



SMARTCadet

SMARTCadet Portal

USER MANUAL

Version 3.0

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INTRODUCTION TO SMARTCADET PORTAL

SMARTCadet Portal was created to help bring the JROTC towards a primary digital platform. It provides a place for Cadets to learn and track their progress in different LET levels. It allows Instructors to view the things Cadets are working on and provide assistance or clarification if needed. Recently added was the ability to upload Instructor Portfolio information for all Instructors.

BROWSER REQUIREMENTS

The computer, or mobile device, that you are using for the SMARTCadet Portal must have the latest version one of the following browsers installed on it:

- Google Chrome
- Firefox
- Safari

SMARTCADET PORTAL SIGN-IN

NEW USERS

INSTRUCTORS

1. Click the link you received to start setting up your account.
 - **NOTE:** Please record your Instructor ID for use logging in and resetting your password.
 - **NOTE:** You will receive a confirmation email from support@jrotc.education with credentials once your account has been established.
2. Create a new password for your account.
 - **NOTE:** The password must be a minimum of 8 characters long with at least one number and one of the following special characters: (!, @, #, \$, %, ^, &, *)
3. Enter your Instructor ID or Email Address in the User ID or Email Address field.
4. Enter your password in the Password field.
5. Click Sign In or press the Enter key.

Figure 1 - Sign-In Screen

CADETS

1. Ask your Instructor for your account information (if they have not yet given it to you).
2. In the User ID field, type in the email that your Instructor used to create your account. (If you are unsure, ask your Instructor).

3. In the Password field, type in the password your Instructor set for you. (If you are unsure, ask your Instructor).

EXISTING USERS

INSTRUCTORS

1. In the User ID or Email Address field, type in your Instructor ID or Email Address.
2. In the Password field, type in the password that you created.
3. Click Sign in or press the Enter key.

CADETS

1. In the User ID or Email Address field, type in the email that your Instructor used to create your account. (If you are unsure, ask your Instructor).
2. In the Password field, type in the password your Instructor set for you. (If you are unsure or forgot your password, ask your Instructor to change it).

FORGOT MY PASSWORD (INSTRUCTORS ONLY)

The Forgot My Password option allows you to reset your password if you forgot it and cannot log in.

1. Click the Forgot My Password button on the Login page.
2. Type in your Instructor ID or Email Address.
 - **NOTE:** This is not the same as your email address.
3. Answer the Security Question.
 - **NOTE:** These are Case Sensitive. (Blue is not the same as blue for the security questions).
4. Enter your email address.
5. Check your email for a password reset email from us.

Forgot My Password

Figure 2 - Forgot My Password Button

OTHER LINKS

The bottom of the main sign in page has links to the Privacy Policy and the Terms and Conditions. The links can also be found here:

Privacy Policy: <https://jrotc.education/privacy-policy>

Terms and Conditions: <https://jrotc.education/terms-and-conditions>

ACCOUNT INFORMATION

You can view your information (Name, Brigade, and School) on the Account Information page, you can change your password here, and you can submit various request forms here. The type of account you have will impact the type of forms that you have access too. [HQ](#), [BDE](#), [DAI](#), and [Instructor](#) accounts have access to different forms.

NAVIGATING TO THE ACCOUNT INFORMATION PAGE

1. Sign in to your account.
2. Click the Profile Picture in the upper right corner of the page.
3. Click on Account.

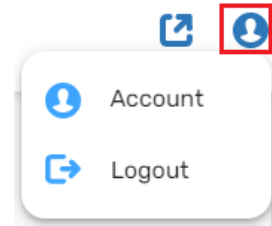


Figure 3 - Profile Picture

ADD A SECONDARY EMAIL ADDRESS

1. Sign into your account.
2. Navigate to the Profile page of Account Information.
3. Type your secondary email in the Secondary Email Address field.
4. Click Save.
5. Click the verification link you received in your secondary email inbox.
 - **NOTE:** If you see a message that says “Something went wrong” go back to your account and click the resend verification email message and use the new link.

PASSWORD

The Password section allows you to change your password while logged in to your account.

1. Sign in to your account.
2. Navigate to the Password page of Account Information.
3. Type what you would like your new password to be in the New Password field.
 - **NOTE:** The password must be a minimum of 8 characters long with at least one number and one of the following special characters: (!, @, #, \$, %, ^, &, *)
4. Type your password in again in the Confirm Password field.
5. Click Save Password.

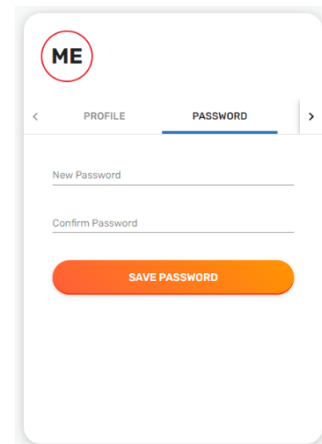


Figure 4 - Change Password Screen

REQUEST OPTIONS

The Request section gives you a list of request options based on your account Type (HQ, BDE/DAI, or Instructor).

1. Sign in to your account.
2. Navigate to the Requests page of Account Information.
3. Select which Request you would like to submit.
 - **NOTE:** These options depend on your account type.
4. Fill out the form.
5. Click Request.

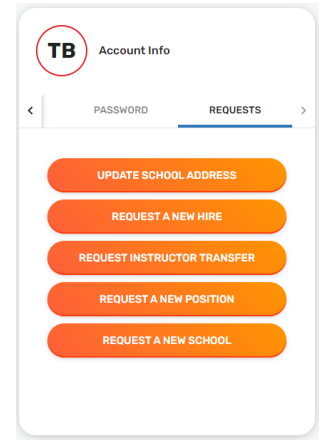


Figure 5 - Requests Screen

Instructor Dashboard

INSTRUCTOR DASHBOARD

REQUEST OPTIONS

On the Requests page you can request an update to your School's address if you see an error with it.

NOTE: This is the address for the actual school. This is not to be used if you just transferred schools.

REQUESTING SCHOOL ADDRESS UPDATE

1. Open the Account Information Page.
2. Navigate to the Requests Tab.
3. Click Update School Address.
4. Fill out the form.
5. Click Request.

Figure 6 - Update School Address Form

INSTRUCTOR

The Instructor page is where you can upload all of the information for your Instructor portfolio. This includes information such as your resume, classroom syllabi, professional development, and other information. If you are unsure of what information is being requested, please refer to your copy of the CCR_145-8-3 document and use the reference location that is listed next to the document name on the Portal to identify the correct information.

BASIC INFORMATION

The basic information section includes your DA photo that is in JCIMS, your height, your weight, and your current resume, biography, or curriculum vitae.

Figure 7 - Basic Information

CURRENT DA PHOTO FILED IN JCIMS

1. Click the Camera button in the gray square.

Current DA Photo filed in JCIMS

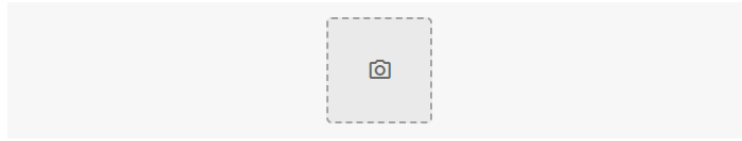


Figure 8 - Current Photo Icon

2. Choose your current DA photo that is filed in JCIMS.
3. Click Open.

HEIGHT

1. Click the drop-down menu under Height.

Height

Figure 9 - Height

2. Find your height.
3. Click your height.

WEIGHT

1. Click the drop-down menu under Weight.

Weight

Figure 10 - Weight

2. Find your weight.
3. Click your weight.

CURRENT RESUME (OR) CURRENT BIOGRAPHY (OR) CURRICULUM VITAE

1. Click the "+" button in the gray rectangle under Current Resume (or) Current Biography (or) Curriculum Vitae

Current Resume (or) Current Biography (or) Curriculum Vitae

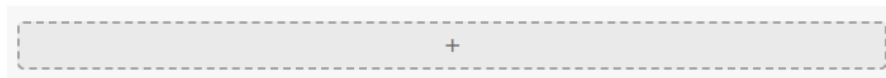


Figure 11 - Current Resume (or) Current Biography (or) Curriculum Vitae

2. Choose your current resume, current biography, or curriculum vitae.
3. Click Open.

SYLLABI / CURRICULUM PLANS / SCHOOL GUIDELINES

The Syllabi /Curriculum Plans/ School Guidelines section is where you will upload your Syllabi, choose a CM Cloud Curriculum Plan you have created and upload your school guidelines.

Syllabi / Curriculum Plans / School Guidelines

Section Points **0**

1. Current year's syllabi for LET level taught

2. JROTC Curriculum Plan

3. School Guidelines / Policies (screenshot or website URL)

BRIGADE COMMENTS

Figure 12 - Syllabi / Curriculum Plans / School Guidelines

CURRENT YEAR'S SYLLABI FOR LET LEVEL TAUGHT

1. Click the “+” button in the gray rectangle under Current year's syllabi for LET level taught.

1. Current year's syllabi for LET level taught

Figure 13 - Current Year's Syllabi for LET Level Taught

2. Choose your current Syllabi.
3. Click Open.

JROTC CURRICULUM PLAN

1. Click the drop-down menu under JROTC Curriculum Plan.

2. JROTC Curriculum Plan

Figure 14 - JROTC Curriculum Plan

2. Find the Curriculum Plan you plan on teaching this year.
3. Click on the Curriculum Plan you're using this year.
4. (Optional) If you are adding more click the new drop-down that appeared under the Curriculum Plan you selected in step 3.
5. (Optional) Repeat steps 1 through 4 until you have all selected all of the Curriculum Plans you plan on using this year.

SCHOOL GUIDELINES / POLICIES (SCREENSHOT OR WEBSITE URL)

1. Click the “+” button in the gray rectangle under School Guidelines / Policies (screenshot or website URL).

3. School Guidelines / Policies (screenshot or website URL)



Figure 15 - Current Resume (or) Current Biography (or) Curriculum Vitae

2. Choose the screenshot of your School Guidelines/Policies or the document where you included a link to the Schools Guidelines/Policies.
3. Click Open.

SCHOOL EVALUATIONS

The school evaluations section is where you will upload your school evaluations from a school evaluator. This evaluation must have been made within the last 3 years.

School Evaluations

Section Points 0

School evaluations from a school administrator, mentor teachers or peers, JROTC personnel, walk-through observations by DAI/Brigade/Cadet Command, student / faculty feedback surveys (must be within the past three years).

Note : If a school has a policy prohibiting instructors from sharing or displaying their evaluations for privacy reasons, the instructor can use a letter / note / memo / email from a school administrator stating the date the last evaluation was performed in lieu of a completed evaluation document.

BRIGADE COMMENTS



Figure 16 - School Evaluations

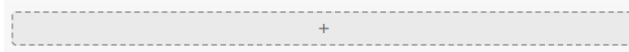
1. Click the “+” button in the gray rectangle under School Evaluations section.
2. Choose your School Evaluation or other appropriate document to upload.
3. Click Open.

REQUIRED PROFESSIONAL DEVELOPMENT

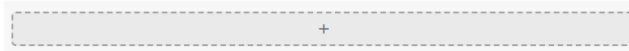
Required Professional Development

Section Points 0

1. Professional growth plan



2. Basic JSOCC Certificate (within required time frame)



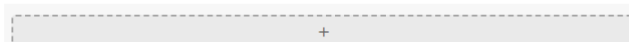
3. Appropriate degree transcripts (filed in JCIMS)



4. District mandated training



5. Advanced JSOCC Certificate (within required time frame)



BRIGADE COMMENTS

Figure 17 - Required Professional Development

The required professional development section is where you will upload all of your transcripts, certificates, and training documentation.

PROFESSIONAL GROWTH PLAN

1. Click the “+” button in the gray rectangle under Professional growth plan.

1. Professional growth plan

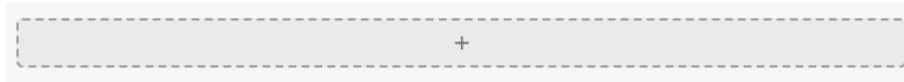


Figure 18 - Professional Growth Plan

2. Choose your Professional Growth Plan document.
3. Click Open.

BASIC JSOCC CERTIFICATE (WITHIN REQUIRED TIME FRAME)

1. Click the “+” button in the gray rectangle under Basic JSOCC Certificate.

2. Basic JSOCC Certificate (within required time frame)



Figure 19 - Basic JSOCC Certificate

2. Choose your Basic JSOCC Certificate document.
3. Click Open.

APPROPRIATE DEGREE TRANSCRIPTS (FILED IN JCIMS)

1. Click the “+” button in the gray rectangle under Appropriate Degree Transcripts.

3. Appropriate degree transcripts (filed in JCIMS)

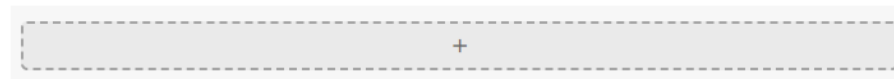


Figure 20 - Appropriate Degree Transcripts

2. Choose your transcripts documents.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for any other transcript documents you may have.

DISTRICT MANDATED TRAINING

1. Click the “+” button in the gray rectangle under District Mandated Training.

4. District mandated training

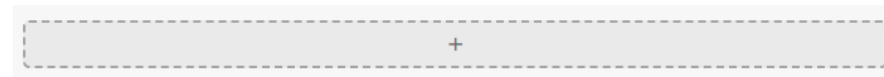


Figure 21 - District Mandated Training

2. Choose your first district mandated training file.

3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for any other mandated training documents you may have.

ADVANCED JSOCC CERTIFICATE (WITHIN REQUIRED TIME FRAME)

1. Click the “+” button in the gray rectangle under Advanced JSOCC Certificate.

5. Advanced JSOCC Certificate (within required time frame)

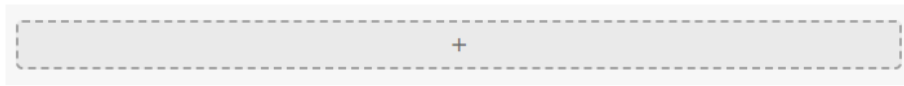


Figure 22 - Advanced JSOCC Certificate

2. Choose your Advanced JSOCC Certificate.
3. Click Open.

THE GOOD TEACHER ETHICS TRAINING CERTIFICATE

1. Click the “+” button in the gray rectangle under The Good Teacher Ethics Training Certificate.

6. The Good Teacher Ethics Training Certificate

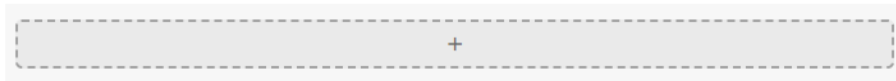


Figure 23 - The Good Teacher Ethics Training Certificate

2. Choose your Good Teacher Ethics Training Certificate.
3. Click Open.

DL COURSE CERTIFICATES (ALMS OR PEARSON MYLAB) WITHIN REQUIRED TIME FRAME

1. Click the “+” button in the gray rectangle under DL Course Certificate.

7. DL course certificates (ALMS or Pearson MyLab) within required time frame

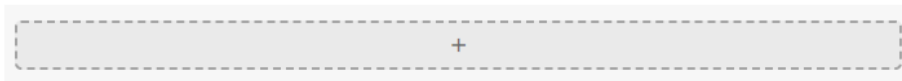


Figure 24 - DL Course Certificates

2. Choose your first DL Course Certificate.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for any other certificates.

CM PRESENTED LESSONS REPORT (HARD COPY OR VERIFIED ON INSTRUCTOR'S CM)

1. Click the “+” button in the gray rectangle under CM Presented Lesson Report.

8. CM Presented Lessons Report (hard copy or verified on instructor's CM)

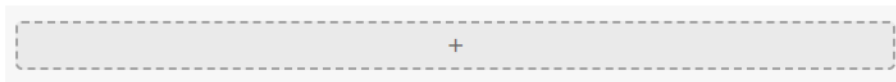


Figure 25 – CM Presented Lessons Report

2. Choose your CM Presented Lessons Report.

- Click Open.

NOTE: This can be pulled from CM Cloud Reports.

MARKSMANSHIP TRAINING CERTIFICATE (AS REQUIRED)

- Click the “+” button in the gray rectangle under Marksmanship Training Certificate.

9. Marksmanship Training Certificate (as required)

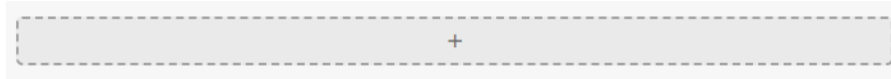


Figure 26 - Marksmanship Training Certificate

- Choose your Marksmanship Training Certificate.
- Click Open.

DESIRED PROFESSIONAL DEVELOPMENT

Desired Professional Development

Section Points 0

1. Educational program certification / certificates



2. Professional organization memberships



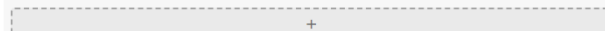
3. Article / Publication Contributions (See appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples E.3)



4. Continuing Education / Seminars / Workshops / Conferences



5. College Transcript Showing any Degree Earned Beyond Required



BRIGADE COMMENTS

Figure 27 - Desired Professional Development

The desired professional development section is where you will upload any other certificates or any non-required documents.

EDUCATIONAL PROGRAM CERTIFICATION / CERTIFICATES

- Click the “+” button in the gray rectangle under Educational Program Certification/Certificates.

1. Educational program certification / certificates

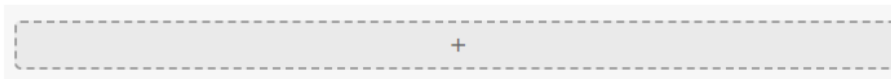


Figure 28 - Educational Program Certification

- Choose your first Educational Program Certification.
- Click Open.
 - NOTE:** Only one document can be uploaded at a time.

4. Repeat steps 1 through 3 for each Educational Certificate you have.

PROFESSIONAL ORGANIZATION MEMBERSHIPS

1. Click the “+” button in the gray rectangle under Professional Organization Memberships.
2. Professional organization memberships

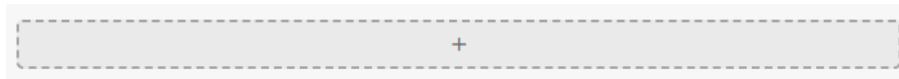


Figure 29 - Professional Organization Memberships

2. Choose your first Professional Organization Memberships files.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each of your Professional Organization Membership files.

ARTICLE / PUBLICATION CONTRIBUTIONS

1. Click the “+” button in the gray rectangle under Article/Publication.

3. Article / Publication Contributions (See appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples E.3)

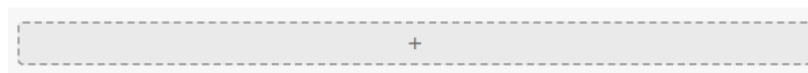


Figure 30 - Article / Publication Contributions

2. Choose your first Article and/or Publication contributions file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each of your Article/Publication contribution files.

CONTINUING EDUCATION / SEMINARS / WORKSHOPS / CONFERENCES

1. Click the “+” button in the gray rectangle under Continuing Education / Seminars / Workshops / Conferences.
4. Continuing Education / Seminars / Workshops / Conferences

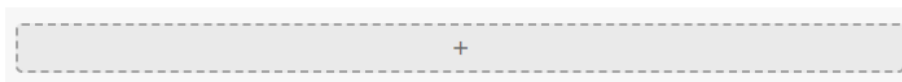


Figure 31 – Continuing Education / Seminars / Workshops / Conferences

2. Choose your first Continuing Education file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each of your Continuing Education files.

COLLEGE TRANSCRIPT SHOWING ANY DEGREE EARNED BEYOND REQUIRED

1. Click the “+” button in the gray rectangle under College Transcript Showing any Degree Earned Beyond Required.

5. College Transcript Showing any Degree Earned Beyond Required



Figure 32 - College Transcript Showing Any Degree Earned Beyond Required

2. Choose your College Transcript that shows you have other degrees beyond what is required.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each of your College Transcript files.

STATE LEVEL TEACHER OR ADMINISTRATOR CERTIFICATION

1. Click the “+” button in the gray rectangle under State Level Teacher or Administrator Certification.

6. State Level Teacher or Administrator Certification

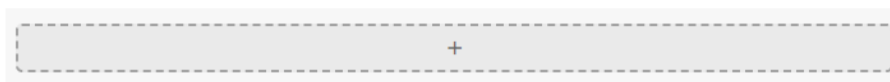


Figure 33 - State Level Teacher or Administrator Certification

2. Choose your State Level Teacher or Administrator Certification.
3. Click Open.

BEST PRACTICES IN TEACHING AND ASSESSMENT

The best practices in teaching and assessment section covers many document you will be using, or have used, to teach. The documents for this section are outlined in the CCR_145-8-3 JROTC Program for Accreditation 29Sep2021 v2.pdf

Best Practices in Teaching and Assessment

Section Points 0

1. Customized Presentations and / or Other Customized Instructional materials (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.1)

BRIGADE COMMENTS

+

2. Differentiated Instruction (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.2)

+

3. Rubrics (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.3)

+

4. Critical Thinking Questioning Techniques (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.4)

+

5. Plans for Students with Special Needs and / or Academically Advanced Students (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.5)

+

Figure 34 - Best Practices in Teaching and Assessment

CUSTOMIZED PRESENTATIONS AND / OR OTHER CUSTOMIZED INSTRUCTIONAL MATERIALS

1. Click the “+” button in the gray rectangle under Customized Presentations and / or Other Customized Instructional Materials.

1. Customized Presentations and / or Other Customized Instructional materials (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.1)



Figure 35 - Customized Presentations and / or Other Customized Instructor Materials

2. Choose your customized presentations and / or other customized instructional materials.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

DIFFERENTIATED INSTRUCTION

1. Click the “+” button in the gray rectangle under Differentiated Instruction.
 2. Differentiated Instruction (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.2)



Figure 36 – Differentiated Instruction

2. Choose your Differentiated Instruction file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

RUBRICS

1. Click the “+” button in the gray rectangle under Rubric.
 3. Rubrics (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.3)



Figure 37 - Rubrics

2. Choose your Rubric file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

CRITICAL THINKING QUESTIONING TECHNIQUES

1. Click the “+” button in the gray rectangle under Critical Thinking Questioning Techniques.
 4. Critical Thinking Questioning Techniques (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.4)

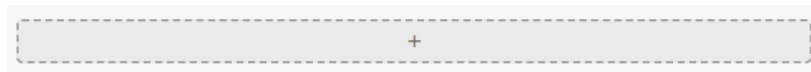


Figure 38 - Critical Thinking Questioning Techniques

2. Choose your critical thinking questioning techniques file.

3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

PLANS FOR STUDENTS WITH SPECIAL NEEDS AND / OR ACADEMICALLY ADVANCED STUDENTS

1. Click the “+” button in the gray rectangle under Plans for Students with Special Needs and / or Academically Advanced Students.

5. Plans for Students with Special Needs and / or Academically Advanced Students (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.5)

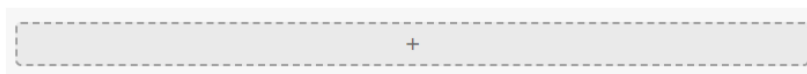


Figure 39 - Plans for Students with Special Needs and / or Academically Advanced Students

2. Choose your plans for students with special needs and / or academically advanced students file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

MINUTES FROM CONTINUOUS IMPROVEMENT MEETINGS / ACTIVITIES

1. Click the “+” button in the gray rectangle under Minutes from Continuous Improvement Meetings / Activities.

6. Minutes from Continuous Improvement Meetings / Activities (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.6)



Figure 40 - Minutes from Continuous Improvement Meetings / Activities

2. Choose your minutes from continuous improvement meetings / activities file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

EXAMPLES OF PEER COLLABORATION AND SHARED LEADERSHIP WITHIN THE HIGH SCHOOL ACTIVITIES

1. Click the “+” button in the gray rectangle under Examples of Peer Collaboration and Shared Leadership within the High School Activities.

7. Examples of peer collaboration and shared leadership within the high school activities (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.7)



Figure 41 - Examples of Peer Collaboration and Shared Leadership within the High School Activities

2. Choose your examples of peer collaboration and shared leadership within the high school activities file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

EXAMPLES OF STAKEHOLDER COLLABORATIVE ACTIVITIES

1. Click the “+” button in the gray rectangle under Examples of Stakeholder Collaborative Activities.

8. Examples of stakeholder collaborative activities (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.8)



Figure 42 - Examples of Stakeholder Collaborative Activities

2. Choose your examples of stakeholder collaborative activities file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

GRADING POLICY IS BASED ON MASTERY OF COMPETENCIES

1. Click the “+” button in the gray rectangle under Grading Policy is Based on Mastery of Competencies.

9. Grading policy is based on mastery of competencies (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.9)



Figure 43 - Grading Policy is Based on Mastery of Competencies

2. Choose your grading policy is based on mastery of competencies file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

IDENTIFIED SUPPORT SERVICES AVAILABLE TO STUDENTS AS NEEDED

1. Click the “+” button in the gray rectangle under Identified Support Services Available to Students as Needed.

10. Identified support services available to students as needed (See Appendix B-12 Instructor Portfolio Artifact Examples F.10)

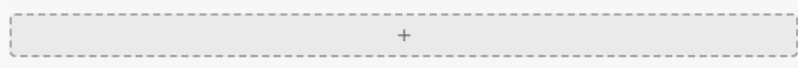


Figure 44 – Identified Support Services Available to Students as Needed

2. Choose your identified support services available to students as needed file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

COLLABORATION EVIDENCE BETWEEN SROTC AND JROTC

1. Click the “+” button in the gray rectangle under Collaboration Evidence Between SROTC and JROTC.

11. Collaboration evidence between SROTC and JROTC

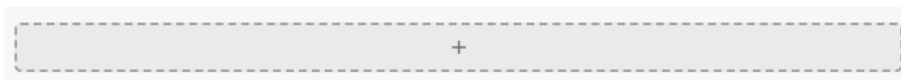


Figure 45 - Collaboration Evidence Between SROTC and JROTC

2. Choose your collaboration evidence between SROTC and JROTC file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

EXAMPLES OF HOW DATA WAS USED TO DESIGN, IMPLEMENT, AND EVALUATE CONTINUOUS IMPROVEMENT PLANS

1. Click the “+” button in the gray rectangle under Examples of How Data was Used to Design, Implement, and Evaluate Continuous Improvement Plans.

12. Examples of how data was used to design, implement, and evaluate continuous improvement plans (See Appendix B-13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.11)

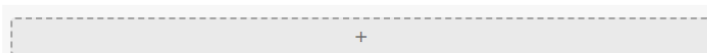


Figure 46 - Examples of How Data was used to Design, Implement, and Evaluate Continuous Improvement Plans

2. Choose your examples of how data was used to design, implement, and evaluate continuous improvement plans file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

EXAMPLES OF HOW DATA WAS USED TO DESIGN, IMPLEMENT, AND EVALUATE LEARNING

1. Click the “+” button in the gray rectangle under Examples of How Data was Used to Design, Implement, and Evaluate Learning.

