

Grades:

AI Portal – Grade Technician

NOTE: AI Portal Dashboard reflects 'Grades' status for the Academic Institution. There are 2 ways which you can access the 'Submit Grades' for the AI Portal:

- Option 1:**

- From 'Dashboard' -> 'Grades' -> Click on 'Missing' OR 'Incomplete' OR 'Overdue'

The screenshot displays the AI Portal dashboard for a Grade Technician. The top navigation bar includes the AI Portal logo, a user profile for Randie Jenkins, and menu items for Home, School, Online Services, CCAF Programs, Admin, DANTES, and Support. The main content area is divided into several sections:

- System Announcements:** A table with columns for Title / Announcement and Last Updated. It lists three announcements: 'new sys announce testing one' (2022-05-23), '***Next AI Portal Training*** 31 Mar 2022 (9 &... AI Portal training is con...' (2022-02-25), and 'AF COOL ACTION REQUIRED Some schools may see a ba...' (2022-02-18). A link 'View All System Announcements' is provided below.
- Essential Resources:** A table with columns for Title and Last Updated. It lists three resources: 'Test Resource' (2022-06-14), 'MyCAA Education and Training Plan - Template' (2022-01-19), and 'Tutorial - Course Credit Costs And School Terms' (2022-01-07). A link 'View All Essential Resources' is provided below.
- Action Items:** A grid of 12 boxes, each representing a different category of action items:
 - CLEP Upload:** 96 CLEP Items With Errors
 - NCMIS Export:** 1 NCMIS CLEP Items To Be Exported, 0 NCMIS DSST Items To Be Exported
 - CCAF Export:** 0 CCAF CLEP Items To Be Exported, 2 CCAF DSST Items To Be Exported
 - School:** 0 Pending User Requests
 - Messages:** 10010 Unread School Messages, 0 Unread Personal Messages
 - Invoicing:** 5429 Courses Available, 35 Resumable, 3 Pending Credit Card Charge, 0 Pending Receipt & Auth Code / Date
 - Grades:** 32870 Missing, 99 Incomplete, 32344 Overdue. A red arrow points to this box.
 - Installation Access:** 13 Pending Completion
 - CCAF Programs:** 17 Pending CCAF Programs, 21 Pending GEM Plans, 0 Pending GEM CCAF Registration

Option 2:

AI Portal -> 'Online Services' -> 'Grades' -> 'Submit':

The screenshot shows the AI Portal interface. The top navigation bar includes 'Home', 'School', 'Online Services', 'CCAF Programs', 'Admin', 'DANTES', 'Support', and a user profile for 'Randie Jenkins'. The 'Online Services' dropdown menu is open, showing categories: Invoicing, Grades, Degrees, Documents, School Refunds, and Installation Access. A red arrow points to the 'Submit' option under the 'Grades' category. The main content area on the left displays 'System Announcements' with a table of recent announcements. The table has columns for 'Title / Announcement' and 'Last Updated'.

Title / Announcement	Last Updated
new sys announce testing one	2022-06-14
Next AI Portal Training 31 Mar 2022 (9 &... AI Portal training is con...	2022-01-19
AF COOL ACTION REQUIRED Some schools may see a ba...	2022-01-07

The following steps are the same no matter which 'option' is selected:

Click the appropriate 'Funding Program':

Submit Grades Choose Funding Program

Air Force - Military TA 15378 Grades to submit	Air Force - Reserve TA 758 Grades to submit	Air Force - Civilian Acquisition 14 Grades to submit
Air Force - CCAF Instructor TA 22 Grades to submit	Air Force - Civilian TA 102 Grades to submit	Coast Guard - Advanced Education Program 0 Grades to submit
Air Force - PAQ TA 1 Grades to submit	Air Force - Air National Guard TA 4 Grades to submit	Air Force - AFIT CI AFERB 0 Grades to submit
Air Force - AFIT CI Med HPSP/FAP 0 Grades to submit	Air Force - AFIT CI Med HPERB 0 Grades to submit	MyCAA - Spouse Education 5 Grades to submit
Army - Active TA 62 Grades to submit	Army - Reserve TA 70 Grades to submit	Army - National Guard TA 71 Grades to submit

