## 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).

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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.

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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!

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

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

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

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