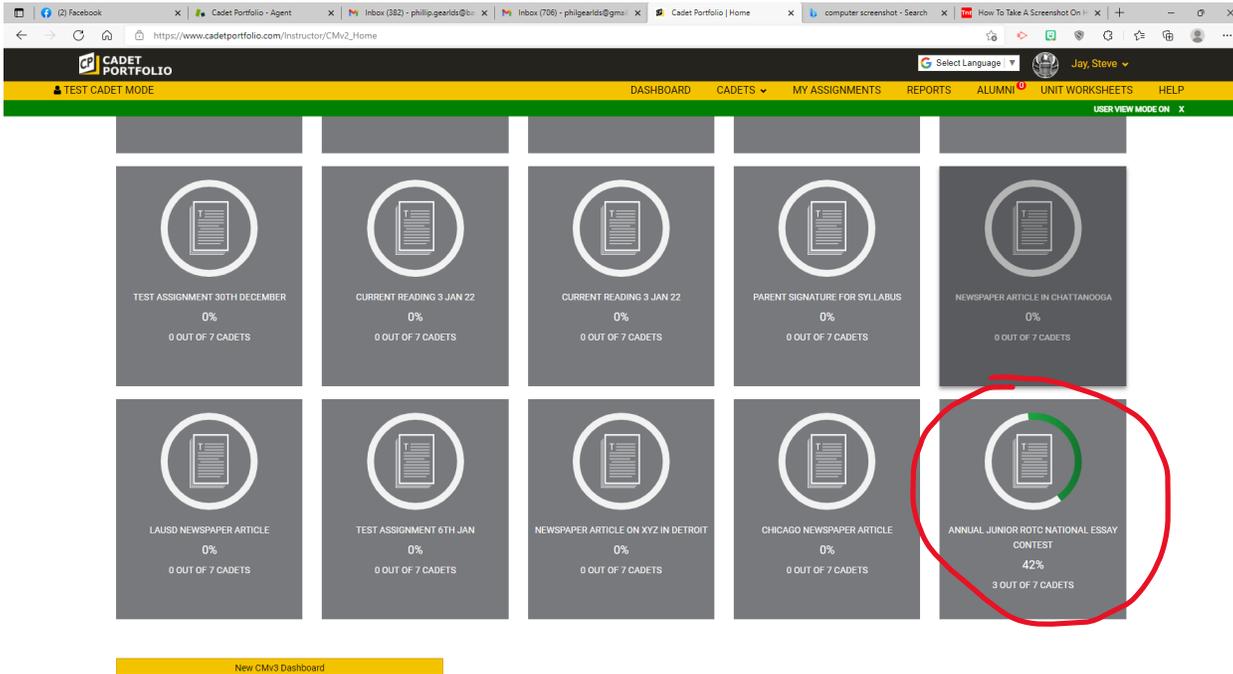
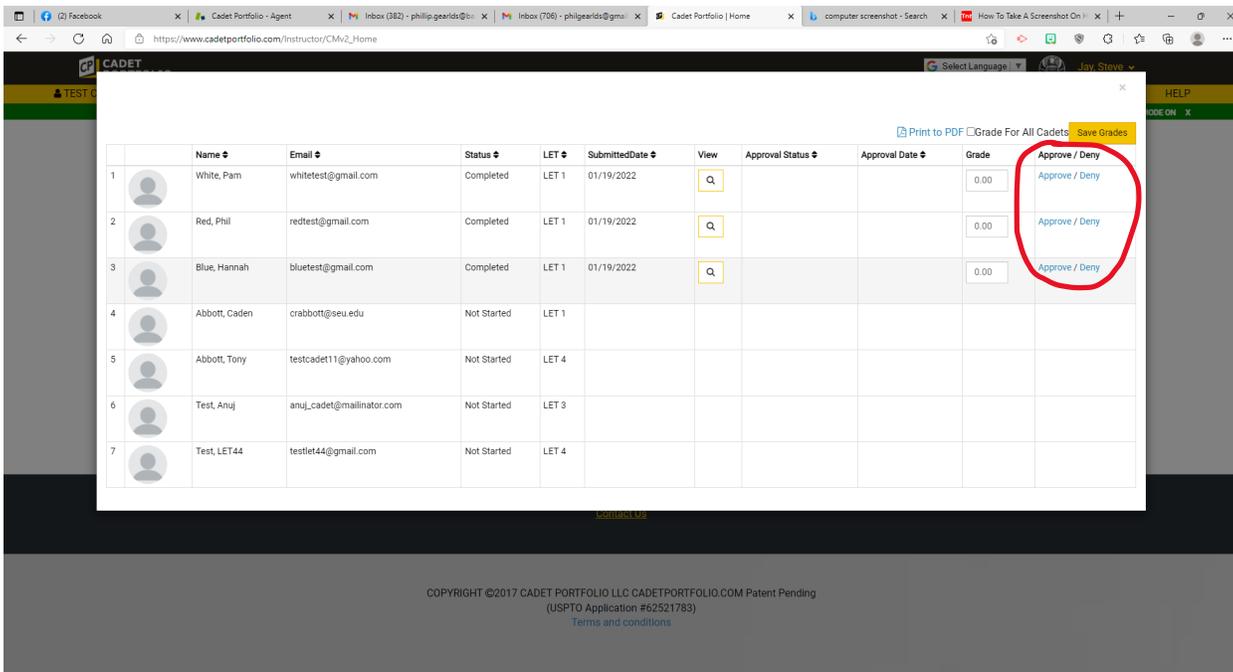