13. Examples of how data was used to design, implement, and evaluate learning (See Appendix B13 Glossary. See Appendix B-12 Instructor Portfolio Artifact Examples F.12)

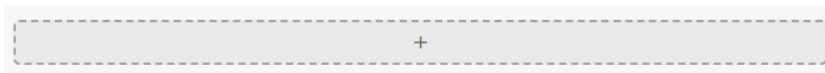


Figure 47 - Examples of How Data was used to Design, Implement, and Evaluate Learning

2. Choose your examples of how data was used to design, implement, and evaluate learning file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

PROFESSIONAL ACCOMPLISHMENTS OR RECOGNITION

The professional accomplishments or recognition section is for awards and documents of appreciation that you may have received.

Professional Accomplishments or RecognitionSection Points **0**

1. Documented thank you (See Appendix B-12 Instructor Portfolio Artifact Examples G.1)

BRIGADE COMMENTS

2. Letter of Commendation (See Appendix B-12 Instructor Portfolio Artifact Examples G.2)

3. Awards of Distinction

4. Certifications of Appreciation

Figure 48 – Professional Accomplishments or Recognition**DOCUMENTED THANK YOU**

1. Click the “+” button in the gray rectangle under Documented Thank You.

2. Documented thank you (See Appendix B-12 Instructor Portfolio Artifact Examples G.1)

Figure 49 - Documented Thank You

2. Choose your documented thank you file.
3. Click Open.

LETTER OF COMMENDATION

1. Click the “+” button in the gray rectangle under Letter of Commendation.

2. Letter of Commendation (See Appendix B-12 Instructor Portfolio Artifact Examples G.2)

Figure 50 - Letter of Commendation

2. Choose your letter of commendation file.
3. Click Open.

AWARDS OF DISTINCTION

1. Click the “+” button in the gray rectangle under Awards of Distinction.

3. Awards of Distinction

Figure 51 - Awards of Distinction

2. Choose your first awards of distinction file.
3. Click Open.

- **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

CERTIFICATIONS OF APPRECIATION

1. Click the “+” button in the gray rectangle under Certifications of Appreciation.

4. Certifications of Appreciation



Figure 52 – Certifications of Appreciation

2. Choose your first certification of appreciation file.
3. Click Open.
 - **NOTE:** Only one document can be uploaded at a time.
4. Repeat steps 1 through 3 for each file you plan to upload.

CADETS

The Cadets page provides an overview of the Cadet activity. You can view the progress of your classes as a whole and view the progress of individual Cadets.

NOTE: If you want more information on how the Cadets see SMARTCadet Portal please check out the [Cadet Dashboard section of the User Manual](#).

VIEWING DIFFERENT CLASSES

1. Find the tab labeled “All Classes”.
2. Click the class/period to the right of “All Classes” that you would like to view.

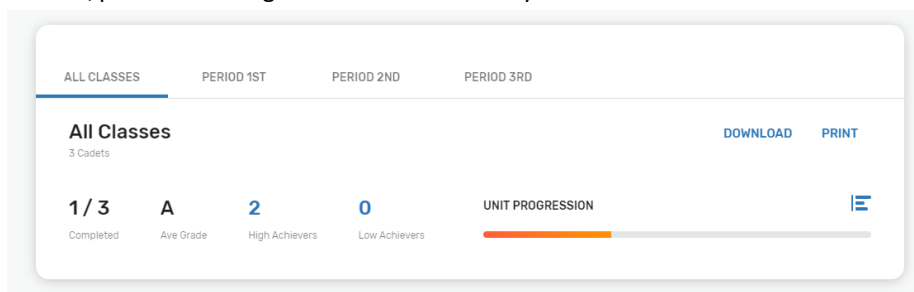


Figure 53 - Classes Box

VIEWING UNIT PROGRESSION

1. Find the bar, in the “Classes” box, that says Unit Progression above it.
2. Click on the bar. A popup window opens showing a more detailed progression list.

- Click **Close** to close the detailed progression list when done viewing.

UNIT PROGRESSION

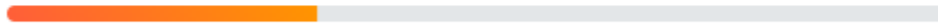


Figure 54 - Unit Progression Box

SORTING THE CADET LIST

- Click the drop-down menu to the right of Cadets.
- Select one of the categories to sort by:
 - Name
 - LET
 - Completed Lessons
 - Average Grade
 - Last Login

Average Grade ▾

Figure 55 - Sort Cadet Drop-Down (Default Sort)

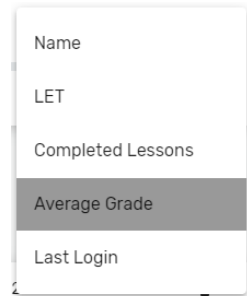


Figure 56 - Sort Cadet Drop-Down List

VIEWING DETAILED CADET ACTIVITY

- Click on the Cadet whose information you would like to view to expand the Cadet's activity information.
- Click **View** to the right of the lesson information to see the details.
- Scroll through the questions to view the answers the Cadet selected.
- Click on the category at the top to view the other completed objectives.
- Click close when done viewing the detailed results.



Figure 57 - View Detailed Information

DOWNLOADING CADET ACTIVITY RESULTS

- Click the Cadet, whose report you are wanting to download, to expand the Cadet's activity information.
- Click **Download** to download the report to your computer.

DOWNLOAD

Figure 58 - Download Button

LESSON ACTIVITIES

The Lesson Activities page gives you an overview of the First Aid and Geography lesson activities. You can view participation in specific lessons, see which lessons were challenging to the Cadets, and see which lessons the Cadets have completed.

NOTE: Lessons are meant to reinforce what Cadets are taught in class, not to replace teaching it.

NOTE: There are not lessons for every section in the JROTC course. Only specific ones have Lessons associated with them.

VIEWING DIFFERENT CLASSES

1. Find the tab labeled “All Classes”. (See Figure 53)
2. Click the class/period to the right of “All Classes” that you would like to view.

VIEWING UNIT PROGRESSION

1. Find the bar, in the “Classes” box, that says Unit Progression above it. (See Figure 54)
2. Click on the bar. A popup window opens showing a more detailed progression list.
3. Click **Close** to close the detailed progression list.

SELECTING THE ACTIVITY TYPE

1. Click the drop-down menu to the right of the “All Lessons” that says ‘Activity Type’ above it.
2. Select one of the Activity Types:
 - All
 - First Aid
 - Geography



Figure 59 - Activity Type Drop-Down Button

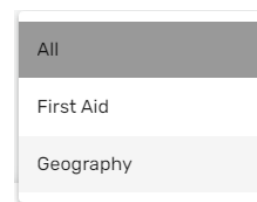


Figure 60 - Activity Type Drop-Down Menu

SORTING THE LESSONS LIST

1. Click the drop-down menu to the right of “All Lessons” that says ‘Sort’ above it.
2. Select one of the categories to sort by:
 - Lesson
 - Unit
 - Completed Objectives
 - Grade
 - Missing

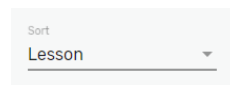


Figure 61 - Lesson Sort Drop-Down Button

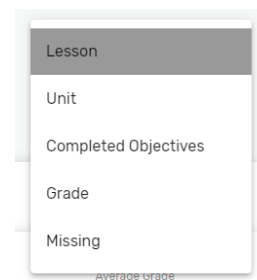


Figure 62 - Lesson Sort Drop-Down Menu

VIEWING DETAILED LESSON REPORTS

Click on the name of the lesson and it expands to show more information.

DOWNLOADING LESSON REPORTS

1. Select the lesson that you would like the report for.
2. Click the **Download** to download the report to your computer.

LAUNCHING LESSONS

To launch First Aid, Trivia (Alpha), and Geography lessons:

LAUNCHING LESSONS WITH THE LESSON LAUNCHER

1. Click the Lesson Launcher icon in the top right corner next to your profile icon.
2. Select the tab for the lesson you would like to launch.
3. Select the lesson from that tab you'd like to open.
 - NOTE: Trivia (Alpha) will open the trivia game. (Skip Step 4)
4. Select the objective that you would like to play.



Figure 63 - Game Launcher Button

LAUNCHING LESSONS FROM UNIT PROGRESSION

1. Click the Unit Progression Bar. (See Figure 54)
2. Select the lesson you would like to launch.
3. Select the objective that you would like to play.

NOTE: View the [Lessons, Challenges and Objectives, and Trivia](#) section for more details on the Lessons.

LESSON RESOURCES

The Resources page is where you can find resources for all the units, chapters, and lessons. These are kept up to date and as such they may occasionally change.

VIEWING DIFFERENT UNITS

Click on one of the Unit options, above Global Resources, to update the list to a new unit.

NOTE: Global Resources and Lesson Resources change to the new unit selection.

NOTE: If the Resources do not load when you click on them have your IT department whitelist this URL:
<https://cdn.armygamestudio.com/>

NOTE: Only PDF resources will open in the browser. All other resources will have to be downloaded and opened locally.

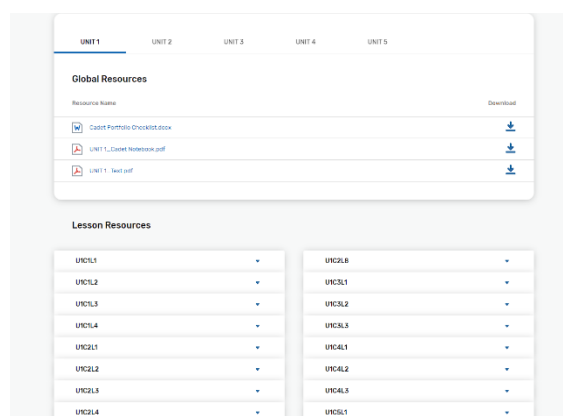


Figure 64 - Resources Screen

DOWNLOADING RESOURCES

From Global Resources:

Click on the resource that needs to be downloaded.

- If it is a **PDF (.pdf)** it opens in a new browser window and you click the download button in top right-hand corner next to the print icon.
- If it is a **Word Document (.docx)** a new window opens, and you select where you want it saved and what you want it to be called.

From Lesson Resources:

1. Click on the block for the unit, chapter, and lesson that contains the resource.

2. Click on the Resource that needs to be downloaded.
 - If it is a **PDF (.pdf)** it opens in a new browser window and you click the download button in top right-hand corner next to the print icon.
 - If it is a **Word Document (.docx)** a new window opens, and you select where you want it saved and what you want it to be called.

ROSTER MANAGEMENT

The Roster Management page is where you will go to manage your school years, class periods, and Cadets. This includes updating/editing Cadet information, unenrolling a Cadet from your class, re-enrolling a Cadet that has been unenrolled, and transferring a Cadet to another Instructor.

IMPORTANT NOTE: If you are transferring schools **DO NOT** add your new Cadets for the new school to SMARTCadet until after you have been transferred. Doing so will result in you losing access to those Cadets as they will be tied to the previous school.

NOTE: If you are sharing Cadets between two or more Instructors please ensure they have the same information between them. This includes: Name, Email, Password, and LET.

MANAGE SCHOOL YEARS

The Manage School Years page is where you will go to create and edit your school years. This includes making them Active years or Planning years.

The screenshot shows the 'Create a School Year' form and a table of existing school years. The form includes fields for 'Choose a Start Date', 'Choose an End Date', 'School Year Description', and a dropdown for 'Is This a Partial Year?'. Below the form is a 'SUBMIT SCHOOL YEAR' button. The table below lists three school years: 'SY 22-23' (ACTIVE), 'Example SY 22-23' (PLANNING), and 'Past SY 21-22'.

Title	Start Date	End Date	Partial Year	Active Year	Planning Year
SY 22-23	08-01-2022	04-30-2023	FULL	ACTIVE	
Example SY 22-23	08-01-2022	05-31-2023	FULL		PLANNING
Past SY 21-22	08-01-2021	05-31-2022	FULL		

Figure 65 - Manage School Years

CREATE A SCHOOL YEAR

1. Click the Calendar icon in the Choose a Start Date box.
2. Choose the first day of the school year you are creating.

3. Click the Calendar icon in the Choose an End Date box.
4. Choose the last day of the school year you are creating.
5. Type in the School Year name in the School Year Description box.
6. Choose if the School Year is a partial year or not.
7. Click Submit School Year +.

EDIT SCHOOL YEARS

There are three options when editing a school year: Set School Year Status, Rename School Year and Delete School Year.

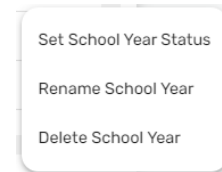


Figure 66 - Edit School Year Menu

SET SCHOOL YEAR STATUS

School Years can have 3 different statuses.

Active: All of the Cadets and Periods will show up across the site.

Planning: None of the Cadets or Periods in this year will show up on the site, but you can add Periods and Cadets to this School Year.

No Status: The School Year will not show up anywhere on the site and you will not be able to add Cadets or Periods to this School Year.

Figure 67 - Set Active School Year

1. Click the 3-dot menu next to the School Year name.
2. Choose Set School Year Status.
3. Click toggle next to Set as Active School Year or Set as Planning School Year.
 - **NOTE:** You can only have 1 switched on at a time.
4. Select Confirm.

RENAME SCHOOL YEAR

1. Click the 3-dot menu next to the School Year name.
2. Choose Rename School Year.
3. Type in the new name for the School Year
4. Select Submit.

Figure 68 - Rename School Year

DELETE SCHOOL YEAR

1. Click the 3-dot menu next to the School Year name.

2. Choose Delete School Year.
3. Click Yes.
 - **NOTE:** This cannot be Undone.

MANAGE PERIODS

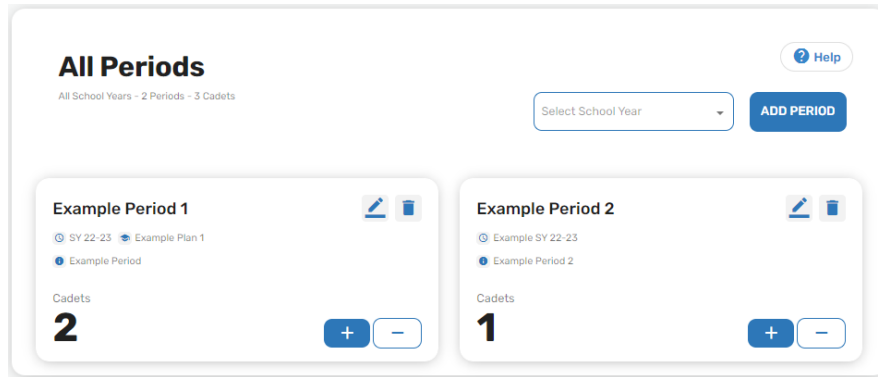


Figure 69 - Manage Periods

SELECT A SCHOOL YEAR

1. Click on the Select School Year drop-down.
2. Choose one of the Active School Years
 - **NOTE:** You can also choose All School Years to see a list of every Period in every school year.

CREATE A NEW PERIOD

1. Click the Add Period button.
2. Type in a name for your Period, in the Period Name box.
3. Type in a description for your Period, if needed.
4. Choose the School Year that this period is for.
5. Choose a Curriculum Plan for the period, if needed.
6. Click Add Period.

Figure 70 - Add Period

EDIT PERIODS

1. Click the Edit icon.
2. Update the field that needs updating. Fields are in this order:
 - a. Period Name
 - b. Period Description
 - c. School Year
 - d. Curriculum Plan
3. Click Save Changes.

DELETE PERIODS

1. Click the Delete Icon on the Period you wish to delete.

2. Click Yes.
 - **NOTE:** This cannot be undone.

ADD CADETS TO PERIOD

1. Click the + icon in the Period box.
2. Select the Cadet(s) to add to the Period.
 - **NOTE:** You can search for specific Cadets using the search bar.
 - **NOTE:** You can select all Cadets using the top most selector.
3. Click the Enroll (X) Cadets button.

REMOVE CADETS FROM PERIOD

1. Click the – icon.
2. Select the Cadet(s) to remove from the Period.
 - a. **NOTE:** You can search for specific Cadets using the search bar.
 - b. **NOTE:** You can select all Cadets using the top most selector.
3. Click the Unenroll (X) Cadets button.

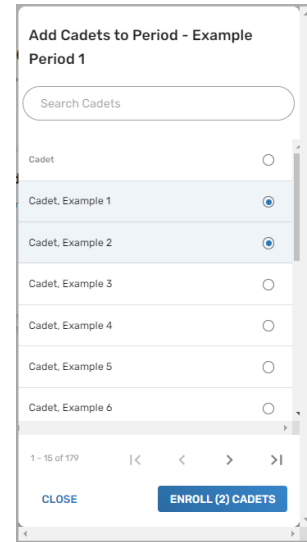


Figure 71 - Add Cadets to Period

MANAGE CADET ACCOUNTS

The Manage Cadet Accounts page is where you will go to add new Cadets, enroll Cadets that were previously unenrolled, and view all of the Cadets at the school.

SEARCHING FOR CADETS

1. Click the tab you'd like to search in:
 - a. My Active Cadets
 - b. My Unenrolled Cadets
 - c. All School Cadets
2. Type the name of the Cadet you would like to search for in the Search Box.
 - **NOTE:** The list filters as you type.
 - **NOTE:** Make sure you are on the My Active Cadets Tab.
2. Delete the text in the search box to show all Cadets.

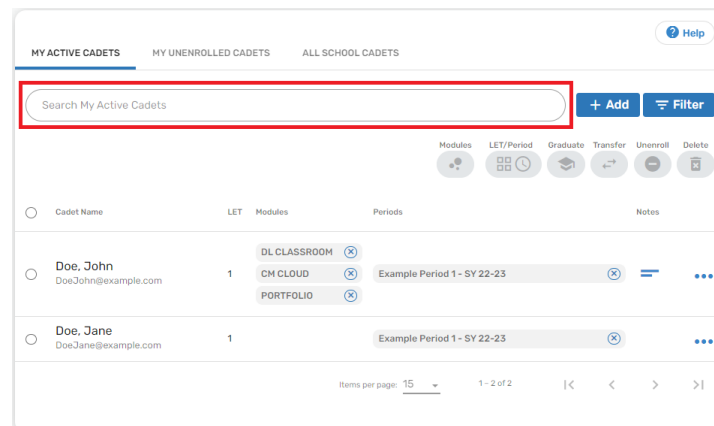


Figure 72 - Searching for an Active Cadet

ADDING INDIVIDUAL CADETS

1. Click on "+ Add" next to the search bar in the Cadets box.
2. Enter the Cadet's name and click next.
3. Enter the Cadet's preferred name. (Optional)
4. Enter the Cadet's Tag/ID. (Optional)
5. Enter the Cadet's email.
 - **NOTE:** The email must be unique. Please make sure to use a legitimate email address for the Cadet, if possible. If the Cadet does not have a legitimate email address please make sure that you use their full first and last name in the fake email and part of your school's name in the @ part of the email address, to ensure that it is unique.
 - **NOTE:** If you are making a test Cadet **DO NOT** use your own login email address. This will cause your email address to be tied to the Cadet account instead of your Instructor account, until the Cadet is deleted.
6. Create a password for the Cadet.
 - **NOTE:** The password must be a minimum of 8 characters long with at least one number and one of the following special characters: (!, @, #, \$, %, ^, &, *)
7. Select which LET the Cadet is in from the drop-down menu.
 - **NOTE:** Cadets can only be in one LET at a time. This can be changed by editing the Cadet.
 - **NOTE:** Cadets should be assigned to the LET that they are in not the LET of the Period they are in (if different).
8. Enter the Cadet's Period.
9. Click Add.
10. Click Finish at the bottom of the window.



Figure 73 - Add/Filter Cadet Button

 A screenshot of the "Add Cadets" window. The "INDIVIDUALS" tab is selected. The form has fields for "Cadet Name", "Preferred Name", and "Tag/ID". Below these is a "NEXT" button. At the bottom, there is a password field with six dots and a "CANCEL" button.

Figure 74 - Adding a Cadet Manually

ADDING CADETS USING THE CSV FILE TEMPLATE

1. Click on the "+ Add" button next to the search bar in the Cadets box. (See Figure 91)
2. Click on CSV at the top of the Add Cadets window.
3. Click on Upload file.
4. Select the CSV file that you would like to upload.
 - **NOTE:** A correctly formatted CSV file can be found under the Upload File button and on the Downloading CMv3 page. It is listed as "Cadet CSV Import Example".
5. Click open.
6. Wait for the confirmation message: "Success! Your Cadets were added".

 A screenshot of the "Add Cadets" window. The "CSV" tab is selected. In the center, there is a blue "Upload File" button. Below it, the text "CSV Cadet Import Example" is visible. A "CANCEL" button is at the bottom right.

Figure 75 - Add Cadet using a CSV File

SORTING THE CADETS

Clicking once on the Name or LET text sorts the list by that selection in ascending order. Clicking on the same selection again sorts the list in descending order. Arrows indicate which ordering method is being used, up arrow for ascending, down arrow for descending.

Name

Figure 76 - No Sort

Name ↑

Figure 77 - Sort in
Ascending Order

Name ↓

Figure 78 - Sort in
Descending Order

MY ACTIVE CADET OPTIONS

REMOVE CADETS FROM MODULES

1. Find the Cadet that no longer needs to be in one or more of the Modules.
2. Click the X next to the Module name that they no longer need to be in.
3. Click Yes on the confirmation prompt.

REMOVE CADETS FROM PERIOD

1. Find the Cadet that no longer needs to be in one or more Periods.
2. Click the X next to the Period name that they no longer need to be in.
3. Click Yes on the confirmation prompt.

EDIT CADET OPTIONS

The Edit menu takes you through all of the options for editing your Cadets there are several different manage Cadet options. This section goes over all of them.



Figure 79 - Edit Cadet Menu Button

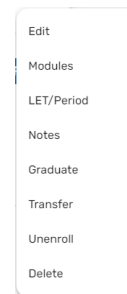


Figure 80 - Edit Cadet Menu Options

EDITING CADET NAME

1. Click the three-dot options menu. (See Figure 79)
2. Click Edit.
3. Change the Cadet's name in the Cadet Name field.
4. Click Submit.

Cadet Name

Doe, John

Figure 81 - Edit Cadet Name

EDITING CADET'S PREFERRED NAME

1. Click the three-dot options menu. (See Figure 79)
2. Click Edit.
3. Change the Cadet's preferred name in the Cadet Preferred Name (Optional) field.
4. Click Submit.

Cadet Preferred Name (Optional)

John

Figure 82 - Edit Cadet Preferred Name

EDITING CADETS TAG/ID (OPTIONAL)

1. Click the three-dot options menu. (See Figure 79)
2. Click Edit.
3. Change the Cadet's Tag/ID in the Cadet Tag/ID (Optional) field.
4. Click Submit.

Cadet Tag/ID (Optional)

012345

Figure 83 - Edit Cadet Tag/ID

EDITING CADET EMAIL

1. Click the three-dot options menu. (See Figure 79)
2. Click Edit.
3. Change the Cadet's email in the Cadet Email field.
4. Click Submit.

Cadet Email

DoeJohn@example.com

Figure 84 - Edit Cadet Email

EDITING CADET PASSWORD

1. Click the three-dot options menu. (See Figure 79)
2. Click Edit.
3. Type the new password in the Cadet Password field.
 - **NOTE:** Passwords must contain 8 characters, a number, and special character.
4. Click Submit.

Cadet Password

Example1!

Figure 85 - Edit Cadet Password

ADDING AND EDITING CADET MODULES

1. Click the three-dot options menu. (See Figure 79)
2. Click Modules.
3. Select the modules you want to add the cadet to.
 - **NOTE:** You can remove the Cadet from all modules using the "Remove (1) from All Modules" option at the top of the window.

- **NOTE:** To remove Cadets from individual Modules, please see the [Remove Cadets from Modules](#) section.
4. Click the Apply to (1).

EDITING CADET LET

1. Click the three-dot options menu. (See Figure 79)
2. Click LET/Period.
3. Change the Cadet's LET by choosing which LET they should be in at the top of the screen.
 - **NOTE:** A Cadet should **NEVER** be set to two different LETs between Instructors.
4. Click Save Changes.

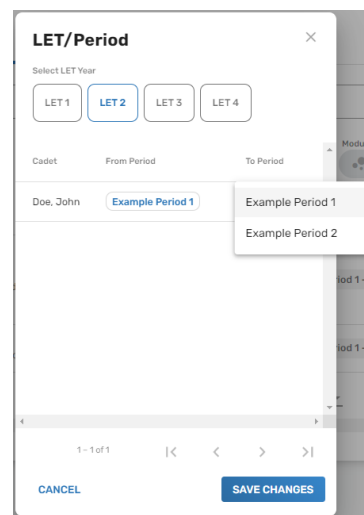


Figure 86 - Edit LET/Period

EDITING CADET PERIOD

1. Click the three-dot options menu. (See Figure 79)
2. Click LET/Period.
3. Ensure the Cadet listed is the one that you are trying to change the LET/Period of.
4. Click the drop-down under the "To Period" column.
5. Choose the Period you want the Cadet to be in.
6. Click Save Changes.

ADDING AND EDITING CADET NOTES

If there is no existing note:

1. Click the three-dot options menu. (See Figure 79)
2. Click Notes.
3. Type your comment in the "Edit cadet note" section.
4. Click Submit.

If there is an existing note:

1. Click the note icon in the Notes column.
2. Change what needs to be changed in the old note.
3. Click Submit.

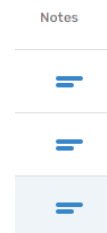


Figure 87 - Edit Cadet Note

GRADUATING CADETS

NOTE: Graduating a Cadet will remove their data from your view. You will need to email support if you want to retrieve their data.

1. Click the three-dot options menu. (See Figure 79)
2. Click Graduate.
3. Ensure that the Cadet shown is the one you want to Graduate.
4. Click the "Graduate 1 Cadet" button

TRANSFERRING CADETS

NOTE: This is for transferring Cadets between Instructors at the same School.

1. Click the three-dot options menu. (See Figure 79)
2. Click Transfer.
3. Ensure that the Cadet shown is the one that you want to Transfer.
4. Choose the new Instructor that the Cadet will be transferred to.
5. Choose the new Period that the Cadet will be transferred to.
6. Click Transfer Cadets.

 A screenshot of the 'Transfer' form in the JROTC SMARTCadet system. The form has a title bar 'Transfer' with a close button. Below the title bar are two dropdown menus: 'Select a New Instructor' and 'Select a New Period'. Under these is a section labeled 'Cadet' with a 'Current Period' dropdown. Below that is a list of instructors, with 'Doe, John' selected and highlighted. To the right of 'Doe, John' is a button labeled 'Example Period 1'. At the bottom of the form are two buttons: 'CANCEL' on the left and 'TRANSFER CADETS' on the right.

