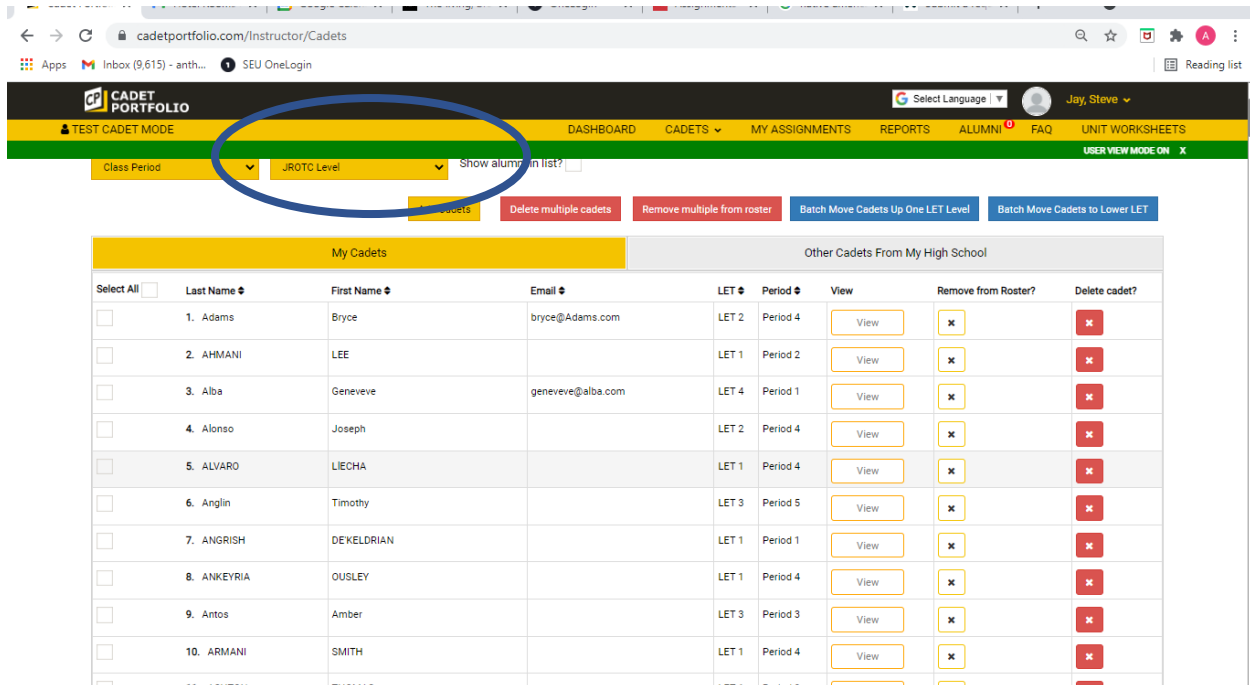
On Cadet Roster, select individual cadets



The screenshot shows the 'Cadet Portfolio' interface. At the top, there's a navigation bar with 'TEST CADET MODE', 'DASHBOARD', 'CADETS', 'MY ASSIGNMENTS', 'REPORTS', 'ALUMNI', 'FAQ', and 'UNIT WORKSHEETS'. Below this, there are filters for 'Class Period' and 'JROTC Level', and a 'Show alumni in list?' checkbox. Action buttons include 'Add Cadets', 'Delete multiple cadets', 'Remove multiple from roster', 'Batch Move Cadets Up One LET Level', and 'Batch Move Cadets to Lower LET'. The main table is titled 'My Cadets' and has columns: 'Select All', 'Last Name', 'First Name', 'Email', 'LET', 'Period', 'View', 'Remove from Roster?', and 'Delete cadet?'. A blue oval highlights the 'Select All' checkbox and the first column of checkboxes for individual cadet selection.

Select All	Last Name	First Name	Email	LET	Period	View	Remove from Roster?	Delete cadet?
<input type="checkbox"/>	1. Adams	Bryce	bryce@Adams.com	LET 2	Period 4	View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. AHMANI	LEE		LET 1	Period 2	View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3. Alba	Geneveve	geneveve@alba.com	LET 4	Period 1	View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4. Alonso	Joseph		LET 2	Period 4	View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5. ALVARO	LIECHA		LET 1	Period 4	View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6. Anglin	Timothy		LET 3	Period 5	View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7. ANGRISH	DEKELDRIAN		LET 1	Period 1	View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	8. ANKEYRIA	OUSLEY		LET 1	Period 4	View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	9. Antos	Amber		LET 3	Period 3	View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	10. ARMANI	SMITH		LET 1	Period 4	View	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	11. ASHTON	THOMAS		LET 1	Period 3	View	<input type="checkbox"/>	<input type="checkbox"/>

Note, you can select a particular LET level to display if you desire a specific LET Level



This screenshot is similar to the first one, but with a blue oval highlighting the 'JROTC Level' dropdown menu in the filter section. The rest of the interface, including the table and action buttons, is identical to the first screenshot.

Then select “Batch Move Up One LET Level”

The screenshot shows the Cadet Portfolio web application interface. At the top, there's a navigation bar with 'CADET PORTFOLIO' and a 'TEST CADET MODE' button. Below this is a secondary navigation bar with 'DASHBOARD', 'CADETS', 'MY ASSIGNMENTS', 'REPORTS', 'ALUMNI', 'FAQ', and 'UNIT WORKSHEETS'. A third bar shows 'Class Period' and 'LET 2' dropdowns, along with a 'Show alumni in list?' checkbox. Below these are buttons: 'Add Cadets', 'Delete multiple cadets', 'Remove multiple from roster', 'Batch Move Cadets Up One LET Level' (circled in blue), and 'Batch Move Cadets Down One LET Level'. The main section is titled 'My Cadets' and contains a table with columns: 'Select All', 'Last Name', 'First Name', 'Email', 'LET', 'Period', 'View', 'Remove from Roster?', and 'Delete cadet?'. The table lists 11 cadets, with the first 8 having their 'Select All' checkboxes checked. The bottom of the screen shows a Windows taskbar with 'AutoSave', 'Document1 - Word', and a search bar.

Select All	Last Name	First Name	Email	LET	Period	View	Remove from Roster?	Delete cadet?
<input checked="" type="checkbox"/>	1. Adams	Bryce	bryce@Adams.com	LET 2	Period 4	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2. Alonso	Joseph		LET 2	Period 4	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	3. Bartel	Danielle		LET 2	Period 3	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4. Body	Alexzandria		LET 2	Period 3	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	5. BRANDON	MCCULLUM		LET 2	Period 1	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	6. Brinson	Zania		LET 2	Period 5	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	7. Brinson3	Zania		LET 2	Period 5	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	8. Brotherton	Brandon		LET 2	Period 3	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9. Bryan	Devon		LET 2	Period 2	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10. Bryan4	Devon		LET 2	Period 2	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11. CAMPBELL	MORGAN		LET 2	Period 5	View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This will move all cadets selected to the new LET Level and reset their dashboards. Batch moves are usually done at the end of a SY and should be done in the following order to prevent additional work!

- 1) Batch Move LET 4's to Alumni Status (Note, make sure that graduating cadets have updated their emails to reflect an email that will be used after graduating. This will allow them to have access to their resume and data and allow instructors to contact Alumni for future correspondence.
- 2) Batch Move LET 3's to LET 4
- 3) Batch Move LET 2's to LET 3
- 4) Bath Move LET 1's to LET 2
- 5) Import incoming freshman