How to Post & Save Grades for an Assignment

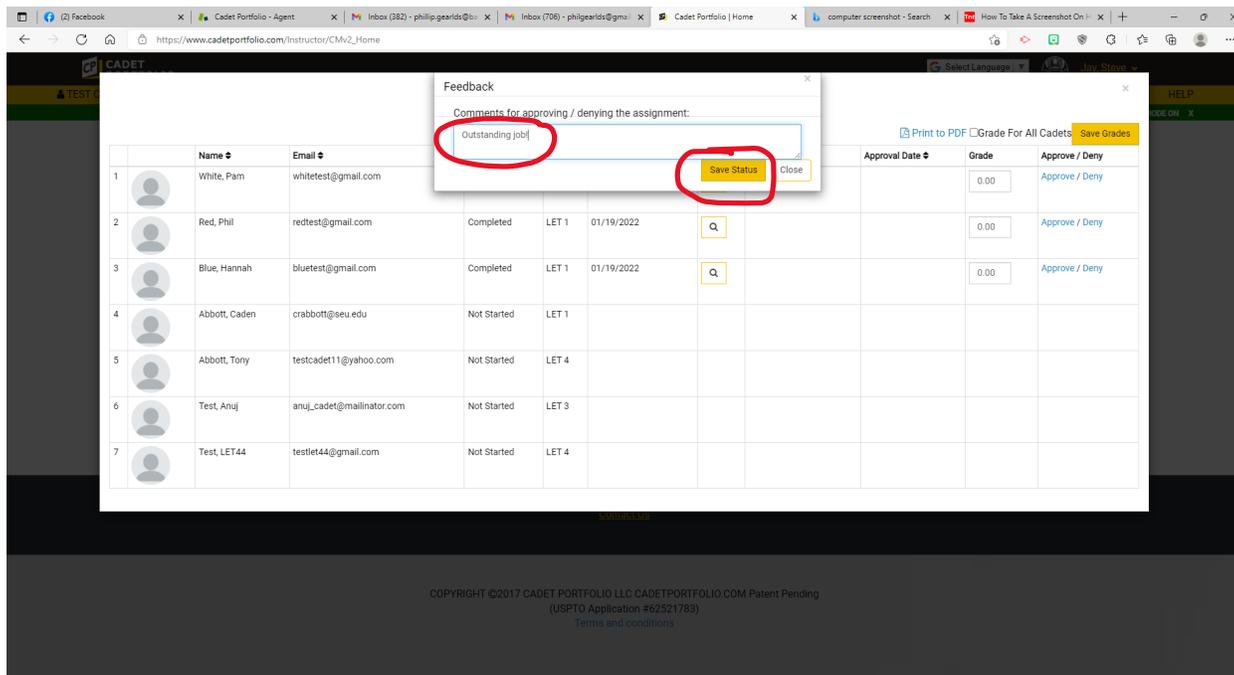
Step 1. Go to the Instructors Dashboard and select an assignment that you want to grade.