Figure 88 - Transfer Cadet Form

UNENROLLING CADETS

The Unenroll Cadets option removes the Cadet from your account, but does not delete their information.

- **NOTE:** This should **NOT** be used if they are just moving periods or they are transferring Instructors at the same School.
1. Click the three-dot options menu. (See Figure 79)
 2. Click Unenroll.
 3. Ensure the Cadet shown is the one you want to Unenroll.
 4. Click Unenroll 1 Cadet.

 A screenshot of the 'Unenroll Cadets' form in the JROTC SMARTCadet system. The form has a title bar 'Unenroll Cadets' with a close button. Below the title bar is a section labeled 'Cadet' with a dropdown menu showing 'Doe, John'. At the bottom of the form are two buttons: 'CANCEL' on the left and 'UNENROLL 1 CADET' on the right.

Figure 89 - Unenroll Cadet

DELETING CADETS

NOTE: This will erase all of the Cadet's information and **CANNOT** be undone.

1. Click the three-dot options menu. (See Figure 79)
2. Click Delete.
3. Ensure the Cadet shown is the one you want to Delete.
4. Click Delete 1 Cadet.

BATCH EDIT MY ACTIVE CADETS

The Batch Edit options allow you to edit multiple Cadets at once. However, they are disabled unless you have at least one Cadet selected using the selection icon to the left of the Cadet's name.

BATCH SELETING CADETS

1. Click the My Active Cadets tab in Manage Cadet Accounts.

- Click the white dots to the left of the Cadets that you'd like to edit.



Figure 90 - Not Selected Cadet



Figure 91 - Selected Cadet

BATCH CADET ADD MODULES

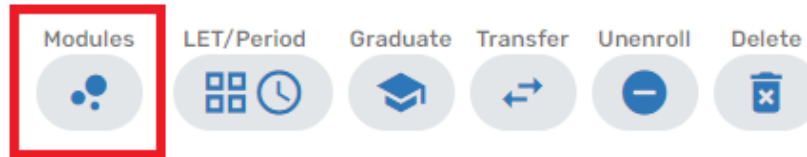


Figure 92 - Batch Modules Option

This option will all you to add multiple Cadets to the same Modules.

- Click the Circle button to the left of the Cadet names for each Cadet you want to add Modules to. (See Figure 91)
- Click the Batch Modules button.
- Select the Modules you want all of the Cadets to have.
- Click Apply to (X).

BATCH CADET MOVE LET/PERIOD

This option allows you to transfer multiple Cadets to a different LET/Period.

NOTE: All Cadets selected will be transferred to the same LET and Period chosen.

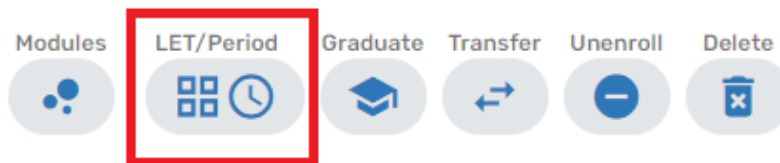


Figure 93 - Batch Transfer LET Option

- Click the Circle button to the left of the Cadet names for each Cadet you want to move to a new LET/Period. (See Figure 91)
- Click the Batch LET/PERIOD Option.
- Ensure the Cadets listed are the ones you want to change the LET/Period of.
- Choose the LET Year for these Cadets.
- Choose the Period for each Cadet.
- Click Save Changes.

BATCH GRADUATE CADETS

This option allows you to graduate multiple Cadets at once.

NOTE: Graduating a Cadet will remove their data from your view. You will need to email support if you want to retrieve their data.

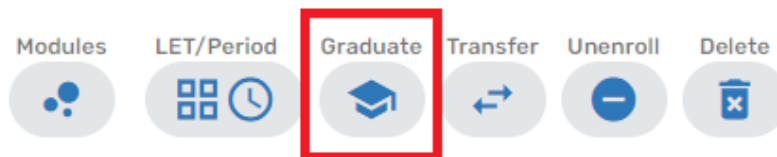


Figure 94 - Batch Graduate Cadets

1. Click the Circle button to the left of the Cadet names for each Cadet you want to Graduate. (See Figure 91)
2. Click the Batch Graduate option.
3. Ensure the Cadets listed are the ones you want to Graduate.
4. Click Graduate (X) Cadets.

BATCH CADET TRANSFER TO INSTRUCTOR/PERIOD

This option allows you to transfer multiple Cadets to a different Instructor/Period.

NOTE: All Cadets selected will be transferred to the same Instructor and Period chosen.

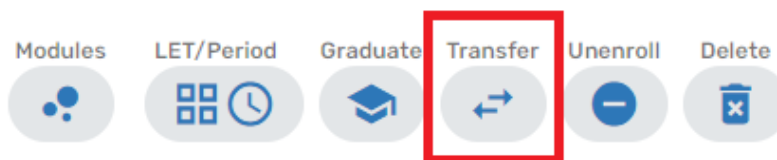


Figure 95 - Batch Transfer Instructor Option

1. Click the Circle button to the left of the Cadet names for each Cadet you want to Transfer. (See Figure 91)
2. Click the Batch Transfer Option.
3. Ensure the Cadets listed are the ones you want to Transfer.
4. Select the Instructor for these Cadets to be transferred to.
5. Select the Period for these Cadets.
6. Click Transfer Cadets.

BATCH UNENROLL CADETS

This option allows you to unenroll multiple Cadets at once.

NOTE: Unenrolled Cadets can be added back by going to the Unenrolled Cadets tab and Reenrolling them.

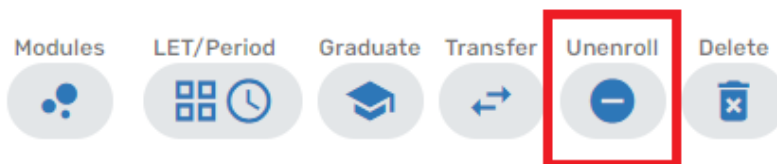


Figure 96 - Batch Unenroll Cadets

1. Click the Circle button to the left of the Cadet names for each Cadet you want to Unenroll. (See Figure 91)
2. Click the Batch Unenroll option.
3. Ensure the Cadets listed are the ones you want to Unenroll.

- Click Unenroll (X) Cadets.

BATCH DELETE CADETS

This option allows you to delete multiple Cadets at once.

NOTE: This is PERMANENT and cannot be undone.

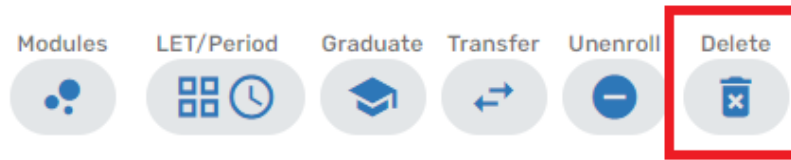


Figure 97 - Batch Delete Cadets

- Click the Circle button to the left of the Cadet names for each Cadet you want to Delete. (See Figure 91)
- Click the Batch Delete option.
- Ensure the Cadets listed are the ones you want to Delete.
- Click Delete (X) Cadets.

MY UNENROLLED CADETS

The My Unenrolled Cadets tab is where you will go to enroll Cadets that were previous unenrolled.

NOTE: Unenrolled means that the Cadet is no longer enrolled by you or any other Instructor at any other school.

EDIT UNENROLLED CADET OPTIONS

The Edit menu takes you through all of the options for editing your Cadets there are several different manage Cadet options. This section goes over all of them.



Figure 98 - Edit Cadet Menu Button

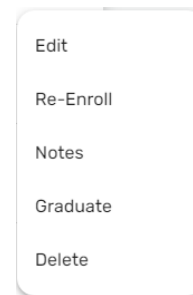


Figure 99 - Edit Cadet Menu Options

EDITING CADET NAME

- Click the three-dot options menu. (See Figure 98)
- Click Edit.
- Change the Cadet's name in the Cadet Name field.
- Click Submit.

Cadet Name
Doe, John

Figure 100 - Edit Cadet Name

EDITING CADET'S PREFERRED NAME

1. Click the three-dot options menu. (See Figure 98)
2. Click Edit.
3. Change the Cadet's preferred name in the Cadet Preferred Name (Optional) field.
4. Click Submit.

Cadet Preferred Name (Optional)

John

Figure 101 - Edit Cadet Preferred Name

EDITING CADETS TAG/ID (OPTIONAL)

1. Click the three-dot options menu. (See Figure 98)
2. Click Edit.
3. Change the Cadet's Tag/ID in the Cadet Tag/ID (Optional) field.
4. Click Submit.

Cadet Tag/ID (Optional)

012345

Figure 102 - Edit Cadet Tag/ID

EDITING CADET EMAIL

1. Click the three-dot options menu. (See Figure 98)
2. Click Edit.
3. Change the Cadet's email in the Cadet Email field.
4. Click Submit.

Cadet Email

DoeJohn@example.com

Figure 103 - Edit Cadet Email

EDITING CADET PASSWORD

1. Click the three-dot options menu. (See Figure 98)
2. Click Edit.
3. Type the new password in the Cadet Password field.
 - **NOTE:** Passwords must contain 8 characters, a number, and special character.
4. Click Submit.

Cadet Password

Example1!

Figure 104 - Edit Cadet Password

RE-ENROLL UNENROLLED CADETS

1. Click on the Unenrolled Tab.
2. Find the Cadet you would like to re-enroll.
3. Click the Re-Enroll button.
4. Select the Period they will be in from the drop down.
5. Click Save Changes.

ADDING AND EDITING UNENROLLED CADET NOTES

If there is no existing note:

1. Click the three-dot options menu. (See Figure 98)
2. Click Notes.
3. Type your comment in the “Edit cadet note” section.
4. Click Submit.

If there is an existing comment:

1. Click the note icon in the Notes column.
2. Change what needs to be changed in the old note.
3. Click Submit.

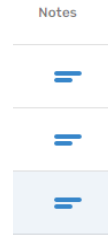


Figure 105 - Edit Cadet Note

GRADUATING UNENROLLED CADETS

NOTE: Graduating a Cadet will remove their data from your view. You will need to email support if you want to retrieve their data.

1. Click the three-dot options menu. (See Figure 98)
2. Click Graduate.
3. Ensure that the Cadet shown is the one you want to Graduate.
4. Click the “Graduate 1 Cadet” button

DELETING UNENROLLED CADETS

NOTE: This will erase all of the Cadet’s information and **CANNOT** be undone.

1. Click the three-dot options menu. (See Figure 98)
2. Click Delete.
3. Ensure the Cadet shown is the one you want to Delete.
4. Click Delete 1 Cadet.

BATCH EDIT MY UNENROLLED CADETS

The Batch Edit options allow you to edit multiple Cadets at once. However, they are disabled unless you have at least one Cadet selected using the selection icon to the left of the Cadet’s name.

BATCH SELETING MY UNENROLLED CADETS

1. Click the My Unenrolled Cadets tab in Manage Cadet Accounts.
2. Click the white dots to the left of the Cadets that you’d like to edit.



Figure 106 - Not Selected Cadet



Figure 107 - Selected Cadet

BATCH RE-ENROLL CADETS

This option allows you to re-enroll multiple Cadets at once.

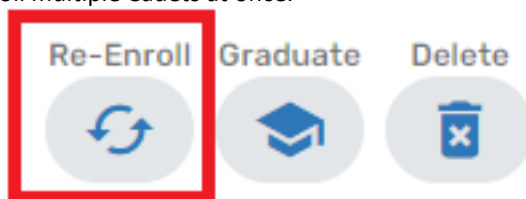


Figure 108 - Batch Re-Enroll Cadets

1. Click the Circle button to the left of the Cadet names for each Cadet you want to Re-enroll. (See Figure 107)
2. Click the Batch Re-Enroll option.
3. Ensure the Cadets listed are the ones you want to Re-enroll.
4. Select Periods for each Cadet.
5. Click Save Changes.

BATCH GRADUATE CADETS

This option allows you to graduate multiple Cadets at once.

NOTE: Graduating a Cadet will remove their data from your view. You will need to email support if you want to retrieve their data.

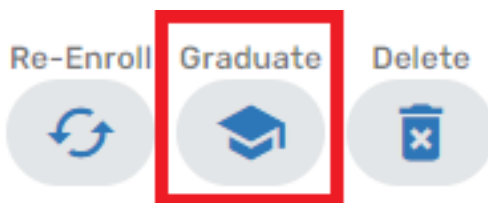


Figure 109 - Batch Graduate Cadets

1. Click the Circle button to the left of the Cadet names for each Cadet you want to Graduate. (See Figure 107)
2. Click the Batch Graduate option.
3. Ensure the Cadets listed are the ones you want to Graduate.
4. Click Graduate (X) Cadets.

BATCH DELETE CADETS

This option allows you to delete multiple Cadets at once.

NOTE: This is PERMANENT and cannot be undone.

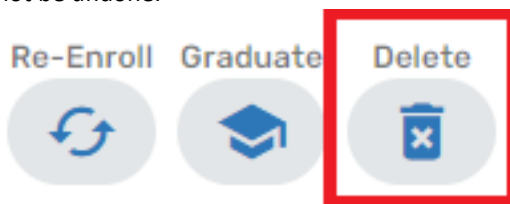


Figure 110 - Batch Delete Cadets

1. Click the Circle button to the left of the Cadet names for each Cadet you want to Delete. (See Figure 107)
2. Click the Batch Delete option.
3. Ensure the Cadets listed are the ones you want to Delete.

4. Click Delete (X) Cadets.

ALL SCHOOL CADETS

The All Cadets Page shows every single Cadet that is currently registered to your school. You are able to Edit these Cadets and transfer them to Other Instructors. The main purpose of this page is so that if an Instructor leaves your school the Cadets are not locked up in their account.

All of the controls for this tab match the steps for the [My Active Cadets](#) section above, with the exception of non-batch Cadet Transfer.

EDIT ALL SCHOOL CADET OPTIONS

The Edit menu takes you through all of the options for editing your Cadets there are several different manage Cadet options. This section goes over all of them.



Figure 111 - Edit Cadet Menu Button

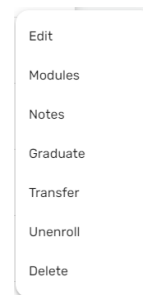


Figure 112 - Edit Cadet Menu Options

EDITING CADET NAME

1. Click the three-dot options menu. (See Figure 111)
2. Click Edit.
3. Change the Cadet's name in the Cadet Name field.
4. Click Submit.

Cadet Name
Doe, John

Figure 113 - Edit Cadet Name

EDITING CADET'S PREFERRED NAME

1. Click the three-dot options menu. (See Figure 111)
2. Click Edit.
3. Change the Cadet's preferred name in the Cadet Preferred Name (Optional) field.
4. Click Submit.

Cadet Preferred Name (Optional)
John

Figure 114 - Edit Cadet Preferred Name

EDITING CADETS TAG/ID (OPTIONAL)

1. Click the three-dot options menu. (See Figure 111)

2. Click Edit.
3. Change the Cadet's Tag/ID in the Cadet Tag/ID (Optional) field.
4. Click Submit.

Cadet Tag/ID (Optional)
012345

Figure 115 - Edit Cadet Tag/ID

EDITING CADET EMAIL

1. Click the three-dot options menu. (See Figure 111)
2. Click Edit.
3. Change the Cadet's email in the Cadet Email field.
4. Click Submit.

Cadet Email
DoeJohn@example.com

Figure 116 - Edit Cadet Email

EDITING CADET PASSWORD

1. Click the three-dot options menu. (See Figure 111)
2. Click Edit.
3. Type the new password in the Cadet Password field.
 - **NOTE:** Passwords must contain 8 characters, a number, and special character.
4. Click Submit.

Cadet Password
Example1!

Figure 117 - Edit Cadet Password

ADDING AND EDITING CADET MODULES

1. Click the three-dot options menu. (See Figure 111)
2. Click Modules.
3. Select the modules you want to add the cadet to.
 - **NOTE:** You can remove the Cadet from all modules using the Remove (1) from all Modules option at the top of the window.
4. Click the Apply to (1).

ADDING AND EDITING CADET NOTES

If there is no existing note:

1. Click the three-dot options menu. (See Figure 111)
2. Click Notes.
3. Type your comment in the "Edit cadet note" section.
4. Click Submit.

If there is an existing comment:

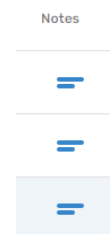


Figure 118 - Edit Cadet Note

1. Click the note icon in the Notes column.
2. Change what needs to be changed in the old note.
3. Click Submit.

GRADUATING CADETS

NOTE: Graduating a Cadet will remove their data from your view. You will need to email support if you want to retrieve their data.

1. Click the three-dot options menu. (See Figure 111)
2. Click Graduate.
3. Ensure that the Cadet shown is the Cadet you want to Graduate.
4. Click the “Graduate 1 Cadet” button

TRANSFERRING CADETS

NOTE: This is for transferring Cadets between Instructors at the same School.

1. Click the three-dot options menu. (See Figure 111)
2. Click Transfer.
3. Ensure that the Cadet shown is the one you want to Transfer.
4. Choose the new Instructor that the Cadet will be transferred to.
5. Choose the new Period that the Cadet will be transferred to.
6. Click Transfer Cadets.

Figure 119 - Transfer Cadet Form

UNENROLLING CADETS

The Unenroll Cadets option removes the Cadet from your account, but does not delete their information.

- **NOTE:** This should **NOT** be used if they are just moving periods or they are transferring Instructors at the same School.
1. Click the three-dot options menu. (See Figure 111)
 2. Click Unenroll.
 3. Ensure the Cadet shown is the one you want to Un-enroll.
 4. Click Unenroll 1 Cadet.

DELETING CADETS

NOTE: This will erase all of the Cadet’s information and **CANNOT** be undone.

1. Click the three-dot options menu. (See Figure 111)
2. Click Delete.
3. Ensure the Cadet shown is the one you want to Delete.

4. Click Delete 1 Cadet.

BATCH EDIT ALL SCHOOL CADETS

The Batch Edit options allow you to edit multiple Cadets at once. However, they are disabled unless you have at least one Cadet selected using the selection icon to the left of the Cadet's name.

BATCH SELETING CADETS

1. Click the My All School Cadets tab in Manage Cadet Accounts.
2. Click the white dots to the left of the Cadets that you'd like to edit.



Figure 120 - Not Selected Cadet



Figure 121 - Selected Cadet

BATCH CADET ADD MODULES

This option will all you to add multiple Cadets to the same Modules.

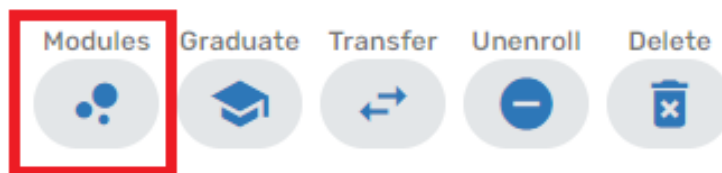


Figure 122 - Batch Modules Option

1. Click the Circle button to the left of the Cadet names.
2. Click the Batch Modules button.
3. Select the Modules you want all of the Cadets to have.
4. Click Apply to (X).

BATCH GRADUATE CADETS

This option allows you to graduate multiple Cadets at once.

NOTE: Graduating a Cadet will remove their data from your view. You will need to email support if you want to retrieve their data.

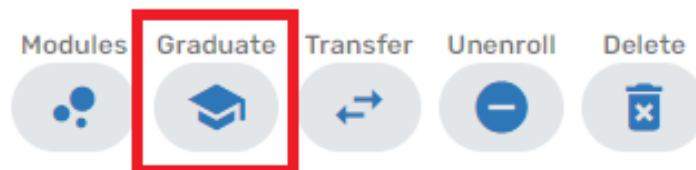


Figure 123 - Batch Graduate Cadets

1. Click the Circle button to the left of the Cadet names for each Cadet you want to Graduate. (See Figure 107)
2. Click the Batch Graduate option.
3. Ensure the Cadets listed are the ones you want to Graduate.
4. Click Graduate (X) Cadets.

BATCH CADET TRANSFER TO INSTRUCTOR/PERIOD

This option allows you to transfer multiple Cadets to a different Instructor/Period.

NOTE: All Cadets selected will be transferred to the same Instructor and Period chosen.

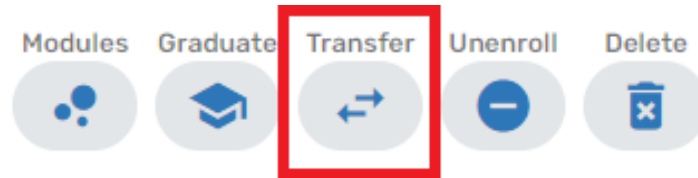


Figure 124 - Batch Transfer Instructor Option

1. Click the Circle button to the left of the Cadet names.
2. Click the Batch Transfer Option.
3. Ensure the Cadets listed are the ones you want to transfer.
4. Select the Instructor for these Cadets to be transferred to.
5. Select the Period for these Cadets.
6. Click Transfer Cadets.

BATCH UNENROLL CADETS

This option allows you to unenroll multiple Cadets at once.

NOTE: Unenrolled Cadets can be added back by going to the Unenrolled Cadets tab and Reenrolling them.

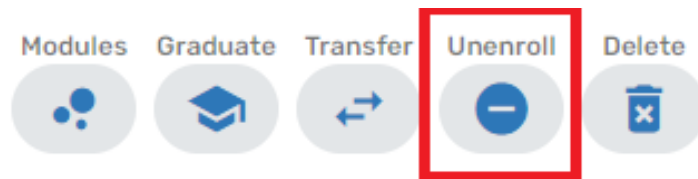


Figure 125 - Batch Unenroll Cadets

1. Click the Circle button to the left of the Cadet names for each Cadet you want to Graduate. (See Figure 107)
2. Click the Batch Unenroll option.
3. Ensure the Cadets listed are the ones you want to Unenroll.
4. Click Graduate (X) Cadets.

BATCH DELETE CADETS

This option allows you to delete multiple Cadets at once.

NOTE: This is PERMANENT and cannot be undone.

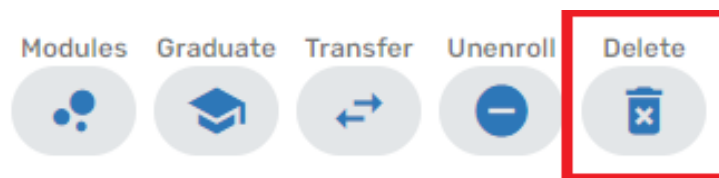


Figure 126 - Batch Delete Cadets

1. Click the Circle button to the left of the Cadet names for each Cadet you want to Delete. (See Figure 107)

2. Click the Batch Delete option.
3. Ensure the Cadets listed are the ones you want to Delete.
4. Click Graduate (X) Cadets.

PENDING CADETS

The Pending Cadets section allows you to finish registering a Cadet that was uploaded using a CSV file. This must be done before the Cadet will show up in the Active Cadet list.

REGISTERING A PENDING CADET

1. Click the three-dot options menu. (See Figure 111)
2. Click Complete Registration.
3. Change the Cadet's name. (if needed)
4. Change the Cadet's preferred name. (if needed)
5. Enter the Cadet's Tag/ID. (Optional)
6. Enter the Cadet's Email.
 - **NOTE:** Do **NOT** use the email that you use to login, as a Cadet email. This will lock you out of your account.
7. Enter the Cadet's Password.
 - **NOTE:** Passwords must contain 8 characters, a number, and special character.
8. Click Submit.

ADDING AND EDITING CADET NOTES

If there is no existing note:

1. Click the three-dot options menu. (See Figure 111)
2. Click Notes.
3. Type your comment in the "Edit cadet note" section.
4. Click Submit.

If there is an existing comment:

1. Click the note icon in the Notes column.
2. Change what needs to be changed in the old note.
3. Click Submit.

DELETING PENDING CADETS

NOTE: This will erase all of the Pending Cadet's information and **CANNOT** be undone.

1. Click the three-dot options menu. (See Figure 111)
2. Click Delete.
3. Ensure the Cadet shown is the one you want to Delete.
4. Click Delete 1 Cadet.

BATCH DELETE PENDING CADETS

This option allows you to delete multiple Pending Cadets at once.

NOTE: This is PERMANENT and cannot be undone.

1. Click the Circle button to the left of the Cadet names for each Cadet you want to Delete. (See Figure 107)
2. Click the Batch Delete option. (See Figure 126)
3. Ensure the Cadets listed are the ones you want to Delete.

PORTFOLIO

The Portfolio page is for all of the Cadet's Portfolio work and for any other work the Cadet does.

NOTE: No Cadet PII is to be uploaded to the Portfolio.

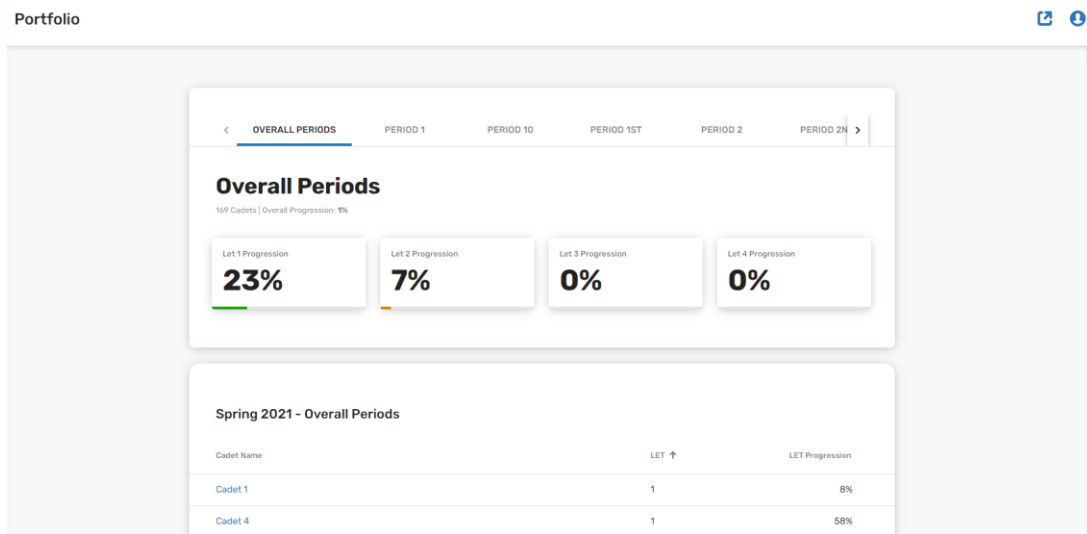


Figure 127 - Portfolio Screen

VIEWING DIFFERENT PERIODS

1. Find the tab labeled "Overall Periods".
2. Click the Period to the right of "Overall Periods" that you would like to view.

