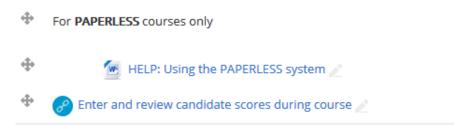# Paperless for instructors

- Log-on to the ALSG site using your standard username and password
- Navigate to the Course page

- Click on the link in the Course page:

✛ For **PAPERLESS** courses only

✛ ⓦ HELP: Using the PAPERLESS system ✎

✛ 🔗 Enter and review candidate scores during course ✎

In the Grading tab:

- Choose the station
- Choose the group
- Click on "Show selected station and group"

| Grading | Meeting | Review |

| Mental state exam ⌄ | Group A - Red ⌄ | Show selected station and group |

- Choose the correct grade from the dropdown list
- Add feedback comments if required
- Click on the Submit grades button (top or bottom of grading table)

Submit grades

Candidate	Mental state exam - technical	Mental state exam - non-technical	Mental state exam - IP
	... ⌄ Feedback	... ⌄ Feedback	... ⌄ Feedback