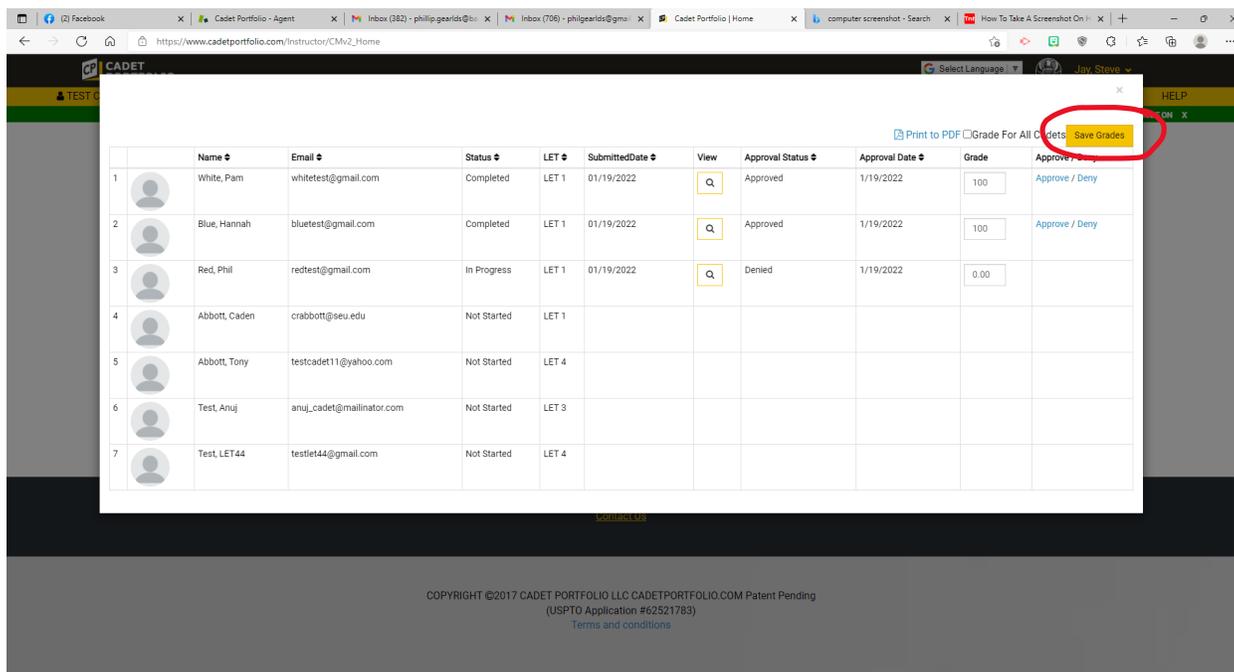
Step 2. Next, you will Approve or Deny the assignment(s).



Step 3. This will now allow you to give feedback and write a comment for approving / denying the assignment. Then select the Save Status tab each time you make a comment.



Step 4. You will add a grade for approved assignments and then select **Save Grades**. This is very important to select **Save Grades**, or you will lose your work!



Step 5. You should receive a note of Success! Your request was processed successfully!

The screenshot shows the CADET instructor interface. A green success message is displayed in the top right corner, stating "Success! You request was processed successfully!". Below the message is a table with the following data:

	Name	Email	Status	LET	SubmittedDate	View	Approval Status	Approval Date	Grade	Approve / Deny
1	White, Pam	whitetest@gmail.com	Completed	LET 1	01/19/2022	<input type="text" value="q"/>	Approved	1/19/2022	100	Approve / Deny
2	Blue, Hannah	bluetest@gmail.com	Completed	LET 1	01/19/2022	<input type="text" value="q"/>	Approved	1/19/2022	100	Approve / Deny
3	Red, Phil	redtest@gmail.com	In Progress	LET 1	01/19/2022	<input type="text" value="q"/>	Denied	1/19/2022	0.00	
4	Abbott, Caden	crabbott@seu.edu	Not Started	LET 1						
5	Abbott, Tony	testcadet11@yahoo.com	Not Started	LET 4						
6	Test, Anuj	anuj_cadet@mailinator.com	Not Started	LET 3						
7	Test, LET44	testlet44@gmail.com	Not Started	LET 4						

At the bottom of the interface, there is a copyright notice: "COPYRIGHT ©2017 CADET PORTFOLIO LLC CADETPORTFOLIO.COM Patent Pending (USPTO Application #62521783) Terms and conditions".

Step 6. You may choose to select "Grade For All Cadets" by checking the box or print to PDF.

The screenshot shows the CADET instructor interface with the "Grade For All Cadets" option highlighted in red. The table of cadet data is the same as in the previous screenshot. The interface also shows a "Print to PDF" button and a "Save Grades" button. At the bottom of the interface, there is a "New CMV3 Dashboard" button and a "Contact Us" link.

Step 7. Example of a PDF of Cadets Status (Completed, In Progress or Not Started) and the Submitted Date.

The screenshot shows a PDF document titled "Annual Junior ROTC National Essay Contest" with a subtitle "Exported On: 1/19/2022". The document contains a table with the following data:

Cadet	Emilid	Status	LET	Submitted Date
White, Pam	whitetest@gmail.com	Completed	LET 1	01/19/2022
Blue, Hannah	bluetest@gmail.com	Completed	LET 1	01/19/2022
Red, Phil	redtest@gmail.com	In Progress	LET 1	01/19/2022
Abbott, Caden	crabbotti@seu.edu	Not Started	LET 1	
Abbott, Tony	testcadet11@yahoo.com	Not Started	LET 4	
Test, Anuj	anuj_cadet@mailinator.com	Not Started	LET 3	
Test, LET44	testlet44@gmail.com	Not Started	LET 4	