VIEWING SPECIFIC CADET PORTFOLIOS

1. Scroll to the bottom of the page.
2. Find the name of the Cadet whose portfolio you would like to view.
3. Click on the Cadet's Name to go to the Cadet's Portfolio.

VIEWING NON-UPLOADED FILES

1. Find the name of the file you would like to view.
2. Click on either the SVG icon or the PDF icon to the left of the file name to open the file.



Figure 128 - SVG Icon

NOTE: If the file is something the Cadet is supposed to create and upload there will be no PDF version of the file.

NOTE: SVG files can be filled out by the Cadet and saved on the site without the need to download or upload anything.



Figure 129 - PDF Icon

VIEWING UPLOADED FILES

- Click on the file you would like to view.
 - NOTE:** Only PDF Files and the SVG files will open in the browser all other file types need to be downloaded and opened locally.
- Click the gray "X" in the top right corner to close the file.
 - NOTE:** The gray "X" next to the Download button **NOT** the red "X" that closes the browser.

APPROVING DOCUMENTS

- Click on the file you would like to approve/unapprove.
 - The icon will turn green to show that the document is approved.
- Click the Circled Checkmark Icon, in the top right corner of the page.



Figure 130 - Approve Icon

NOTE: If you accidentally approved the document an undo button will appear in place of the approve and reject icons that will undo the approval when clicked.



Figure 131 - Undo Icon

NOTE: Once all Portfolio documents are approved the LET will gain a green check icon next to it.

NOTE: Documents under the Works and Achievements section will **NOT** count towards progress completion.

REJECTING DOCUMENTS

- Click on the file you would like to deny.
- Click the Circled X Icon in the top right corner of the page.
 - A generic rejection comment will be added if you do not include a comment of your own.
- Type in your reason for rejection, if needed.
- Click Submit.



Figure 132 - Reject Icon

NOTE: If you accidentally rejected the document an undo button will appear in place of the approve and reject icons that will undo the rejection. (See Figure 131)

PRINTING PDF DOCUMENTS

- Click on the file you would like to print.



- Click the printer icon in the top right corner of the screen.
- Select your print options in the window that opens.
 - NOTE:** Depending on your browser you may need to click the print icon again, in the new tab/window, if the document opens in a new tab/window.
 - NOTE:** If you have done work in the document and want to save the work, you will need to click print and then choose the PDF option in the print options window.
- Click Print.

Figure 133 - Print Icon

DELETING DOCUMENTS

- Click on the file you would like to delete.
- Click the trash can icon in the top right corner of the screen.
- Click Yes on the "Are You Sure?" prompt.



Figure 134 - Delete Icon

NOTE: This is not reversible. The document will need to be re-uploaded if it was mistakenly deleted.

DOWNLOADING PDF DOCUMENTS

- Click on the PDF file you would like to download.
- Click the download icon in the top right corner of the screen.
- Select the Save File option.
- Click the OK button.



Figure 135 - Download Icon

NOTE: If you have trouble locating the file after downloading it, check the Downloads folder on your computer.

NOTE: If you are using an iPad it is recommended that you have Adobe Acrobat Reader so that you have access to all of the text boxes and drop-down menus that are built into some of the documents.

DOWNLOADING PREVIOUS VERSIONS OF DOCUMENTS

- Click on the three-dot menu to the right of the file name.
- Click the download icon next to the version of the file you would like to download.
- Select Save File option.
- Click the OK button.

NOTE: This option will not exist if no versions of the document have been uploaded.

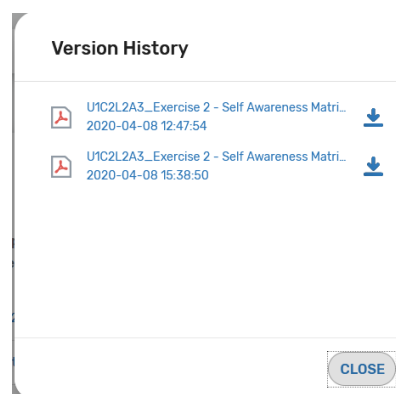


Figure 136 - Version History Window

PORTFOLIO VS. WORKS/ACHIEVEMENTS

Documents uploaded on the Portfolio page can go in one of two places.

Checklist Section: This is the area where the template documents can be downloaded. Anything uploaded in this section will count as progress towards the portfolio completion. Please make sure to read the Cadet section to see how Cadets need to upload documents here.

Works/Achievements: Found at the bottom of the page. Any work uploaded here will not count towards portfolio completion. The only documents that should be uploaded here are either previous LET documents that need to be recorded or extra work that is not part of the Portfolio.

[Please see the Cadet section for Instructions on how the Cadets should upload Documents.](#)

DL CLASSROOM

The DL Classroom page is where you will be able to assign and track Cadets work.

The first thing you will need to do when you get to the DL Classroom page is select what Classroom Period you would like to manage. If you do not see any then you do not have any Cadets assigned the DL Classroom Module. Assigning the DL Classroom Module to a Cadet will automatically create and add them to a DL Classroom based on the Period they are currently in.

SELECTING A PERIOD

The DL Classroom Period Selection screen will show all of the Periods where a Cadet has the DL Classroom Module assigned. Clicking on one will take you into that Period where the other DL Classroom options will be available.

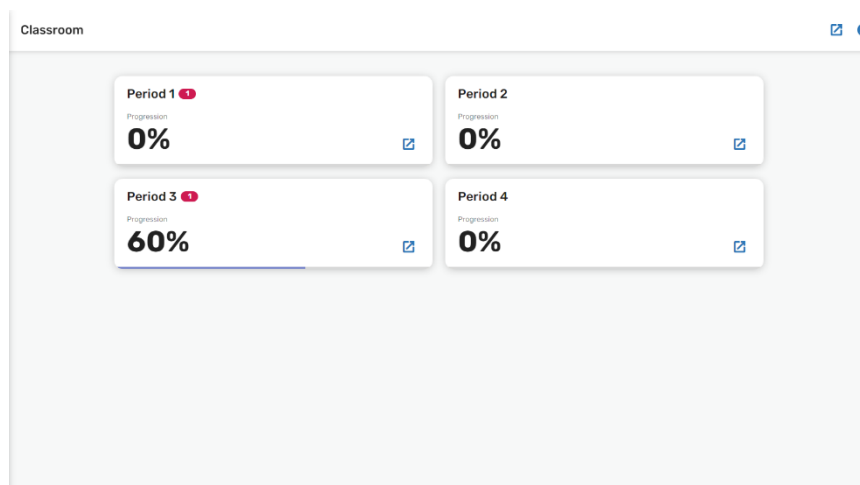


Figure 137 - Classroom Period Selection Section

DASHBOARD TAB

The Dashboard tab shows the progression for the selected DL Classroom period. From this tab you can view all of your Cadets and the progress they have made on their assignments. As new assignments are added the progress percentage will change.

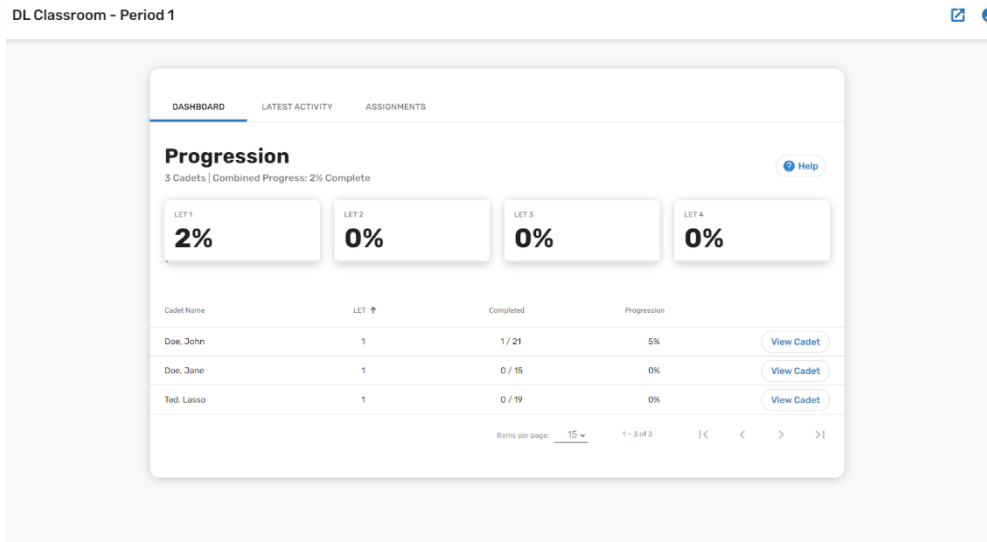


Figure 138 - Classroom Dashboard/Progression Tab

VIEWING CADET ASSIGNMENTS

When you click on a Cadet's name on the Dashboard tab, or click the "View Cadet" button, you will be taken to the Cadet Assignment page for that specific Cadet. Here you can view all of the assignments currently assigned to that Cadet, which ones they have completed, when the assignments are due, and a description of the assignment.

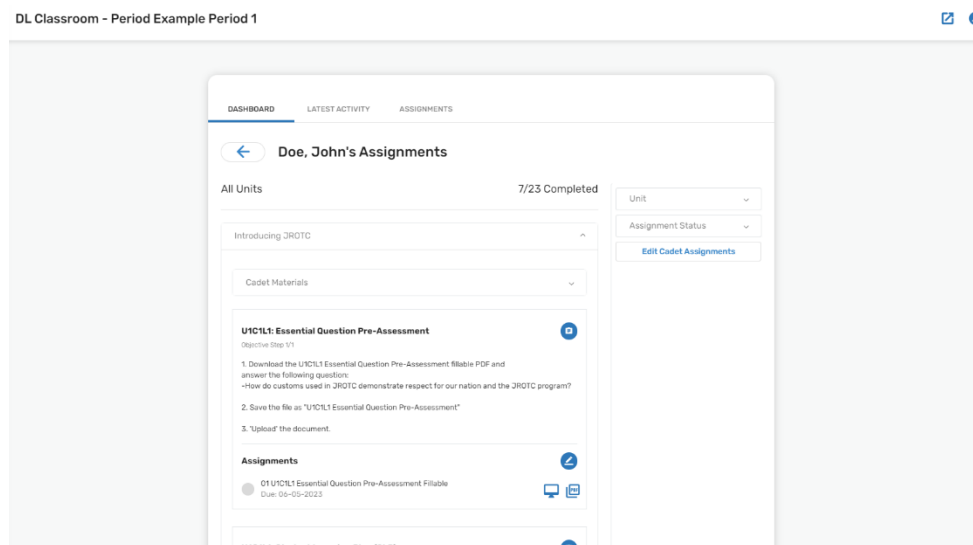


Figure 139 - Classroom Cadet Assignment Page

LATEST ACTIVITY TAB

The Latest Activity tab shows a snapshot of the most recent information from the currently selected DL Classroom period. This includes comments from Cadets, Announcements, and Assignments that are coming due.

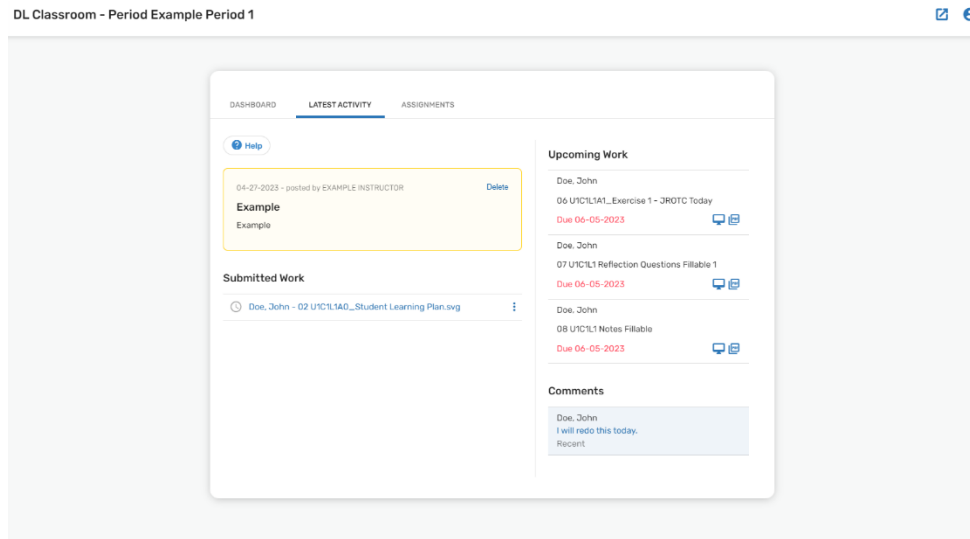


Figure 140 - Classroom Latest Activity Tab

VIEW SUBMITTED WORK

Work that has been submitted for approval can be found in the Submitted Work section in the Latest Activity tab. To view the work you will click the work that is shown and then follow the same directions in the [Portfolio](#) section to approve, deny, or comment on the document.

NOTE: Only approved work counts towards the total percentage of work completed.

VIEW UPCOMING/PAST WORK

On the right side of the Latest Activity tab you will see the Upcoming Work area. This area will display any work that is upcoming or just past due. If it is past due it will have a notification under it that says that it is Past Due. If not, it will show the due date.

ASSIGNMENTS TAB

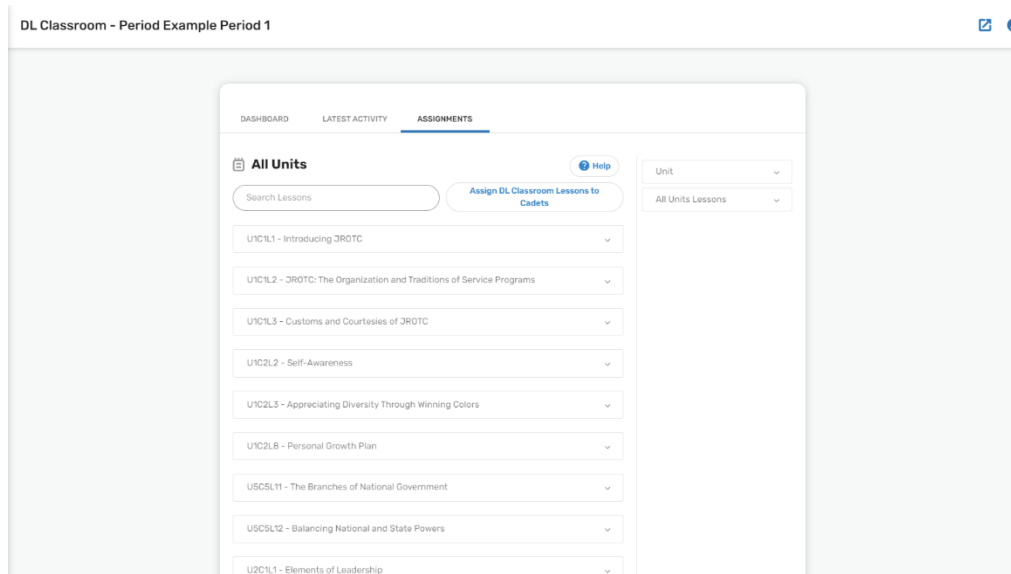


Figure 141 - Classroom Assignments Tab

The Assignments tab is where you can view all of the assignments that you can assign to Cadets. You can also use the Assign Classroom Lessons to Cadets button to assign work to the Cadets and use the Search bar to help find specific lessons you may be looking for.

ADD CADET LESSONS/ASSIGNMENTS

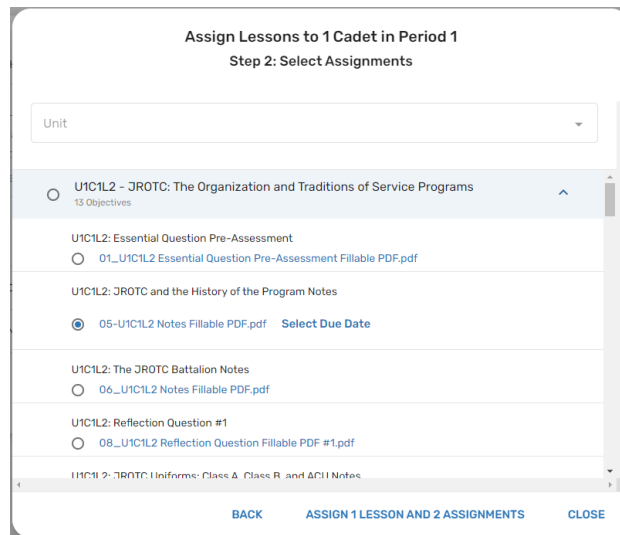


Figure 142 - Add Lessons and Assessments

1. Open the Assignments tab in the Classroom Window.
2. Click the "Assign Classroom Lessons to Cadets" button.
3. Find and select the Cadet you would like to add in the Assign Lesson window (See Figure 100)
4. Find and select the Lessons/Assignments you would like to assign.
5. Click Assign Lesson/Assignments button.

ADD CADET LESSONS/ASSIGNMENTS

1. Open the Cadets tab in the DL Classroom Window.
2. Click the “Assign Classroom Lessons to Cadets” button.
3. Find and select the Cadet you would like to add in the Assign Lesson window (See Figure 100)
4. Find and select the Lessons/Assignments you would like to assign.
5. Click Assign Lesson/Assignments button.

CM CLOUD (DEMO)

Please see separate CM Cloud UM for information on the CM Cloud (DEMO).

NOTIFICATIONS

The Notification page shows comments from Cadets, announcements from Instructors, and pending document approvals.

Notifications

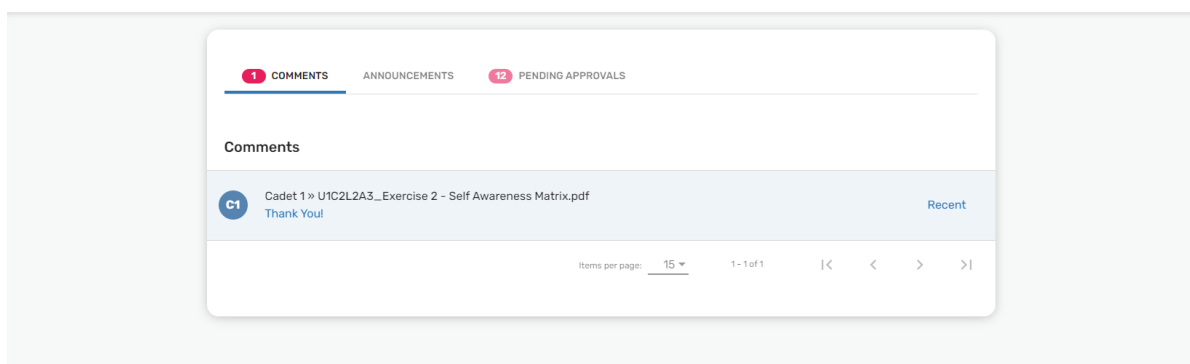


Figure 143 - Notifications Page

VIEWING DOCUMENTS ASSOCIATED WITH COMMENTS

Click the comment to view the document associated with the comment. The comment will be at the bottom of the document.

COMMENTING ON DOCUMENTS

1. Open the document you would like to comment on.
2. Type your comment into the box at the bottom of the page that says, “Say something...” in it.
3. Click Submit.

REPLYING TO CADET’S COMMENTS

1. Ensure you are on the Comments tab of the Notifications page.
2. Click on the comment you would like to reply to.
3. Type your reply into the box that says, “Say something...” in it.
 - **NOTE:** This box will be at the bottom of the page.

4. Click Submit.

DELETING CADET'S COMMENTS

1. Click on the comment you would like to delete.
2. Locate the comment you would like to delete at the bottom of the page.
3. Click the gray "X" to the right of the comment.

EXPANDING THE ANNOUNCEMENTS

1. Click on the Announcements tab.
2. Select the announcement you would like to expand.
3. Click the gray "X" on the right side of the screen to close.

ADDING A NEW ANNOUNCEMENT

1. Click on the Announcements tab
2. Select the "+" bubble above the date column.
3. Fill out each box in the New Announcement pop-up with all necessary information.
4. Click Create.

DELETING ANNOUNCEMENTS

1. Click on the Announcements tab
2. Select the announcement you would like to delete.
3. Click the trash can icon in the upper right-hand corner of the page.

APPROVING PENDING DOCUMENTS

1. Click on the Pending Approval tab.
2. Select the document you would like to approve.
3. Click the Circled Checkmark icon in the top right-hand corner of the page.
 - The icon will turn green to show that the document is approved.
 - If unapproving the document the icon will no longer be green after clicking it, showing that it is not approved.

SUPPORT

The Support page is where you go to report any issues you find with the site.

REPORTING ISSUES

1. Click on the Support link in the Navigation Bar to the left of the screen.
2. Choose a support topic from the drop-down menu in the center of the screen.
3. Explain the issue in the box labeled "Explain Your Issue".

- **NOTE:** Be specific when submitting an issue. Include as much information about your issue(s) as possible, this could include UCL, slide number, and other information you think may be important.
4. Select the browser you are using from the drop-down menu.
 5. Select the type of device that is currently being used from the drop-down menu.
 6. Click the **Send It**.

NOTE: Please do not submit multiple reports for the same issue.

NOTE: Cadets do not have this option; you will need to report any issues Cadets are having after verifying that it is an issue.

DOWNLOAD CMV3

The Download CMv3 page contains links to download the CMv3 application, an Installation and Troubleshooting guide, and various documents to help you get started using CMv3 and the SMARTCadet Portal. This page also includes the CSV Template file.

NOTE: PLEASE READ THE INSTALLTION GUIDE BEFORE INSTALLING CMV3. IF YOU DO NOT YOU MAY MISS SOME OF THE DOWNLOADS AND CMv3 WILL NOT WORK PROPERLY.

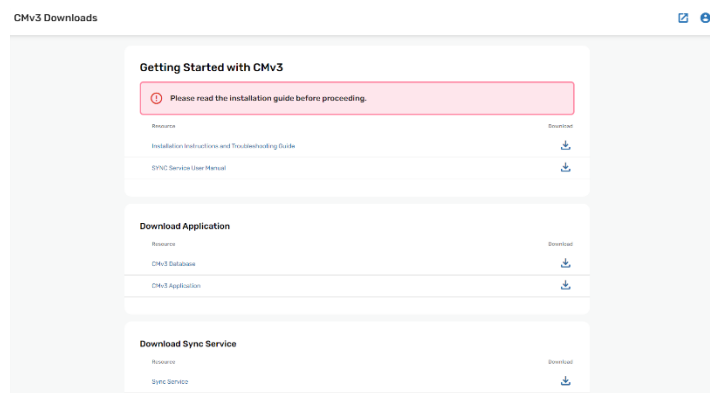


Figure 144 - Download Page

DOWNLOADING THE INSTALLATION INSTRUCTIONS AND TROUBLESHOOTING GUIDE

1. Navigate to the Download CMv3 page.
2. Click the Installation Instructions and Troubleshooting Guide link in the Getting Started with CMv3 Section.
3. Click the download button in the upper right corner next to the print icon.

DOWNLOADING THE SYNC SERVICE USER MANUAL

1. Navigate to the Download CMv3 page.
2. Click the Sync Service User Manual link in the Getting Started with CMv3 Section.
3. Click the download button in the upper right corner next to the print icon.

DOWNLOADING THE CMV3 APPLICATION

1. Navigate to the Download CMv3 page.
2. Find the Download Application Section.
3. Download and install the CMv3 Database.
4. Download and install the CMv3 Application.

5. Find the Download Sync Service Section.
6. Download and install the Sync Service.

For more information on installing CMv3 please read the Installation and Troubleshooting Guide.

DOWNLOADING THE CMV3 CONTENT PACKAGES

1. Navigate to the Download CMv3 page.
2. Download and install Content Packages 1 through 11.

For more information on installing CMv3 please read the Installation and Troubleshooting Guide.

EXTRA DOCUMENTS

There are a few extra documents on the Download CMv3 page that you may find useful.

Updates in CMv3: This document lists the most recent changes to the CMv3 applications. This can be used to ensure that you have the most up-to-date build and ensure you are not running an old version of the application.

Information about known existing issues: This document lists known existing issues for CMv3. This is useful to check if an issue you are experiencing has been reported already or if it needs to be reported.

Build History: This document lists the build history for the CMv3 application.

CSV Cadet Import Example: This document is an example of a Cadet CSV file. This file can be used to troubleshoot issues with importing Cadets into the SMARTCadet Web Portal using a CSV file. The file shows the correct structure for the Cadet information so you can check it against your own information.

NOTE: You will need to provide your own passwords for the Cadets as the ones in the CSV file are only examples.

USER MANUAL

USER MANUAL

Clicking this option will open this SMARTCadet Portal User Manual for you to read through and get familiar with SMARTCadet Portal.

You can use CTRL + F to search for things in the Manual by keyword if you want to find something specific about the Portal.

This Manual does get updated after each new release so be sure to check back to see what new features have been added.

HQ/BDE/DAI Dashboards

HQ/BDE/DAI DASHBOARDS

The JROTC Education and Curriculum Division (**HQ**) can see all the data from Instructors and Cadets. BDE and DAI Instructors are only able to see data from the schools they preside over.

REQUEST OPTIONS

The Request Options allow BDE/DAI Instructors to submit various Requests for SMARTCadet Portal if there is incorrect or missing information for Instructors or Schools. These requests must be approved by the JROTC Education and Curriculum Division (**HQ**).

NOTE: JROTC Education and Curriculum Division (**HQ**) will not have these options but they will have the options to approve or deny any requests from Instructors.

NOTE: SMARTCadet Portal does not interface with JCIMS. Changes will need to be made in JCIMS separately.

To navigate to these options:

1. Login to your Account.
2. Go to the Account Settings page.
3. Click on the Requests tab.
 - **NOTE:** You may need to click the Arrow (>) to get to the Requests tab.

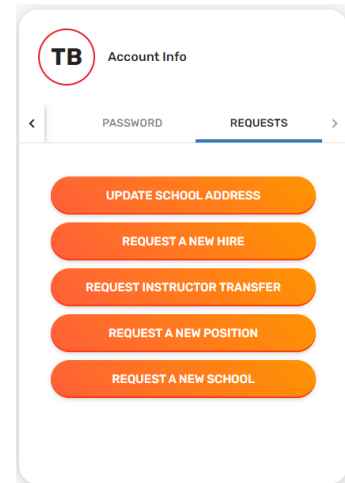


Figure 145 - Requests Options

UPDATE SCHOOL ADDRESS

This allows you to request an address update for any school that you preside over.

NOTE: You must use the drop-down menu to select the school, even if you type the entire name in as it appears in the drop-down.

1. Navigate to the Account Settings page.
2. Click the Requests tab.
 - **NOTE:** You may need to click the Arrow (>) to get to the Requests tab.
3. Click Update School Address.
4. Select the School you are Requesting the address change for.
 - **NOTE:** If you select the wrong school initially you will need to backspace the currently selected school and then pick the new school.
5. Type in the **NEW** street address.
6. Type in the **NEW** city.
7. Type in the **NEW** zip code.

Figure 146 - Update School Address Form

8. Click Request.

REQUEST A NEW HIRE

This option allows you to request an account for a New Instructor.

NOTE: All of the fields are for the **NEW** Instructor. They are **NOT** for your information.

1. Navigate to the Account Settings page.
2. Click the Requests tab.
 - **NOTE:** You may need to click the Arrow (>) to get to the Requests tab.
3. Click Request a New Hire.
4. Type the Instructor's first name.
5. Type the Instructor's middle initial.
6. Type the Instructor's last name.
7. Type the Instructor's rank.
8. Select the Instructor's position.
9. Type the Instructor's email.
 - Please ensure that this is typed correctly.
10. Type the Instructor's Phone Number.
11. Type the Instructor's Extension (if they have one)
 - Leave blank if they do not have an extension.
12. Select the school the Instructor will be at.
 - **NOTE:** If you select the wrong school initially you will need to backspace the currently selected school and then pick the new school.
13. Click Request.

Figure 147 - New Hire Request Form

REQUEST INSTRUCTOR TRANSFER

This option allows you to request an Instructor Transfer to a different school.

1. Navigate to the Account Settings page
2. Click the Requests tab.
 - **NOTE:** You may need to click the Arrow (>) to get to the Requests tab.
3. Click Request Instructor Transfer.
4. Select the school the Instructor will be transferring **FROM**.
5. Select the **Instructor ID** for the Instructor that will be transferring.
6. Select the school the Instructor will be transferring **TO**.
7. Click Request.

Figure 148 - Transfer Request Form

REQUEST A NEW POSITION

This option allows you to request a new position for an Instructor in the event that their position changes.

1. Navigate to the Account Settings page
2. Click the Requests tab.
 - **NOTE:** You may need to click the Arrow (>) to get to the Requests tab.
3. Click Request a New Position.
4. Select the school the Instructor is at.
5. Select the **Instructor ID** for the Instructor.
6. Select the new position for the Instructor.

Figure 149 - New Position Request Form

REQUEST A NEW SCHOOL

This option allows you to request a new school be added to the SMARTCadet Portal database in the event that a new school gains a JROTC program or one is missing that should be listed.

1. Navigate to the Account Settings page.
2. Click the Requests tab.
 - **NOTE:** You may need to click the Arrow (>) to get to the Requests tab.
3. Click Request a New School.
4. Select the State the new school is in.
 - **NOTE:** Brigade ID will be locked to your Brigade ID.
5. Type in the new school's Name.
6. Type in the new school's street address.
7. Type in the new school's city.
8. Type in the new school's zip code.
9. Click Request.

Figure 150 - New School Request Form

INSTRUCTOR

The Instructor Page is where you can go to view Instructor Portfolios. You are able to view the information they've uploaded and score each section in their portfolio. You can also leave them comments on each area, which will allow you to let them know if they need to add more information or if they did a good job.

FILTERING INSTRUCTORS

1. Click on the three-bar menu under the Filter Instructors option.
2. In the Filter Results menu choose the Brigade ID. (Only **HQ**)
 - BDE and DAI Instructors will **NOT** have this option.

- If no other filtering is needed jump to step 6.

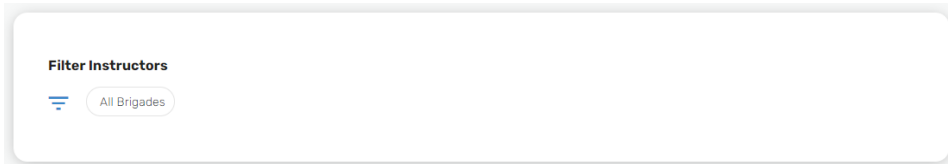


Figure 151 - Filter Instructors

- Choose the State/Territory. (Only **HQ** and **BDE**)
 - DAI Instructors will **NOT** have this option.
 - If no other filtering is needed jump to step 6.
- Choose the City.
 - If no other filtering is needed jump to step 6.
- Choose the School.
- Click Apply.
- The menu closes and the list filters by those selections.

VIEWING INSTRUCTOR'S PORTFOLIO

- Filter the list to find the name of the Instructor whose portfolio you would like to view.

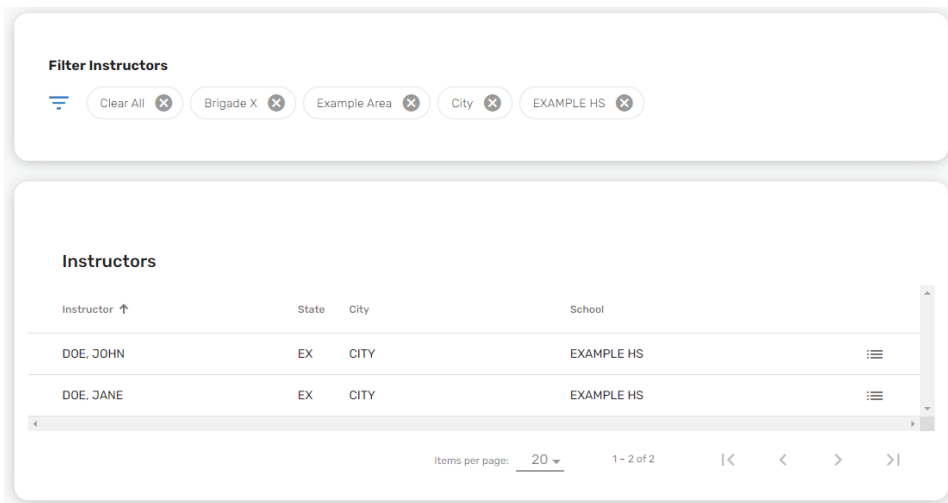


Figure 152 - Instructor List

- Click on the list icon next to that Instructor's name.

- NOTE: If you click on the wrong Instructor's name you can get back to the filtered Instructor list by clicking the Back to Instructor List button at the top of the Instructor's Portfolio.

BACK TO INSTRUCTOR LIST

0 Portfolio Points Earned

DOE, JOHN

Section Points 0

Current DA Photo filed in JCIMS

BRIGADE COMMENTS

Add a comment...

0 / 150

Submit

Height

Figure 153 - Instructor Portfolio

REVIEWING UPLOADED DOCUMENTS

1. Open the Instructor's Portfolio.
2. Locate the uploaded document that you'd like to review.
3. Click on the document to open the save screen.
4. Click save to save the document.
5. Find the document in your downloads folder.
6. Click on the document to review.

UPDATE THE SECTION POINTS

1. Open the Instructor's Portfolio.
2. Click on the Section Points box.
3. Use the backspace key to erase the score that's in the box.
4. Type in the new score into the box.
5. Click anywhere on the page that is not in the box.

Section Points 0

Figure 154 - Section Points

COMMENT ON A SECTION

1. Open the Instructor's Portfolio.
2. Click on the Brigade Comments box.
3. Type in your comments.
4. Click the Submit button.

BRIGADE COMMENTS

Add a comment...

0 / 150

Submit

Figure 155 - Brigade Comments

DASHBOARD

The Dashboard page provides easy access to Cadet and Instructor activity while using the SMARTCadet Portal. From this page you can view things such as completion percentages for Lessons, number of times Cadets have logged in, and CMv3 downloads and installs.

VIEWING CURRENT WEEK, LAST WEEK, OR OVERALL

1. Click on the drop-down menu just above the start of the Lessons Completed Section.
 - By default, it is set to current week.
2. Click on Last Week to see the activity for the previous week, or;
3. Click on Overall to see the overall activity.

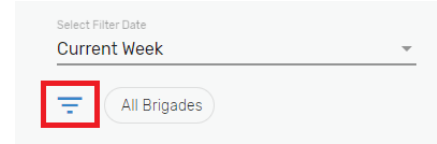


Figure 156 - Filter Button

FILTERING BY BRIGADE, STATE/TERRITORY, CITY, AND/OR SCHOOL

8. Click the three-bar menu under the Current Week Filter.
9. In the Filter Results menu choose the Brigade ID. (Only **HQ**)
 - BDE and DAI Instructors will **NOT** have this option.
 - If no other filtering is needed jump to step 6.
10. Choose the State/Territory. (Only **HQ** and **BDE**)
 - DAI Instructors will **NOT** have this option.
 - If no other filtering is needed jump to step 6.
11. Choose the City.
 - If no other filtering is needed jump to step 6.
12. Choose the School.
13. Click Apply.
14. The menu closes and the list filters by those selections.

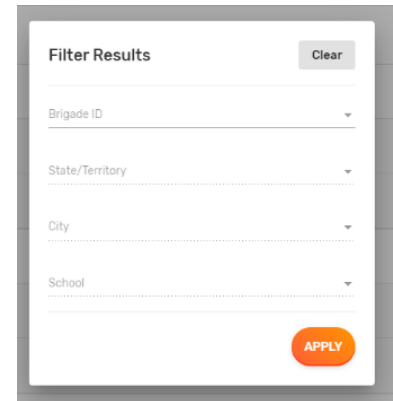


Figure 157 - Filter Results Menu

LESSON RESOURCES

The Lesson Resources page is where you can find resources for all the units, chapters, and lessons. (See Figure 64)

VIEWING DIFFERENT UNITS

Click on one of the unit options, above Global Resources, to update the list to a new unit.

NOTE: Global Resources and Lesson Resources change to the new unit selection.

NOTE: If the Resources do not load when you click on them have your IT department whitelist this URL:
<https://cdn.armygamestudio.com/>

NOTE: Only PDF resources will open in the browser. All other resources will have to be downloaded and opened locally.

DOWNLOADING RESOURCES

From Global/Supplemental Resources:

Click on the resource that needs to be downloaded.

- If it is a **PDF (.pdf)** it opens in a new browser window and you click the download button in top right-hand corner next to the print icon.
- If it is a **Word Document (.docx)** a new window opens, and you select where you want it saved and what you want it to be called.

From Lesson Resources:

1. Click on the block for the unit, chapter, and lesson that contains the resource.
2. Click on the resource that needs to be downloaded.
 - If it is a **PDF (.pdf)** it opens in a new browser window and you click the download button in top right-hand corner next to the print icon.
 - If it is a **Word Document (.docx)** a new window opens, and you select where you want it saved and what you want it to be called.

PORTFOLIO

FILTERING BY BRIGADE, STATE/TERRITORY, CITY, AND/OR SCHOOL

1. Click the three-bar menu under the Current Week Filter.
2. In the Filter Results menu choose the Brigade ID. (Only **HQ**) (See Figure 117)
 - BDE and DAI Instructors will **NOT** have this option.
 - If no other filtering is needed jump to step 6.
3. Choose the State/Territory. (Only **HQ** and **BDE**)
 - DAI Instructors will **NOT** have this option.
 - If no other filtering is needed jump to step 6.
4. Choose the City.
 - If no other filtering is needed jump to step 6.
5. Choose the School.
6. Click Apply.
7. The menu closes and the list filters by those selections.

CHANGING NUMBER OF SCHOOLS ON THE PAGE

1. Click the down arrow next to “Items per page”.
2. Select how many items you would like to be on the page.

CHANGING SCHOOL LIST PAGE

- Click the arrow to the right to progress to the next page of schools.
- Click the arrow to the left to go back to the previous page of schools.

VIEWING SPECIFIC SCHOOL PROGRESS

1. Search for the school you want to view progress for.
2. Click on the school.

VIEWING SPECIFIC CADET PORTFOLIOS

1. Search for the school where the Cadet is registered.
2. Click on the School.
3. Find the name of the Cadet whose portfolio you would like to view.

- Click on the Cadet's Name to go to the Cadet's Portfolio.

VIEWING FILES

- Click on the file you would like to view.
 - NOTE:** Only PFD Files will open in the browser all other file types need to be downloaded and opened locally.
- Click the gray "X" in the top right corner to close the file.
 - NOTE:** The gray "X" next to the Download button **NOT** the red "X" that closes the browser.

PRINTING DOCUMENTS

- Click on the file you would like to print.
- Click the printer icon in the top right corner of the screen.
- Select your print options in the widow that opens.
 - NOTE:** Depending on your browser you may need to click the print icon again, in the new tab/window, if the document opens in a new tab/window.



Figure 158 - Print Icon (HQ/BDE/DAI)

DOWNLOADING DOCUMENTS

- Click on the file you would like to download.
- Click the download icon in the top right corner of the screen.
- Select the Save File option.
- Click the OK button.



Figure 159 - Download Icon (HQ/BDE/DAI)

NOTE: If you have trouble locating the file after downloading it, check the Downloads folder on your computer.

NOTE: If you are using an iPad it is recommended that you have Adobe Acrobat Reader so that you have access to all of the text boxes and drop-down menus that are built into some of the documents.

CM CLOUD (DEMO)

Please see separate CM Cloud UM for information on the CM Cloud (DEMO).

NOTIFICATIONS

The Notifications page shows announcements from Instructors. The various Notification options vary between **HQ**, **BDE**, and **DAI** accounts so be sure to read the notes at the beginning of each section.

EXPANDING THE ANNOUNCEMENTS

- Click on the Announcements tab.
- Select the announcement you would like to expand.
- Click the gray "X" on the right side of the screen to close.

ADDING A NEW ANNOUNCEMENT

NOTE: This only applies to **HQ** and **BDE** accounts. **DAI** accounts are read only.

1. Click on the Announcements tab.
2. Select the “+” bubble above the date column.
3. Type the Title you would like the announcement to have.
4. Type the Details of the announcement.
5. Select which Brigade the announcement is for.
 - **NOTE:** This only applies to **HQ** accounts.
6. Select the State/Territory.
 - **NOTE:** If you previously selected **ALL** for the Brigade this will not be selectable.
7. Select the City.
 - **NOTE:** If you previously selected **ALL** for the State/Territory this will not be selectable.
8. Select the School
 - **NOTE:** If you previously selected **ALL** for the City this will not be selectable.
9. Click Create.

Figure 160 - New Announcement Form

APPROVING/DENYING PENDING REQUESTS

NOTE: This only applies to HQ accounts.

1. Click on the Pending Approvals Tab.
2. Select the Request you would like to view.
3. Click Approve/Deny to approve/deny the request and remove it from the list.

SUPPORT

The Support page is where you go to report any issues you have while on the site.

REPORTING AN ISSUE

1. Click on the Support link in the Navigation Bar to the left of the screen.
2. Choose a support topic from the drop-down menu in the center of the screen.
3. Explain the issue in the box labeled “Explain Your Issue”.
 - Be specific when submitting an issue. Include ULC, slide number, or resource name when possible.
4. Select the browser you are using from the drop-down menu.
5. Select the type of device that is currently being used from the drop-down menu.
6. Click the **Send It**.

NOTE: Please do not submit multiple reports for the same issue.

DOWNLOAD CMV3

The Download CMv3 page contains links to download the CMv3 application, a Troubleshooting/Download Procedures guide, and various documents to help you get started using CMv3 and the SMARTCadet Portal.

DOWNLOADING THE INSTALLATION INSTRUCTIONS AND TROUBLESHOOTING GUIDE

1. Navigate to the Download CMv3 page.
2. Click the Installation Instructions and Troubleshooting Guide link in the Troubleshooting Guide Section.
3. Click the download button in the upper right corner next to the print icon.

DOWNLOADING THE CMV3 APPLICATION

1. Navigate to the Download CMv3 page.
2. Find the Download Application section.
3. Download and install the CMv3 Database.
4. Download and install the CMv3 Application.
5. Download and install the Sync Service.

For more information on installing CMv3 please read the Installation and Troubleshooting Guide.

DOWNLOADING THE CMV3 CONTENT PACKAGES

1. Navigate to the Download CMv3 page.
2. Download and install Content Packages 1 through 11.

For more information on installing CMv3 please read the Installation and Troubleshooting Guide.

EXTRA DOCUMENTS

There are a few extra documents on the Download CMv3 page that you may find useful.

Updates in CMv3: This document lists the most recent changes to the CMv3 applications. This can be used to ensure that you have the most up-to-date build and ensure you are not running an old version of the application.

Information about known existing issues: This document lists known existing issues for CMv3. This is useful to check if an issue you are experiencing has been reported already or if it needs to be reported.

Build History: This document lists the build history for the CMv3 application.

CSV Cadet Import Example: This document is an example of a Cadet CSV file. This file can be used to troubleshoot issues with importing Cadets into the SMARTCadet Web Portal using a CSV file. The file shows the correct structure for the Cadet information so you can check it against your own information.

USER MANUAL

USER MANUAL

Clicking this option opens this SMARTCadet Portal User Manual for you to read through and get familiar with SMARTCadet Portal.

You can use CTRL + F to search for things in the Manual by keyword if you want to find something specific about the Portal.

This Manual does get updated after each new release so be sure to check back to see what new features have been added.



Cadet Dashboard

CADET DASHBOARD

LESSON RESOURCES

The Lesson Resources page is where you can find resources for all the units, chapters, and lessons.

VIEWING DIFFERENT UNITS

Click on one of the unit options, above Global Resources, to update the list to a new unit.

NOTE: Global Resources and Lesson Resources change to the new unit selection.

NOTE: If the Resources do not load when you click on them have your IT department whitelist this URL:

<https://cdn.armygamestudio.com/>

NOTE: Only PDF resources will open in the browser. All other resources will have to be downloaded and opened locally.

DOWNLOADING RESOURCES

From Global Resources or Supplemental Resources:

Click on the resource that you would like to download.

- If it is a **PDF (.pdf)** it opens in a new browser window and you click the download button in top right-hand corner next to the print icon.
- If it is a **Word Document (.docx)** a new window opens, and you select where you want it saved and what you want it to be called.

NOTE: If you have done work in the document and want to save the work, you will need to click print and then choose the PDF option in the print options window.

From Lesson Resources:

1. Click on the block for the unit, chapter, and lesson that contains the resource.
2. Click on the resource that you would like to download.
 - If it is a **PDF (.pdf)** it opens in a new browser window and you click the download button in top right-hand corner next to the print icon.
 - If it is a **Word Document (.docx)** a new window opens, and you select where you want it saved and what you want it to be called.

NOTE: If you have done work in the document and want to save the work, you will need to click print and then choose the PDF option in the print options window.

PORTFOLIO

Your portfolio shows you which Lesson Resource Assignments you have completed and which you still need to work on for each LET.

VIEWING DIFFERENT LET LEVELS

Click on the LET you would like to view by selecting it from the list just below your profile picture.

VIEWING FILES

1. Click on the file you would like to view.
 - **NOTE:** Only PFD Files will open in the browser all other file types need to be downloaded and opened locally.
2. Click the gray “X” in the top right corner to close the file.
 - **NOTE:** The gray “X” next to the Download button **NOT** the red “X” that closes the browser.

UPLOADING PORTFOLIO FILES

Using the SVG Icon:

1. Click the “SVG” icon.
2. Fill out the info you want .
 - **NOTE:** Do not names files with a # at the beginning.
3. Click open file to upload the file.

Using the PDF Icon:

1. Click the PDF icon.
2. Download the blank PDF if applicable.
 - **NOTE:** Skip this step if it is work you must create. There will not be a PDF for it.
3. Fill out the PDF or create the new PDF file.
4. Click the Submit button.
5. Choose the file you would like to upload.



Figure 161 - Upload Icons

UPLOADING WORKS/ACHIEVEMENTS

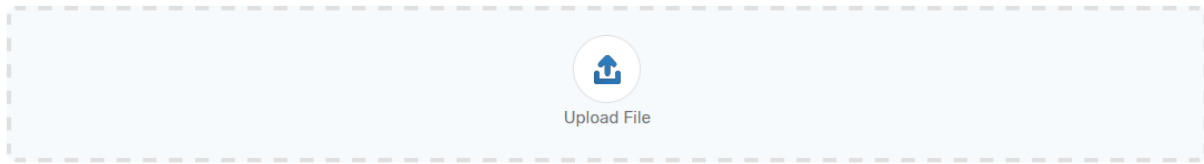
The Works/Achievements section is for any work that is not directly listed on the Portfolio page. This includes the documents on the Resources page and other documents found on the Portal.

NOTE: DO NOT upload portfolio work to Works/Achievements. You will not get portfolio credit if work is uploaded here.

Using the drag and drop method:

1. Find the file on your computer that you would like to upload.
2. Click and drag the file over the “Upload File” section at the bottom of the Portfolio page.
 - **NOTE:** Do not names files with a # at the beginning.

3. Release the mouse button to upload the file.



Alternate method:

Figure 162 - Upload File Area

1. Click in the "Upload File" box.
2. Find the file you would like to upload.
 - **NOTE:** Do not name files with a # at the beginning.
3. Click open file to upload the file.

PRINTING DOCUMENTS

1. Click on the file you would like to print.
2. Click the printer icon in the top right corner of the screen. (See Figure 88)
3. Select your print options in the window that opens.
 - **NOTE:** Depending on your browser you may need to click the print icon again if the document opens in a new tab/window.
 - **NOTE:** If you have done work in the document and want to save the work, you will need to click print and then choose the PDF option in the print options window.
4. Click print.

DELETING DOCUMENTS

1. Click on the file you would like to delete.
2. Click the trash can icon in the top right corner of the screen.

NOTE: This is not reversible. The document will need to be re-uploaded if it was mistakenly deleted.

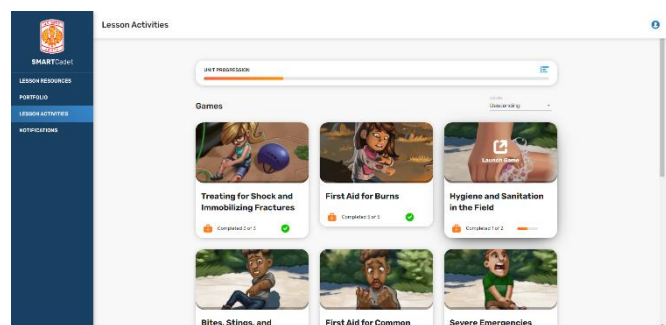
LESSON ACTIVITIES

The Lesson Activities page contains all the various challenges you can take on. The number of objectives you have completed is listed under the name of each challenge category.

SELECTING CHALLENGES

1. Find the Challenge you would like to do.
2. Click on the Challenge.
3. Select the Objective in that Challenge you would like to take on.

NOTE: Lessons are sorted by number of completed Objectives



NOTE: View the Lessons, Challenges and Objectives, and Trivia section for more details on the Challenges.

Figure 163 - Lesson Activities Page

VIEWING YOUR PROGRESSION

Clicking the Unit Progression bar at the top of the Lesson Activities page shows you a progression chart with percentages for each challenge.

SORTING THE CHALLENGES

1. Click the Activity drop-down to the right of the Objective text.
2. Choose Ascending or Descending order to organize the games by completed progress.
 - **NOTE:** Ascending shows the games that have less progress on top. Descending shows the games that have the most progress on top.

DL CLASSROOM (IF ASSIGNED DL CLASSROOM MODULE)

The DL Classroom page is where you will be able to track your work. DL Classroom is divided into three tabs. Latest Activity, Assignments, and Notifications.

LATEST ACTIVITY TAB

The Latest Activity tab shows a snapshot of the most recent information from your Instructor. This includes Announcements, Assignments and any comments on your Instructor has made on your submitted work.

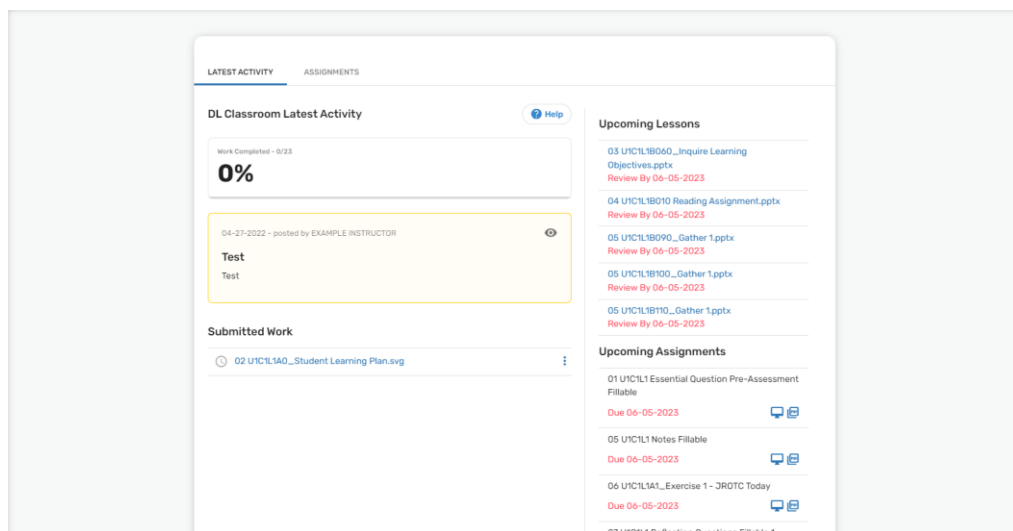


Figure 164 - DL Classroom Latest Activity Section

ASSIGNMENTS TAB

The Assignment tab is where you can view all of the assignments currently assigned to you and which ones you have completed.

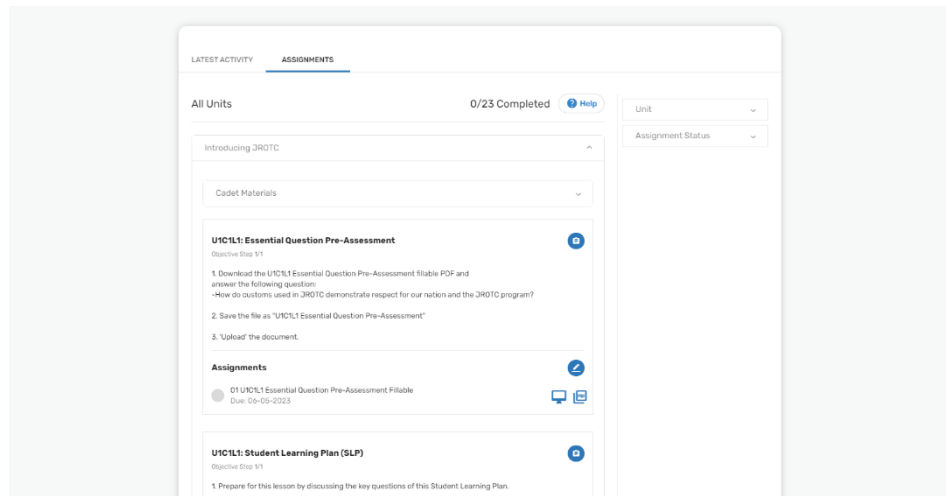


Figure 165 - DL Classroom Cadet Assignments Section

CM CLOUD (DEMO)

Please see separate CM Cloud UM for information on the CM Cloud (DEMO).

NOTIFICATIONS

The Notification Page shows comments from Cadets/Instructors and announcements from Instructors.

VIEWING DOCUMENTS ASSOCIATED WITH COMMENTS

Click the comment to view the document you or the Instructor commented on. The comment will be at the bottom of the document.

COMMENTING ON DOCUMENTS

1. Open the document you would like to comment on.
2. Type your comment into the box at the bottom of the page that says "Say something..." in it.
3. Click Submit.

REPLYING TO YOUR INSTRUCTOR'S COMMENTS

1. Click on the comment you would like to reply to.
2. Type your reply into the box that says "Say something..." in it.
3. Click Submit.

EXPANDING THE ANNOUNCEMENTS

1. Click on the Announcements tab.
2. Select the announcement you would like to expand.
3. Click the gray “X” on the right side of the screen to close.



Lessons, Challenges and Objectives, and Trivia

LESSONS, CHALLENGES, OBJECTIVES, AND TRIVIA

FIRST AID

The First Aid Lesson goes over various First Aid situations. There are two different types of challenges for the objectives in First Aid.

DRAG-AND-DROP CHALLENGE

The first and most common style for the objectives, start with a Drag and Drop challenge. This tests the Cadets ability to properly follow the steps to treat various injuries. After the drag-and-drop challenge they will be quizzed on the injury the challenge is about.

1. Select a drag-and-drop objective:
 - Treating for Shock and Immobilizing Fractures
 - Common Injuries
 - Severe Emergencies
 - Burns
 - Poison, Wounds, and Bruises
 - Heat Injuries
 - Bites, Stings, and Poisonous Hazards
 - Controlling Bleeding
 - Cold Weather Injuries
2. Select a challenge from that objective.
3. Click the Arrow in the bottom right corner to move through the scenario screens.
4. Click the Orange Circle with the arrow in it to start the drag-and-drop Game.
 - You can also click the Arrow on the left side of the screen to view the previous scenario introduction slide.
 - **NOTE:** The back arrow is only available once you have reached the end of the scenario.
5. Drag and drop the treatment options on to the patient in the correct order.
6. Click Start Quiz.
7. Answer the multiple choice and/or HOT question:
 - a. Click Next Question if there are more questions.
 - OR-
 - b. Click See Results.
- 8a. Click Play again to play again.
- OR-
- 8b. Click Continue to go back to the Objective selection screen.

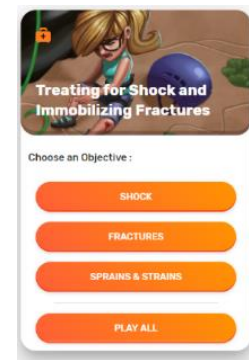


Figure 166 - Challenge Selection

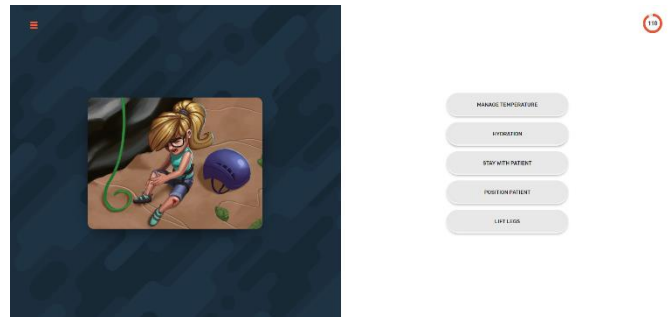


Figure 167 - Drag-and-drop Challenge Example

SPEED READING CHALLENGE

The second type of Lesson is a speed reading challenge. This will test the Cadets ability to read information and answer questions based on what they read. There are two types of speed reading challenges, Short Play and Long Play. Short Play uses only multiple choice questions while Long Play uses both multiple choice and HOT questions.

1. Select a speed reading objective:
 - First Aid Emergencies
 - Hygiene and Sanitation in the Field
2. Select the Play Type:
 - Long Play
 - Short Play
3. Click the Arrow in the bottom right corner to move through the scenario screens.
4. Click the Orange Circle with the arrow in it to start the Speed Reading Game.
 - You can also click the Arrow on the left side of the screen to view the previous scenario introduction slide.
 - **NOTE:** The back arrow is only available once you have reached the end of the scenario.
5. Read each of the blocks that is shown on the screen.
6. Click **Quiz Time!**
7. Answer the multiple choice and/or HOT question(s):
 - Click Next Step if there are more steps.
 - OR-
 - Click See Results.
- 8a. Click Play again to play again.
- OR-
- 8b. Click Exit to go back to the Cadet Dashboard.

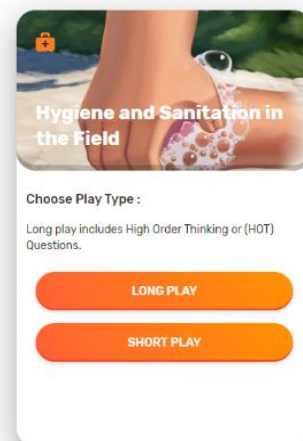


Figure 168 - Choose Play Type Screen

SCORING THE FIRST AID CHALLENGES

The scoring system is as follows for the First Aid Challenges:

You start out with 100 points.

Missed Drag-and-Drop Steps are -5 points.

Missed Multiple Choice Questions are -25 points.

90+ points = A

80 – 89 points = B

70 – 79 points = C

60 – 69 points = D

Anything below 60 points = F

Lessons that are scored as F are not recorded.

TRIVIA (PRE-RELEASE)

The Trivia game allows you to present questions to your Cadets to ensure they are familiar with the material. There is no selection for the answers, it is just a review that shows the question and then gives the option to show the correct answer.

NOTE: This is an early build of the Trivia game, not the final release.

CREATING A QUESTION SET



Figure 169 - Presentation and Question Sets Options

1. Click the Question Sets button.
2. Enter the Question Set Name.
 - Select if the Questions should be randomized using the Randomize drop down.
 - Select if you want all the questions used or if you want only a select few with the Max Questions drop down.
3. Click the Add Questions Button.

4. Select the Chapter that contains the question set you would like to use.

Figure 170 - Edit Question Set Page

5. Select the Lesson that contains the question set you would like to use.
6. Select the Format of the questions you would like to use, if not All Question Formats.
 - This option is only available in the CMv3 version of Trivia.
7. Select the Type of questions you would like to use, if not All Question Types.
8. Select the questions from the list that you would like to use.
9. Repeat Steps 4 through 8 to select questions from multiple Units, Chapters, and/or Lessons.

UNIT	CHAPTER	LESSON	TYPE
1	1	1	ALL

SELECT	QUESTION ID	QUESTION TEXT	ACTION
<input checked="" type="checkbox"/>	HQ_U1C1L1:V1	A high school student enrolled in the leadership and citizenship activities throu...	PREVIEW
<input checked="" type="checkbox"/>	HQ_U1C1L1:V2	_____ arouse the interest of one's actions or efforts.	PREVIEW
<input checked="" type="checkbox"/>	HQ_U1C1L1:V3	JROTC is a program that teaches high school students the values of good citize...	PREVIEW
<input checked="" type="checkbox"/>	HQ_U1C1L1:V4	_____ is the ability to influence, lead, or guide others so as to accomplish a mis...	PREVIEW
<input type="checkbox"/>	HQ_U1C1L1:V5	_____ is an important role or responsibility that passes from one person to ano...	PREVIEW
<input type="checkbox"/>	HQ_U1C1L1:V6	A specific job given to a person or group of persons to accomplish is called a(n) ...	PREVIEW
<input type="checkbox"/>	HQ_U1C1L1:V7	To _____ is to provide a need or a purpose that causes a person to want to do s...	PREVIEW
<input type="checkbox"/>	HQ_U1C1L1:V8	The _____ officially created the Reserve Officers' Training Corps of which Junio...	PREVIEW
<input type="checkbox"/>	HQ_U1C1L1:V9	_____ are favorable or advantageous circumstances or combination of circums...	PREVIEW

Figure 171 - Edit Question Set Page

10. Click the Back button to confirm the question selections.
11. Click the Save button.

NOTE: If you need more information on what unit contains what information you can use the Curriculum Guide that can be found in CMv3 in the Instructor Resources section under Global Resources.

STARTING A PRESENTATION

1. Click the Presentation button. (See Figure 131)
2. Select the Set you would like to review.
 - Set will highlight gold when selected.

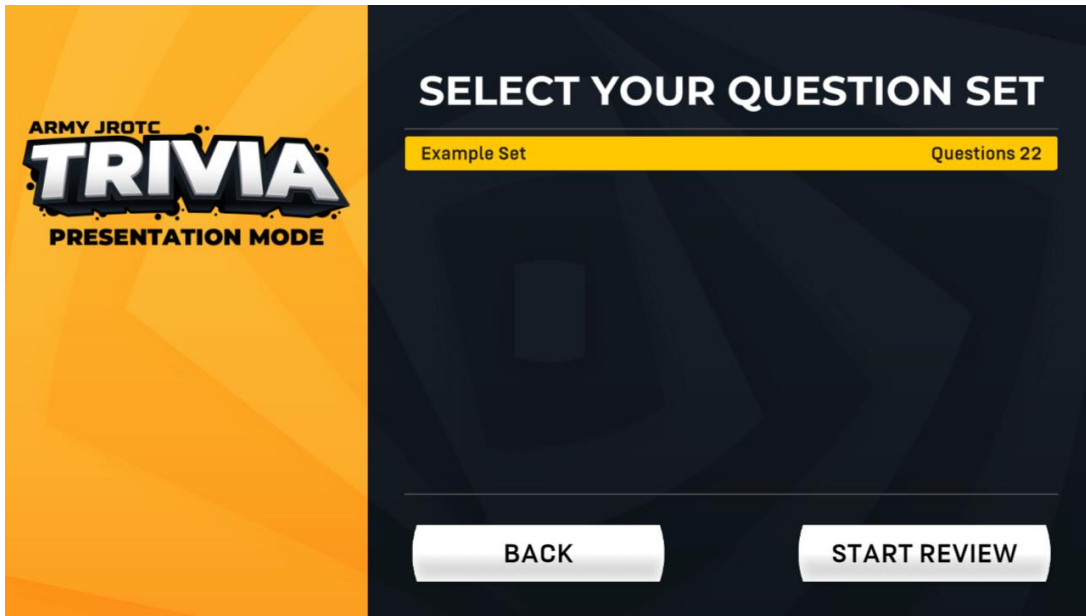


Figure 172 - Select Question Set Page

3. Click Start Review.
4. Click Start.

REVIEWING FLASH CARDS

1. Click the Flash Card button. (See Figure 130)
2. Select the Set you would like to review.
 - Set will highlight gold when selected.
3. Select if you want the question or answer to show first
4. Click Start Review.

- Click Start.

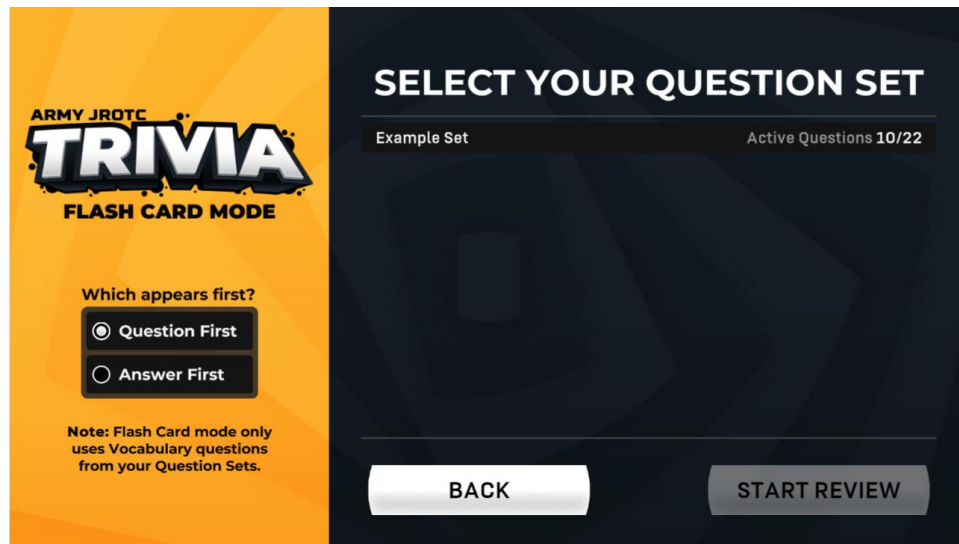


Figure 173 - Flash Card Mode Page

STARTING A TRIVIA GAME (CMV3 ONLY)

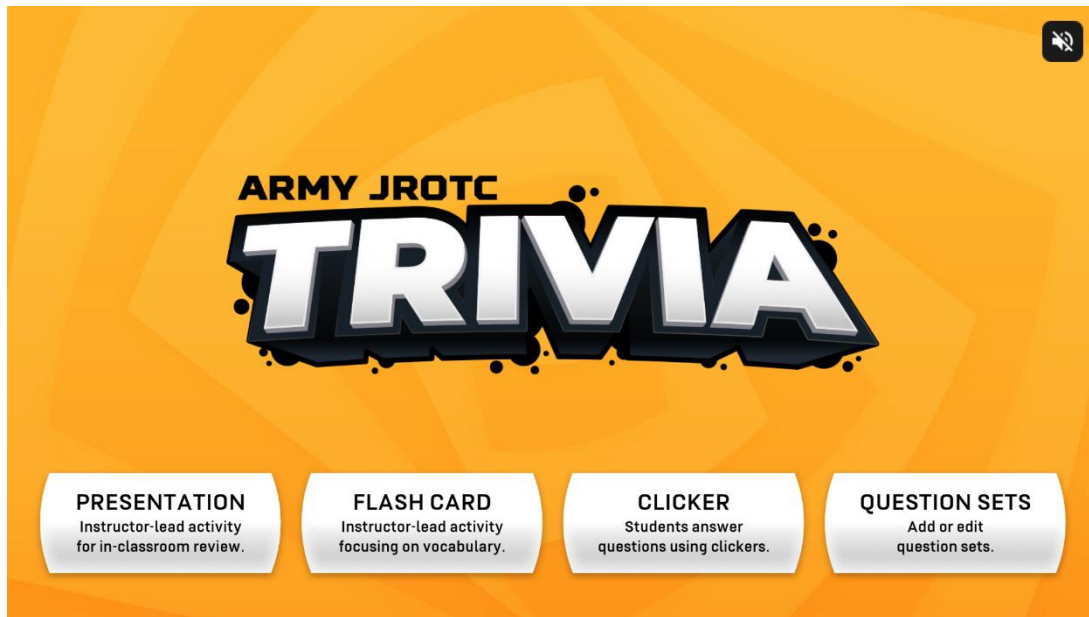


Figure 174 - CMv3 Options Selection Screen

- Click the Clicker button.
- Select the Set you would like the Cadets to be quizzed on.
- Click the Add Players button.
- Have the Cadets click in.
- Click Start.

GEOGRAPHY

The Geography Lesson covers the various navigation and location finding techniques taught in the Geography course. Due to its nature there are various types of challenges and objectives in the Geography lesson. Each challenge has two objectives, with the exception of Orienteering which only has one objective.



Figure 175 - Geography Main Menu

Each challenge also ends with a Quiz for the Cadets. The Cadets are graded based on how many answers they get correct in this quiz.

Menu Options:

- Volume Control – There is a volume icon in the top right corner of the screen. You can click on it to expand the volume control option. This will let you adjust the volume of the game to make it either louder or quieter.



Figure 176 - Volume Icon



Figure 177 - Expanded Volume Icon

- Descriptions – If you hover the mouse over any of the challenges or objectives you will see a small box appear to the right of the objective or challenge that gives more information about the selection.

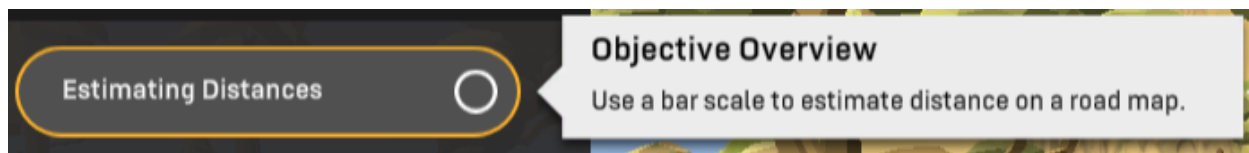


Figure 178 - Descriptions/Overviews

- Return to Main Menu – At the top right corner of any of the objective selection menus you will see the return to main menu option. This button will take you back to the main menu.

INTRODUCTION TO MAPS

The Introduction to Maps challenge teaches Cadets how to estimate distances and how to orient a map.



Figure 179 - Introduction to Maps Menu

ESTIMATING DISTANCES

The estimating distances objective will teach Cadets how to use a Bar Scale and a map to estimate the distance between different people at two different locations on a map.

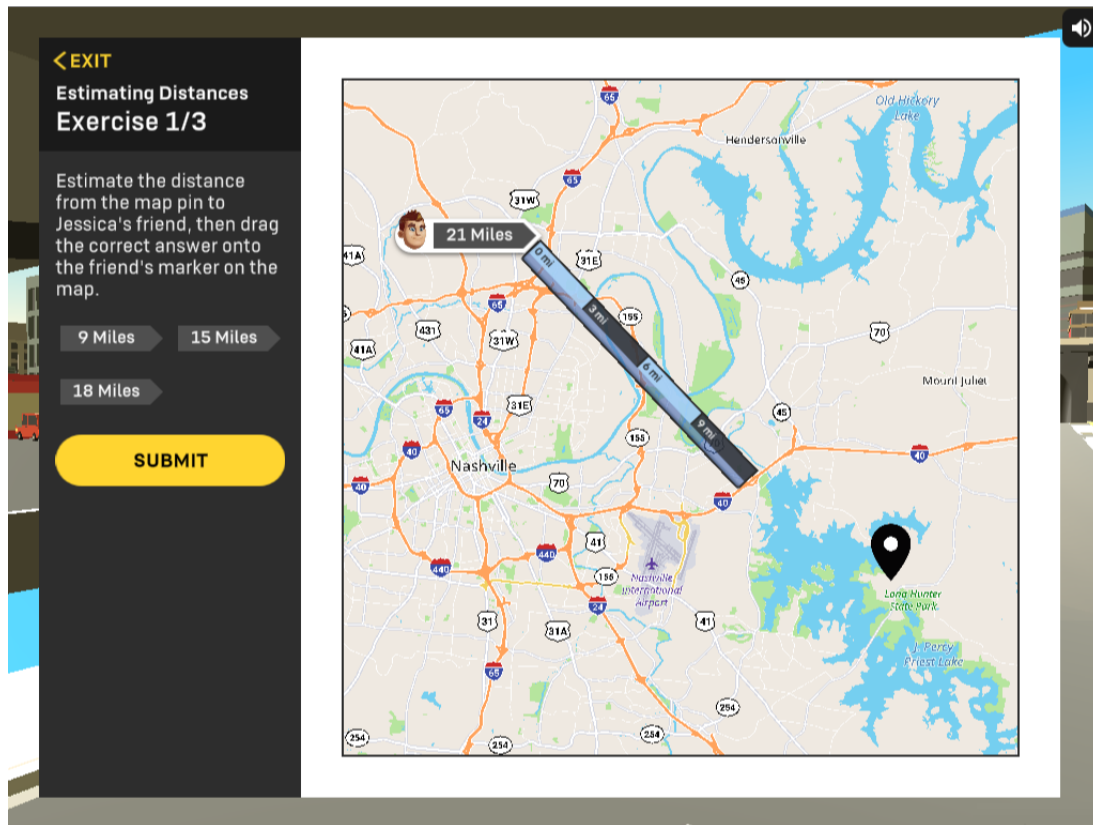


Figure 180 - Estimating Distances

Objective: From the Location Pin on the map, use the bar scale to determine how far the destination marker is.

Controls:

- Zoom In/Out: Mouse Scroll Wheel, Pinch and Zoom on Trackpad, or two finger swipe up/down.
- Move Map: Click and drag to move the map around.

Objects of Interest:

- Bar Scale – The bar scale can be moved around the map and rotated to help determine distance.



Figure 181 - Bar Scale



Figure 182 - Bar Scale with Rotation

- **NOTE:** The end of the Bar Scale is 12 miles. Starting at the 0 mi, each color segment represents 3 miles. 0 to 3, 3 to 6, 6 to 9, and 9 to 12.
- **NOTE:** To rotate the Bar Scale you just need to move your mouse over any corner of the scale.
- Destination Marker – The destination marker shows you the destination location on the map. This is where you will end when determining the distance from the location pin. This is also the area you will drag your answer to.

- **NOTE:** The true point for the location on the destination marker is the tip of the point on the right side of the marker shown in the below image. (See Figure 145)

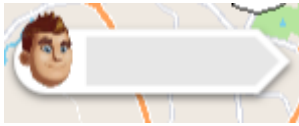


Figure 183 - Destination Marker

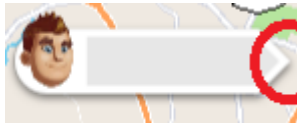


Figure 184 - True Destination

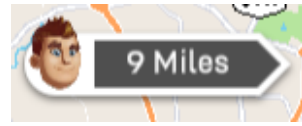


Figure 185 - Destination Marker with Answer

- Location Pin – The location pin is the start point for estimating the distance from the destination marker.



Figure 186 - Location Pin

- Answers – When you have the answer for the estimated distance you will grab the matching answer and drag it to the location marker.

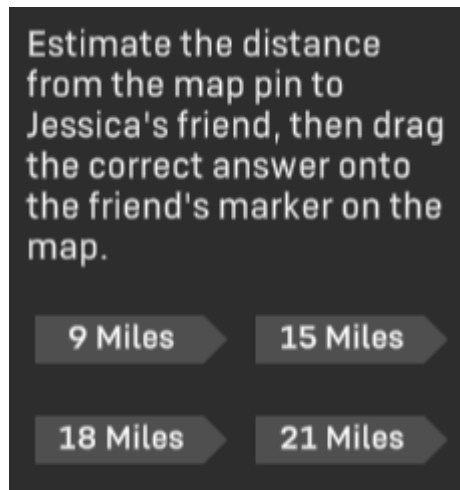


Figure 187 - Answer Selections

- Submit – The submit button will allow you to submit your answer.



Figure 188 - Submit Button

- Exit – The exit button will allow you to exit the objective and go back to the main menu.

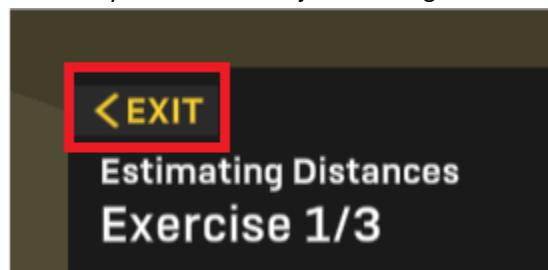


Figure 189 - Exit Button

ORIENTING A MAP

The orienting a map objective will teach Cadets how to use general information about a friend's location to orient a map.

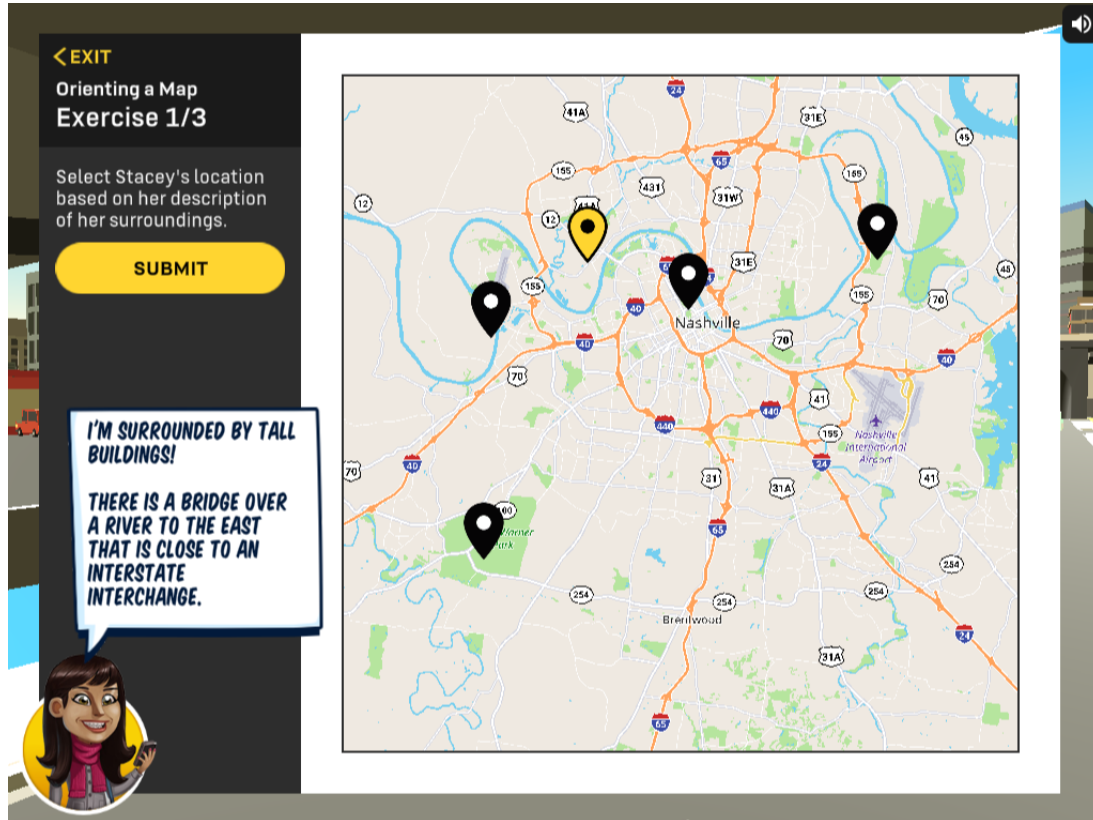


Figure 190 - Orienting a Map

Objective: Use the information provided in the text bubble to locate the Cadet on the map.

Objects of Interest:

- Location Information – This is the information provided at the beginning of the Exercise that can be found in the lower left corner of the screen. This will change depending on the exercise. (See Figure 191)



Figure 191 - Location Information

- Location Pins – The location pins are all of the areas where the Cadet could be located. These pins change depending on the type of interaction: not-selected, hovering over, and selected.

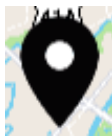


Figure 192 - Unselected Location Pin

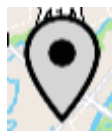


Figure 193 - Hover over Location Pin

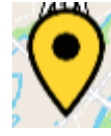


Figure 194 - Selected Location Pin

- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

USING TOPOGRAPHIC MAPS

The Using Topographic Maps challenge teaches Cadets how to recognize terrain features and calculate elevation.



Figure 195 - Using Topographic Maps Menu

RECOGNIZING TERRAIN FEATURES

The Recognizing Terrain Features objective will teach Cadets how to recognize various terrain features by giving them points to identify on a Topographical Map.

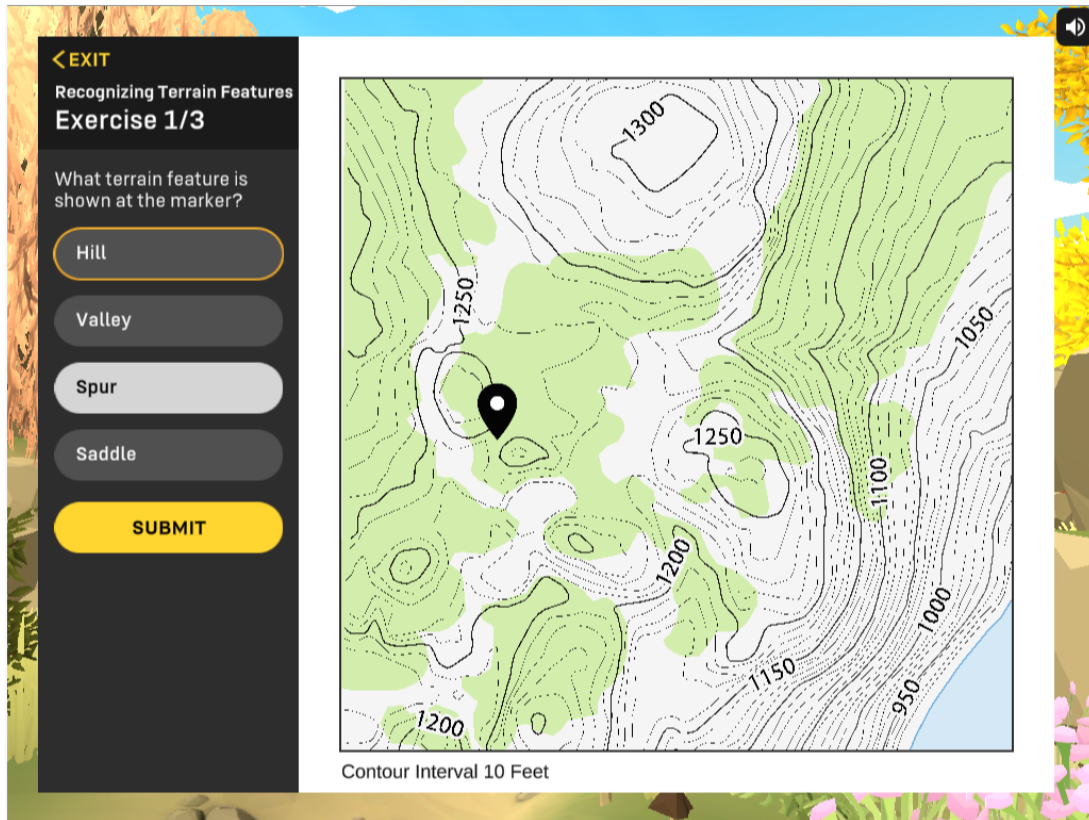


Figure 196 - Recognizing Terrain Features

Objective: Determine which of the answers correctly identifies the point on the map.

Controls:

- Zoom In/Out: Mouse Scroll Wheel, Pinch and Zoom on Trackpad, or two finger swipe up/down.
- Move Map: Click and drag to move the map around.

Objects of Interest:

- Location Pin - This pin marks the area that needs to be identified.
 - **NOTE:** By scrolling up with your mouse or touchpad you can zoom into the map.



Figure 197 - Location Pin

- Answer Icons - When you have the answer to what the location pin is pointing to, select one of the 4 answers. There are 3 different varieties of answer icon: Not-selected, hovered over, and selected.

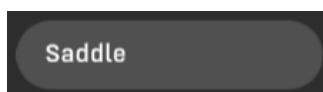


Figure 198 - Non-Selected Answer



Figure 199 - Hover Over Answer



Figure 200 - Selected Answer

- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

CALCULATING ELEVATION

The Calculating Elevation objective will teach Cadets how to use a topographical map to calculate the elevation of a given point and the elevation between 2 given points.

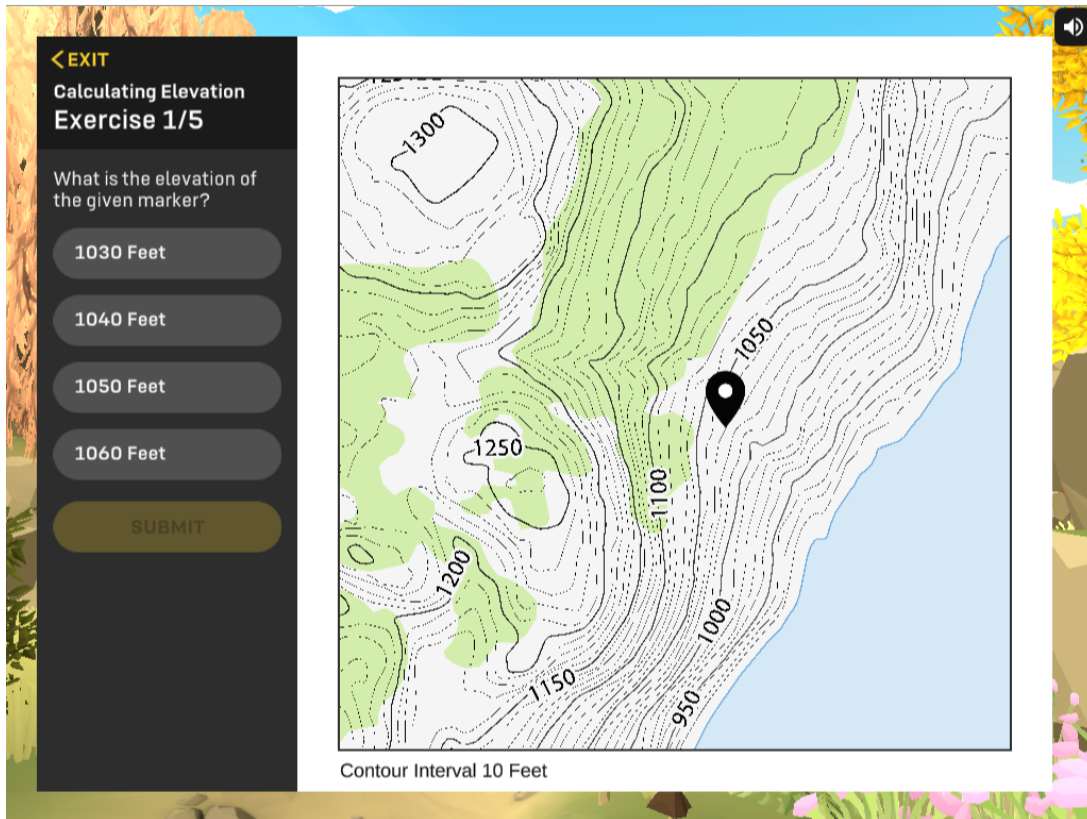


Figure 201 - Calculating Elevation

Objective: Use the Topographical map to calculate the elevation at the Location Pin or the elevation between 2 pins.

Controls:

- Zoom In/Out: Mouse Scroll Wheel, Pinch and Zoom on Trackpad, or two finger swipe up/down.
- Move Map: Click and drag to move the map around.

Objects of Interest:

- Location Pin - This pin marks the area that needs to be identified. (See Figure 197)
 - **NOTE:** By scrolling up with your mouse or touchpad you can zoom into the map.
- Answers - When you have the answer to what elevation the location pin is pointing to, select one of the 4 answers. There are 3 different varieties of answer icon: Not-selected, hovered over, and selected. (See Figures 198, 199, and 200)

- Elevation Popup – The elevation pop up shows up when hovering over one of the major elevation lines.



Figure 202 - Elevation Popup

- Contour Interval – The Contour Interval shows how much the elevation changes between each line.



Figure 203 - Contour Interval

- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

GRID REFERENCE SYSTEM

The Grid Reference System challenge teaches Cadets how to identify grid squares and how to find points using MGRS.



Figure 204- Grid Reference Systems Menu

IDENTIFYING GRID SQUARES

The Identifying Grid Squares objective will teach Cadets how to locate specific squares on a grid when given UTM and MGRS Coordinates.

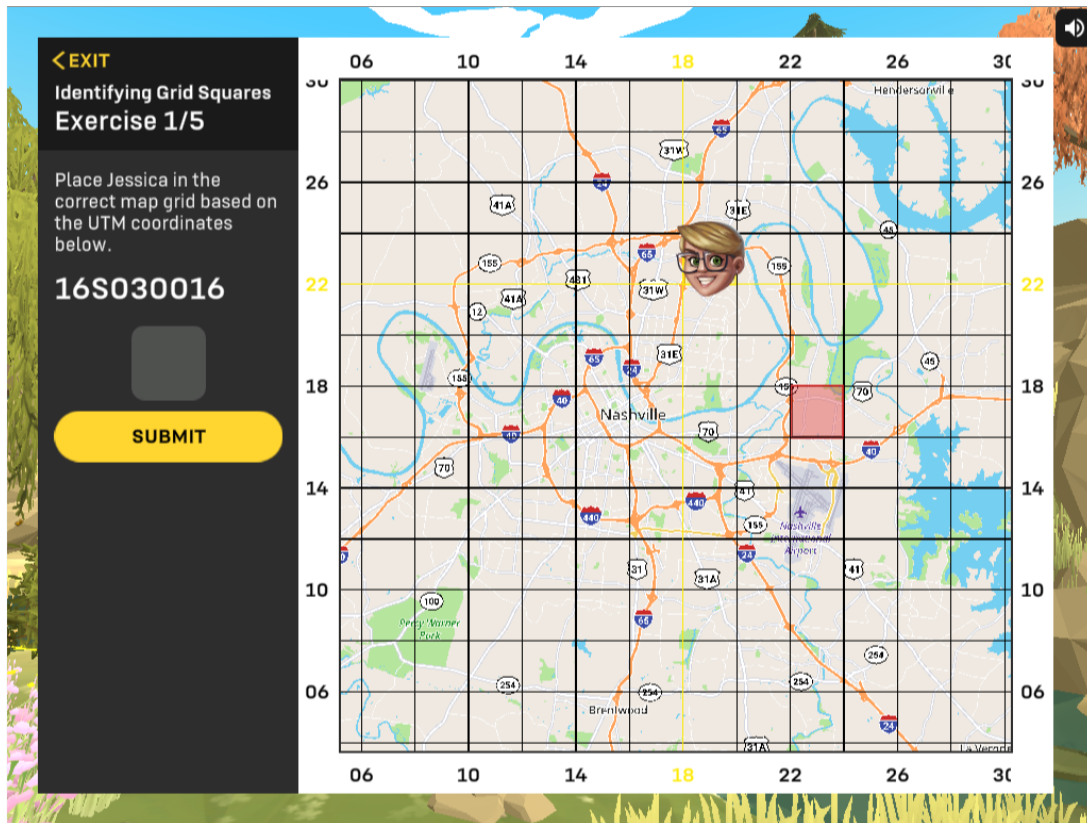


Figure 205 - Identifying Grid Squares

Objective: Place the Cadet in the correct grid square that matches the Coordinate given.

Controls:

- Zoom In/Out: Mouse Scroll Wheel, Pinch and Zoom on Trackpad, or two finger swipe up/down.
- Move Map: Click and drag to move the map around.

Objects of Interest:

- The Grid – The Grid is where all of the grid squares are and where you will place the Cadet Icon. The grid numbers go from 00 to 34 on the bottom and top, and from 00 to 30 on the left and right. You can scroll with your mouse to zoom in and out of the grid. (See Figure 206)
 - **NOTE:** Red Squares on the Grid represent incorrect areas guessed.

- **NOTE:** When the Cadet Icon is placed in the Grid the numbers around the grid that match that coordinate will change color.

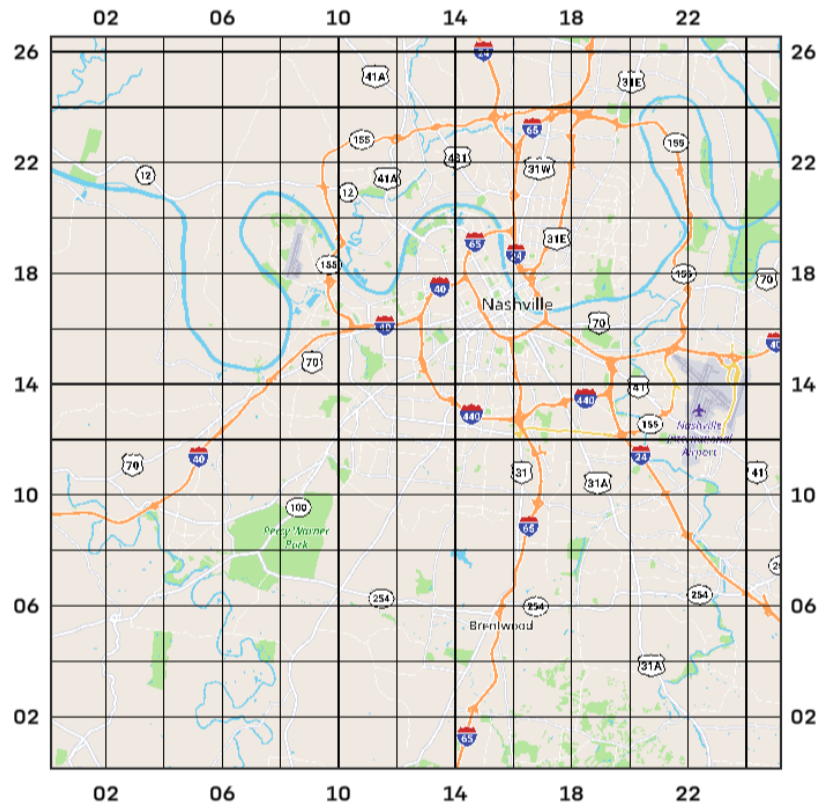


Figure 206 - The Grid

- Coordinates – The Coordinates represent where on the Grid the Cadet Icon needs to be placed. The coordinates can either be in UTM format or MGRS format

16S024016

Figure 207 - UTM Coordinate

1416 0874

Figure 208 - MGRS Coordinate

- Cadet Icon – The Cadet icon is used to mark the selected grid square. You can use the mouse to drag and drop the Cadet Icon into any grid square on the map. There are 4 different Cadet Icons shown below.

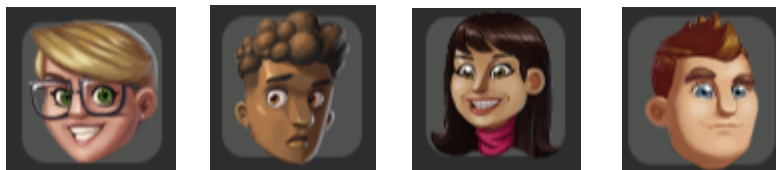


Figure 209 - Cadet Icons

- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

FINDING POINTS USING MGRS

The Finding Points Using MGRS objective will teach Cadets how to use a protractor to determine a point using MGRS coordinates.

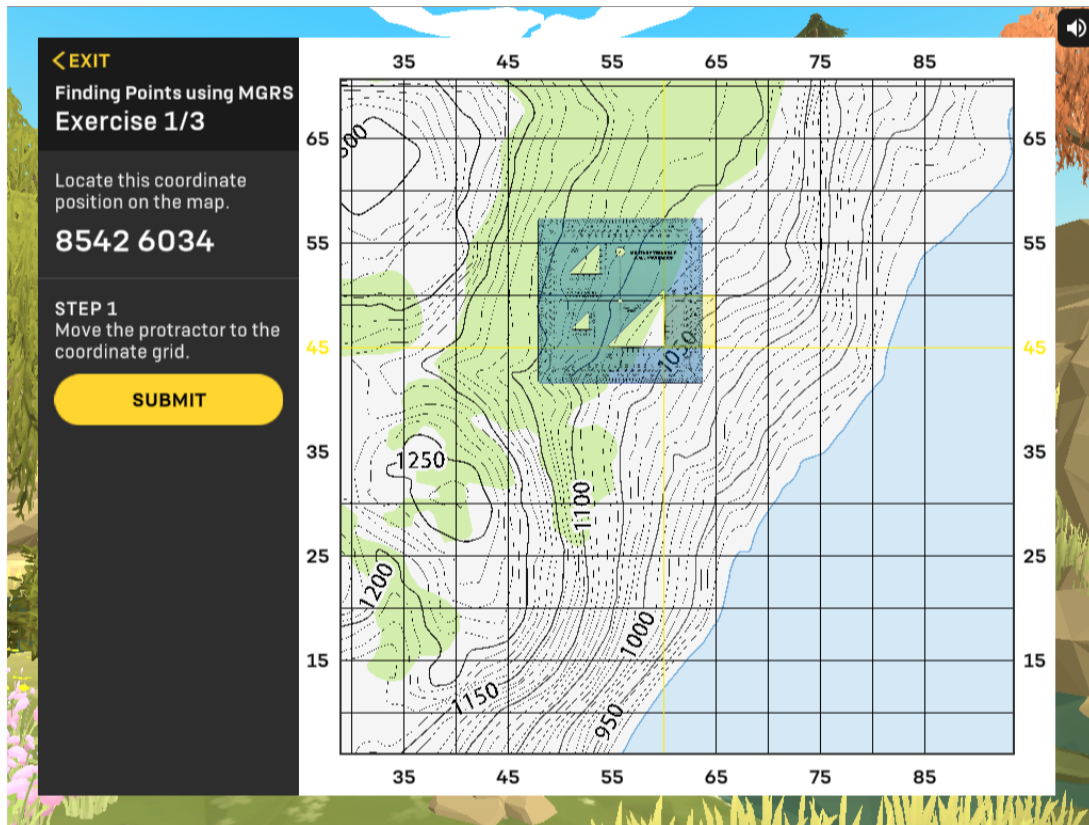


Figure 210 - Finding Points Using MGRS

Objective: Use the protractor to find the correct grid square, then use the marks on the protractor to zero in on the exact point based on the coordinates.

Controls:

- Zoom In/Out: Mouse Scroll Wheel, Pinch and Zoom on Trackpad, or two finger swipe up/down.
- Move Map: Click and drag to move the map around.

Objects of Interest:

- The Grid – The Grid is where all of the grid squares are and where you will place the Cadet Icon. The grid numbers go from 00 to 95 on the bottom and top, and from 00 to 75 on the left and right. You can scroll with your mouse to zoom in and out of the grid. (See Figure 206)
- The Coordinates – The Coordinates represent where on the Grid the Protractor needs to go and where the marks on the interior of the Coordinate Triangle need to go. Coordinates are always MGRS. (See Figure 207/208)

- The Protractor – The protractor is the tool you will use to determine the exact point from the MGRS coordinate.

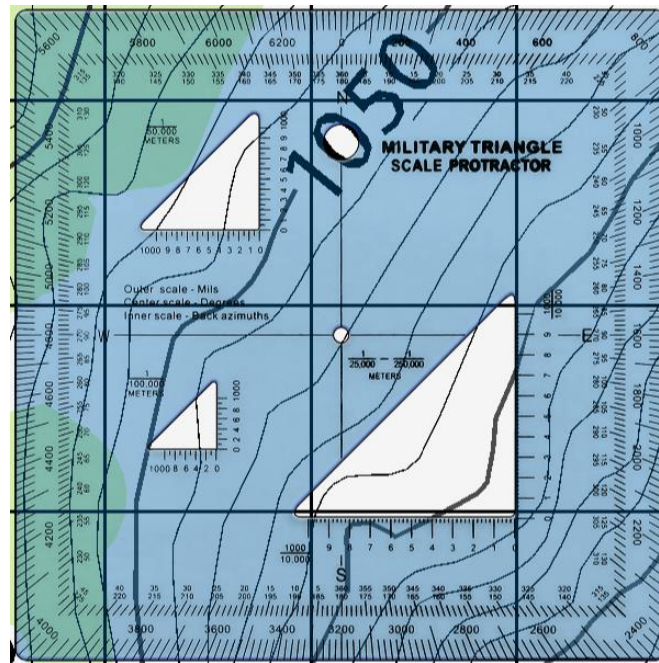


Figure 211 - Protractor

- The Coordinate Triangle – The coordinate triangle is what you will line up with the grid square and use to get the exact point from the MGRS Coordinate. This is the largest of the 3 triangles on the Protractor.

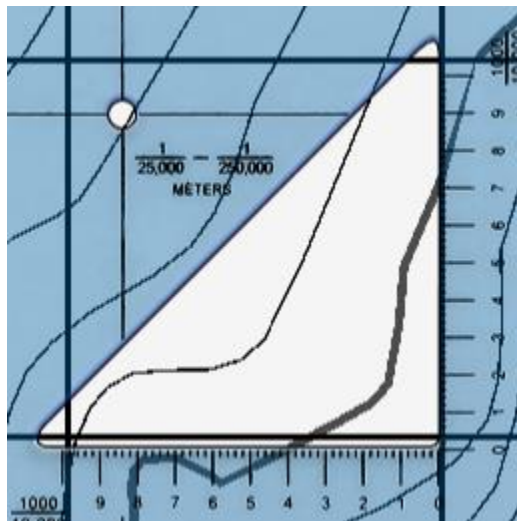


Figure 212 - Coordinate Triangle

- **NOTE:** When using the Coordinate Triangle, you will line up the bottom and right side with a vertical and horizontal line on the map. The Protractor should snap to the grid square when done correctly.
- The Flags – The Flags are the icons that appear when you choose points in the Coordinate Triangle. There are three types of Flags. Horizontal Flag, Vertical Indicator Flag, and Vertical Selection Flag.

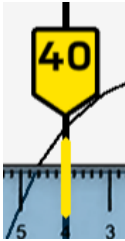


Figure 213 - Horizontal Flag



Figure 214 - Vertical Indicator Flag



Figure 215 - Vertical Selection Flag

- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

DETERMINING DIRECTION

The Determining Direction challenge teaches Cadets how to find Grid and Magnetic Azimuth.



Figure 216 - Determining Direction Menu

GRID AZIMUTH

The Grid Azimuth objective teaches Cadets how to determine the Grid Azimuth and Back Azimuth using a protractor.

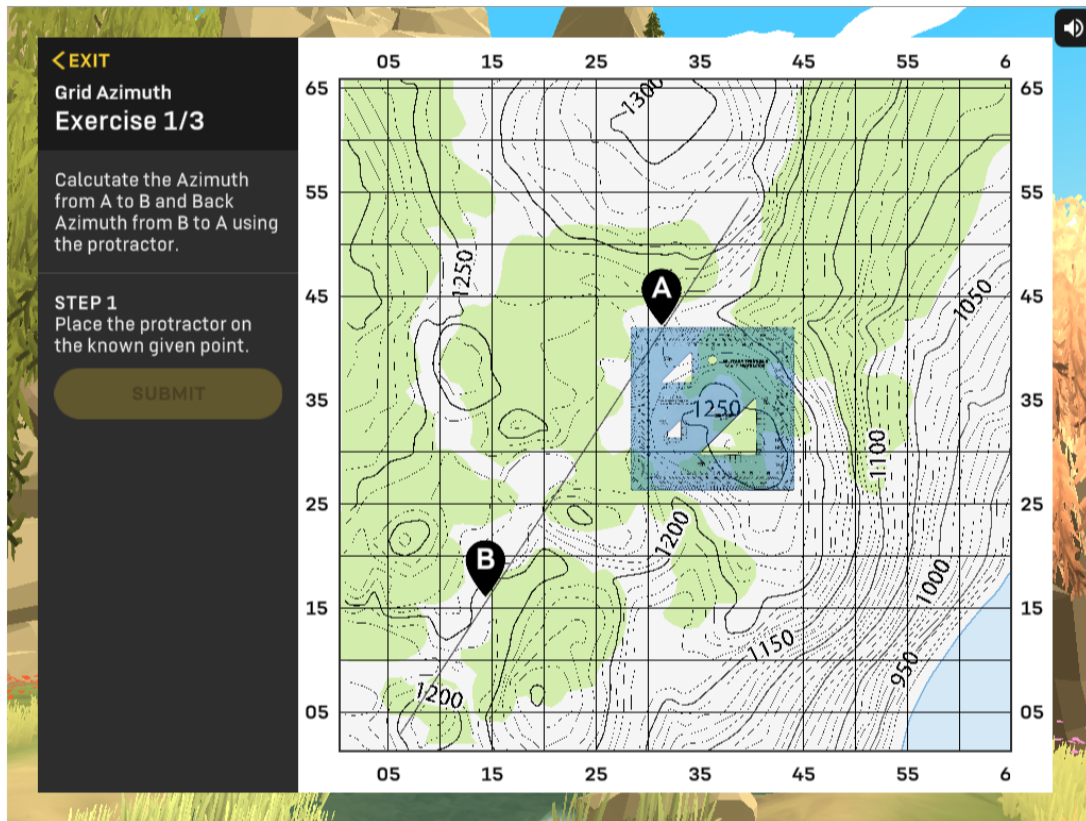


Figure 217 - Grid Azimuth

Objective: Use the Protractor and given point A to determine the Azimuth between points A and B and the Back Azimuth from B to A.

Controls:

- Zoom In/Out: Mouse Scroll Wheel, Pinch and Zoom on Trackpad, or two finger swipe up/down.
- Move Map: Click and drag to move the map around.

Objects of Interest:

- The Protractor – The protractor is the tool you will use to determine the Azimuth and Back Azimuth from the given point. (See Figure 211)
- The Given Point – The Given Point is Point A on the map. This is the starting point when working in the Grid Azimuth objective.



Figure 218 - Given Point

- Azimuth Ticks – The Azimuth ticks are the ticks on the protractor used to mark the azimuth and back azimuth. There are two different Azimuth Ticks: The indicator tick and the selection tick.

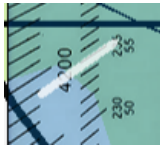


Figure 219 - Indicator Tick



Figure 220 - Selection Tick

- **NOTE:** The indicator tick will always follow the mouse around the protractor, but only the selection tick counts as an answer.
- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

MAGNETIC AZIMUTH

The Magnetic Azimuth objective will teach Cadets how to find a magnetic azimuth using a compass.

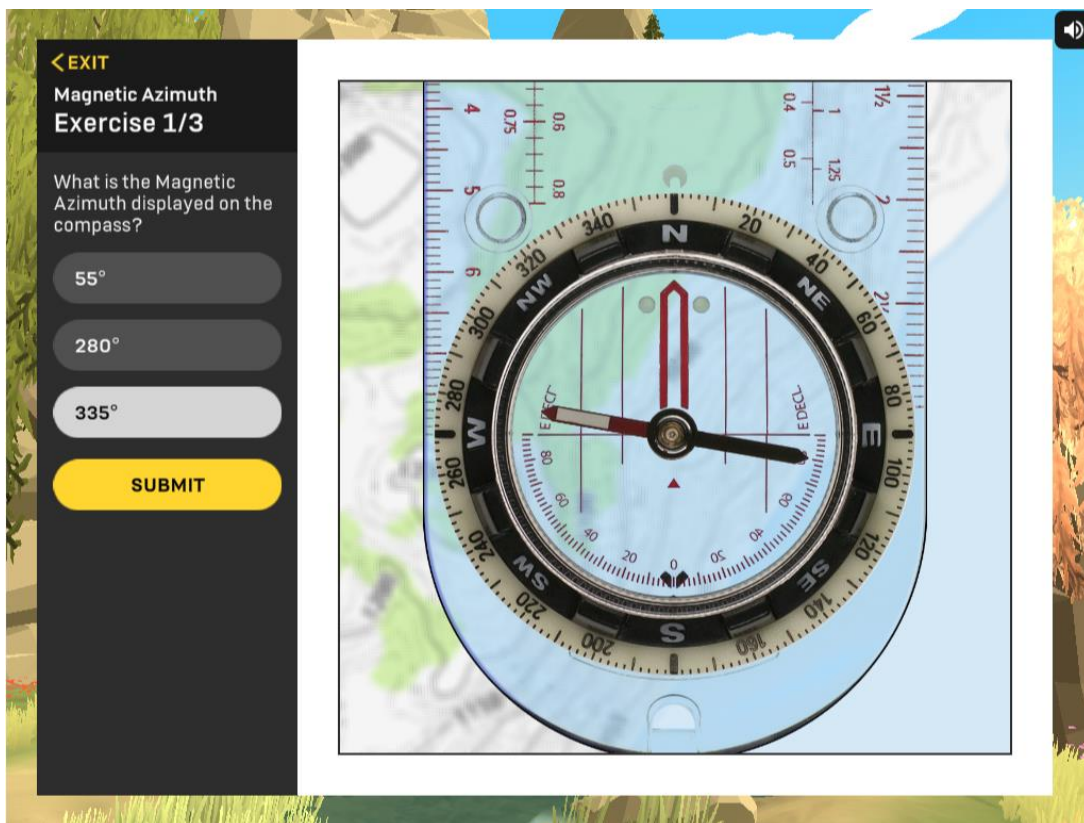


Figure 221 - Magnetic Azimuth

Objective: Using the compass determine the magnetic azimuth.

Objects of Interest:

- Compass – This is the device you will use to determine the Magnetic Azimuth. (See Figure 222)

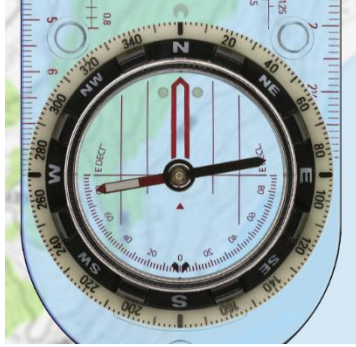


Figure 222 - Compass

- Answers - When you have magnetic azimuth, select the correct answer from the 3 answers. There are 3 different varieties of answer icon: Not-selected, hovered over, and selected. (See Figures 198, 199, and 200)
- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

THE GRID-MAGNETIC ANGLE

The Grid-Magnetic Angle challenge teaches Cadets how to calculate the grid azimuth using the magnetic azimuth and how to calculate the magnetic azimuth using the grid azimuth.



Figure 223 - Grid-Magnetic Angle Menu

MAGNETIC TO GRID AZIMUTH

The magnetic to grid azimuth objective will teach Cadets how to calculate the grid azimuth given the magnetic azimuth and the grid-magnetic angle.

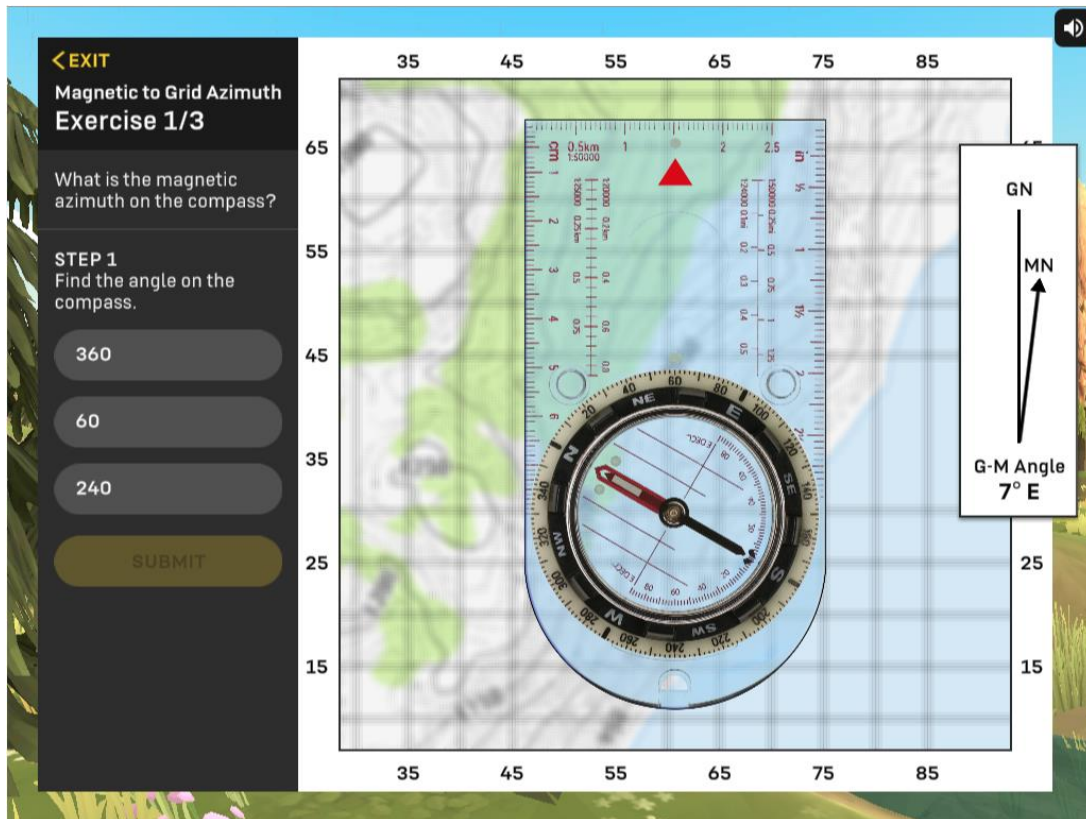


Figure 224 - Magnetic to Grid Azimuth

Objective: Find the magnetic azimuth using the compass then using the grid-magnetic angle convert the magnetic azimuth to grid azimuth.

Objects of Interest:

- Grid-Magnetic Angle – The Grid-Magnetic Angle is used to convert the magnetic azimuth to grid azimuth.



Figure 225 - Grid-Magnetic Angle

- Full Compass – The full compass is used to determine the magnetic azimuth.

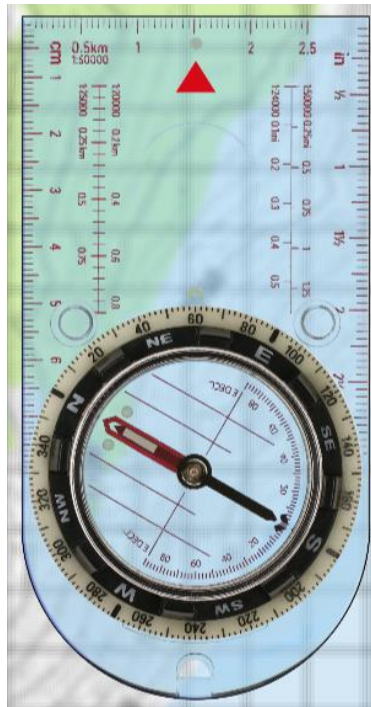


Figure 226 - Full Compass

- Answers - When you have magnetic azimuth, select the correct answer from the 3 answers. There are 3 different varieties of answer icon: Not-selected, hovered over, and selected. (See Figures 198, 199, and 200)
- Answer Box – The answer box is where you will type in your answer after calculating the Grid Azimuth.

STEP 2
Calculate the grid azimuth
using the magnetic
azimuth and the grid
magnetic angle indicated
on the map.

60° Magnetic Azimuth

Enter answer...

SUBMIT

Figure 227 - Answer Box

- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

GRID TO MAGNETIC AZIMUTH

The grid to magnetic azimuth objective will teach Cadets how to calculate the magnetic azimuth given the grid azimuth and the grid-magnetic angle.

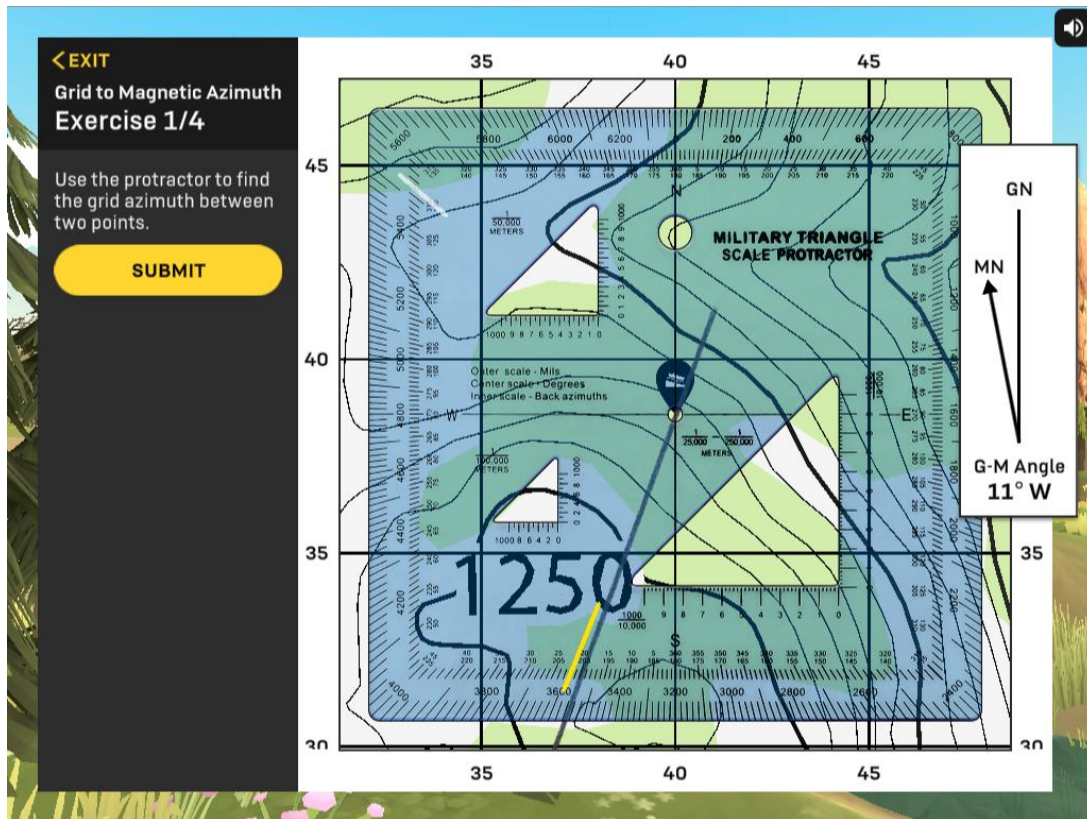


Figure 228 - Grid to Magnetic Azimuth

Objective: Find the Magnetic Azimuth given the grid azimuth and the grid-magnetic angle.

Objects of Interest:

- Grid-Magnetic Angle – The Grid-Magnetic Angle is used to convert the magnetic azimuth to grid azimuth. (See Figure 225)
- Azimuth Ticks – The Azimuth ticks are the ticks on the protractor used to mark the azimuth and back azimuth. There are two different Azimuth Ticks: The indicator tick and the selection tick. (See Figures 219 and 220)
- Point of Interest – The points of interest are used as the two points that you need to find the grid azimuth between.



Figure 229 - Point of Interest

- Answer Box – The answer box is where you will type in your answer after calculating the Grid Azimuth. (See Figure 187)
- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

DETERMINING LOCATION

The Determining Location challenge teaches Cadets how to use Intersection and Resection to find locations on a map.



Figure 230 - Determining Location Menu

INTERSECTION

The Intersection objective teaches Cadets how to find the MGRS coordinates of a point of interest between two separate Cadets.

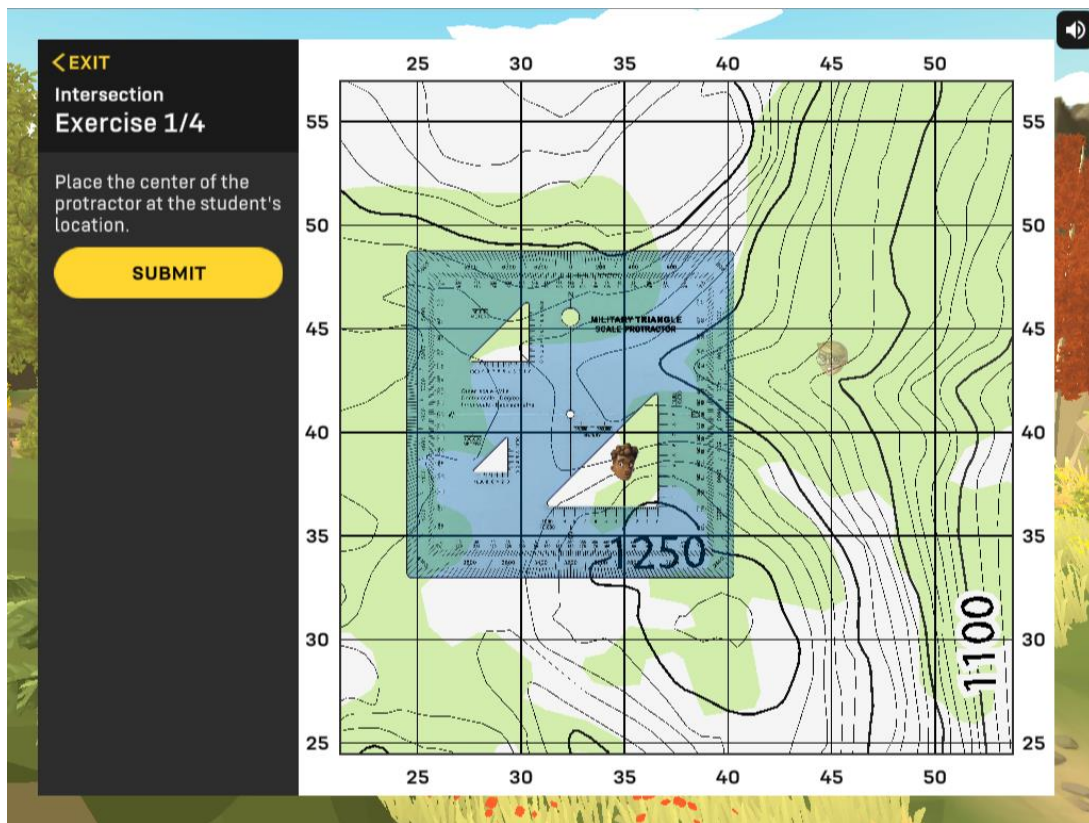


Figure 231 - Intersection

Objective: Use the protractor to find the MGRS coordinates of a Point of Interest between two Cadets using their azimuth lines.

Controls:

- Zoom In/Out: Mouse Scroll Wheel, Pinch and Zoom on Trackpad, or two finger swipe up/down.
- Move Map: Click and drag to move the map around.

Objects of Interest:

- The Protractor – The protractor is the tool you will use to get the Azimuth lines from the Cadet Icons. (See Figure 211)
- Cadet Icon – The Cadet icon is used to show the location of the two Cadets on the grid. There are 4 different possible Cadet Icons. (See Figure 209)
- Azimuth Ticks – The Azimuth ticks are the ticks on the protractor used to mark the azimuth lines between the two Cadets. There are two different Azimuth Ticks: The indicator tick and the selection tick. (See Figures 219 and 220)
- The Grid – The Grid is where will find the Cadet Icons and use the protractor to both find the azimuth lines and the intersection point. The grid is fixed in this objective and cannot be moved. (See Figure 206)

- The Flags – The Flags are the icons that appear when you choose points in the Coordinate Triangle. There are three types of Flags. Horizontal Flag, Vertical Indicator Flag, and Vertical Selection Flag. (See Figures 213, 214, and 215)
- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

RESECTION

The Resection objective teaches Cadets how to find the MGRS coordinates of their location using two separate Points of Interest.

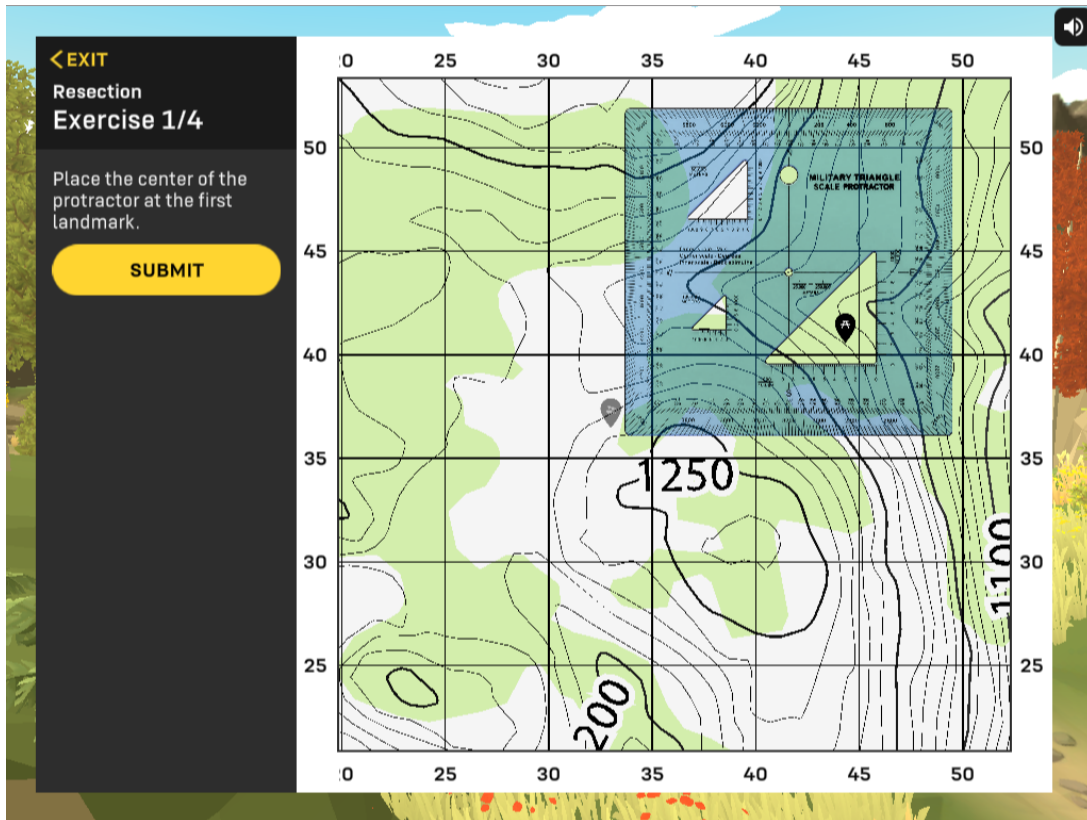


Figure 232 - Resection

Objective: Use the protractor to find your MGRS coordinates using back azimuth lines between the two points of interest.

Controls:

- Zoom In/Out: Mouse Scroll Wheel, Pinch and Zoom on Trackpad, or two finger swipe up/down.
- Move Map: Click and drag to move the map around.

Objects of Interest:

- The Protractor – The protractor is the tool you will use to get the Back Azimuth lines from the Points of Interest. (See Figure 211)

- Point of Interest Icon – The Point of Interest icons are used to show the location of the two Points of Interest on the grid. (See Figures 229)
- Azimuth Ticks – The Azimuth ticks are the ticks on the protractor used to mark the back azimuth lines between the two points of interest. There are two different Azimuth Ticks: The indicator tick and the selection tick. (See Figures 219 and 220)
- The Grid – The Grid is where will find the Point of Interest icons and use the protractor to both find the back azimuth lines and the intersection point. The grid is fixed in this objective and cannot be moved. (See Figure 206)
- The Flags – The Flags are the icons that appear when you choose points in the Coordinate Triangle. There are three types of Flags. Horizontal Flag, Vertical Indicator Flag, and Vertical Selection Flag. (See Figures 213, 214, and 215)
- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)

ORIENTEERING

The Orienteering challenge combines all of the previous skills and challenges, plus a few new concepts, and the Cadets must use what they've learned to make it through the course.



Figure 233 - Orienteering Menu

ORIENTEERING

The Orienteering objective tests the Cadets knowledge of everything they've learned so far in the Geography Course. It requires the Cadet to use the skills they have learned in the previous lessons and apply them in new ways to traverse a path and make it to the end.

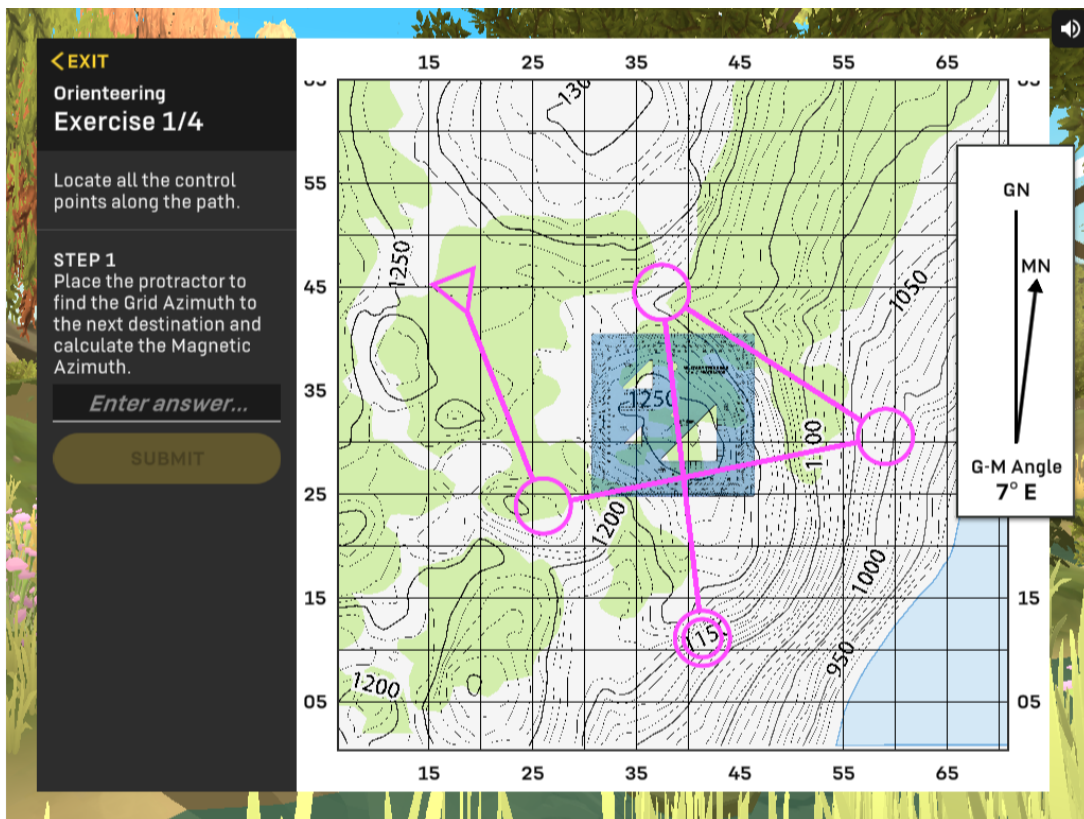


Figure 234 - Orienteering

Objective: Use everything you've learned in the previous lessons to get to the end of the path.

Controls:

- Zoom In/Out: Mouse Scroll Wheel, Pinch and Zoom on Trackpad, or two finger swipe up/down.
- Move Map: Click and drag to move the map around.

Objects of Interest:

- The Path – The path is the route you will be taking in this final challenge.

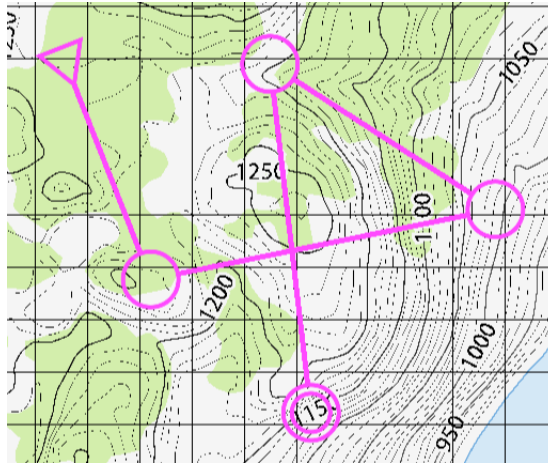


Figure 235 - The Path

- The Start – The start is where you will begin this final Challenge.

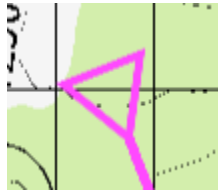


Figure 236 - The Start

- Found Points – Found points tell you where you have made it to in the challenge. Points that do not have check marks are ones you have not made it to yet.

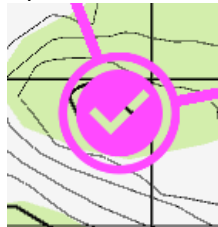


Figure 237 - Found Point

- **NOTE:** From the start the next Found Point will be where you need to place the protractor.
- The Destination – The destination is the end of this final challenge.

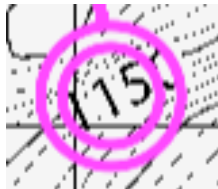


Figure 238 - The Destination

- The Protractor – The protractor is the tool you will use to get the Back Azimuth lines from the Points of Interest. (See Figure 211)
- Answer Box – The answer box is where you will type in your answer after calculating the Magnetic Azimuth. (See Figure 187)

- Rotating Compass – The Rotating Compass is what you will use to rotate yourself to the correct magnetic azimuth.



Figure 239 - The Rotating Compass

- Turn Arrows – The turn arrows are what you will click on to rotate yourself and the compass. There are three different turn arrow icons. The normal turn arrow, the mouse hovering turn arrow, and the mouse clicking turn arrow.



Figure 240 - Turn Arrow



**Figure 241 - Mouse Hover
Turn Arrow**



**Figure 242 - Mouse
Clicking Turn Arrow**

- Submit – The submit button will allow you to submit your answer. (See Figure 188)
- Exit – The exit button will allow you to exit the objective and go back to the main menu. (See Figure 189)