Back

Click the appropriate category – (ONLY the 'Blue' categories can be selected):

Submit Grades Choose Type

Submit Missing 62 Grades to submit	Submit Overdue 62 Grades to submit	Submit Incomplete 0 Grades to submit
--	--	--

Back Cancel


Click 'Online Form':

NOTE: This step is the SAME for either category listed above:

- 'Submit Missing'
- 'Submit Overdue'

The screenshot shows the AI Portal interface for submitting missing grades. The header includes the AI Portal logo and navigation menu. The main content area is titled "Submit Missing Grades Choose Method". Two options are presented: "Online Form" and "XML Upload". A red arrow points to the "Online Form" button, and a mouse cursor icon is positioned over it. Below the buttons are "Back" and "Cancel" options.

'Grade':

 Home School Online Services CCAF Programs Admin DANTES Support Randle Jenkins

Submit Missing Grades Manual Entry


Student Last Name Student First Name School Student ID

Document ID Grade Status *
Missing

Search Reset

Submit Grades Back

School Student Id	Student	Course Code	Title	Term Dates	Grade
d2s8m	Cadorette ActiveTa, Sam	ama9i	online	2022-02-24 - 2022-05-25	▼
gwp08	Dowswell ActiveTa, Kurt	53w2n	Handcrafted	2022-03-01 - 2022-05-30	▼
o850a	Purnell ActiveTa, Mike	0jrdz	Intelligent	2022-03-01 - 2022-05-30	▼
2c5kg	Miller ActiveTa, Clayton	14lhb	Senior	2022-02-25 - 2022-05-26	▼
9snid	Mostafiz ActiveTa, Nayla	0d76o	circuit	2022-03-01 - 2022-05-30	▼
188r4	Helman Military, Jordan	8v6xc	Platinum	2022-02-02 - 2022-05-03	▼
3ur2k	Kosier ActiveTa, Mitchell	kknw6	Ports	2022-02-25 - 2022-05-26	▼
21kv9	Allen MilitaryTa, Mike	cqzcn	Savings Account	2022-02-02 - 2022-05-03	▼
25qhk	Civille ActiveTa, Patti	yi0vd	enable	2022-02-25 - 2022-05-26	▼
2q0hv	Helman ActiveTa, Jordan	530ly	real-time	2022-02-25 - 2022-05-26	▼
db9s9	Mostafiz ActiveTa, Nayla	cf33b	deposit	2022-02-25 - 2022-05-26	▼
p7fkt	Nguyen MilitaryTa, Hiep	ml10o	Fresh	2022-02-02 - 2022-05-03	▼
2fjv6	Civille ActiveTa, Patti	dfsno	connecting	2022-03-01 - 2022-05-30	▼



Input 'Missing Grades':

NOTE:

- More than 1 grade can be input at a time
- Use 'Student Last Name' & 'Student First Name' if inputting grade for a specific student


AIPORTAL Academic Institution Portal

Home School Online Services CCAF Programs Admin DANTES Support Randie Jenkins

Submit Missing Grades Manual Entry


Student Last Name: Student First Name: School Student ID:

Document ID: Grade Status *:



School Student Id	Student	Course Code	Title	Term Dates	Grade
aojgx	Kosier ActiveTa, Mitchell	l4yyg	Persevering	2022-03-01 - 2022-05-30	<input type="text" value="B"/>
3niwy	Ellis ActiveTa, Aaron	5ole4	24/7	2022-02-24 - 2022-05-25	<input type="text" value="C"/>
b9zeu	Sleigh ActiveTa, Doug	nu8uf	Baby & Toys	2022-02-24 - 2022-05-25	<input type="text" value="A"/>
b6n3e	Purnell ActiveTa, Mike	j6fj0	cross-platform	2022-02-25 - 2022-05-26	<input type="text" value="D"/>
il10x	Purnell ActiveTa, Mike	5jcz8	Automotive & Grocery	2022-02-25 - 2022-05-26	<input type="text" value="F"/>
11jg2	Sleigh ActiveTa, Doug	xinkk	Turnpike	2022-02-25 - 2022-05-26	<input type="text" value="B+"/>
cxhg0	Allen ActiveTa, Mike	k0a53	Future	2022-02-24 - 2022-05-25	<input type="text" value="C-"/>
znwsq	Kosier ActiveTa, Mitchell	jjp13	online	2022-02-24 - 2022-05-25	<input type="text" value="D"/>
px43z	Cadorette ActiveTa, Sam	cxdr5	Internal	2022-02-25 - 2022-05-26	<input type="text" value="A+"/>
tq7ot	Cadorette ActiveTa, Sam	cjnpq	Cameroon	2022-02-25 - 2022-05-26	<input type="text" value="B"/>
xbmbj	Sleigh ActiveTa, Doug	zen5f	toolset	2022-03-01 - 2022-05-30	<input type="text" value="A"/>
tyyp8	Purnell ActiveTa, Mike	urz1l	hard drive	2022-02-24 - 2022-05-25	<input type="text" value="C"/>
gb8sp	Sleigh MilitaryTa, Doug	bmoe2	Lempira	2022-02-02 - 2022-05-03	<input type="text" value="B-"/>

'Submit Grades':

 Home School Online Services CCAF Programs Admin DANTES Support Randie Jenkins

Submit Missing Grades Manual Entry

Student Last Name Student First Name School Student ID

Document ID Grade Status *

School Student Id	Student	Course Code	Title	Term Dates	Grade
aojgx	Kosier ActiveTa, Mitchell	l4yyg	Persevering	2022-03-01 - 2022-05-30	<input type="text" value="B"/>
3niwy	Ellis ActiveTa, Aaron	5ole4	24/7	2022-02-24 - 2022-05-25	<input type="text" value="C"/>
b9zeu	Sleigh ActiveTa, Doug	nu8uf	Baby & Toys	2022-02-24 - 2022-05-25	<input type="text" value="A"/>
b6n3e	Purnell ActiveTa, Mike	j6fj0	cross-platform	2022-02-25 - 2022-05-26	<input type="text" value="D"/>
il10x	Purnell ActiveTa, Mike	5jcz8	Automotive & Grocery	2022-02-25 - 2022-05-26	<input type="text" value="F"/>
11jg2	Sleigh ActiveTa, Doug	xinkk	Turnpike	2022-02-25 - 2022-05-26	<input type="text" value="B+"/>
cxhg0	Allen ActiveTa, Mike	k0a53	Future	2022-02-24 - 2022-05-25	<input type="text" value="C-"/>
znwsq	Kosier ActiveTa, Mitchell	jjp13	online	2022-02-24 - 2022-05-25	<input type="text" value="D"/>
px43z	Cadorette ActiveTa, Sam	cxdr5	Internal	2022-02-25 - 2022-05-26	<input type="text" value="A+"/>
tq7ot	Cadorette ActiveTa, Sam	cjnpq	Cameroon	2022-02-25 - 2022-05-26	<input type="text" value="B"/>
xbmbj	Sleigh ActiveTa, Doug	zen5f	toolset	2022-03-01 - 2022-05-30	<input type="text" value="A"/>
tyyp8	Purnell ActiveTa, Mike	urz1l	hard drive	2022-02-24 - 2022-05-25	<input type="text" value="C"/>
gb8sp	Sleigh MilitaryTa, Doug	bmoe2	Lempira	2022-02-02 - 2022-05-03	<input type="text" value="B-"/>

Confirm 'Submission':

Submit Grades

Are you sure you want to submit these grades?

View confirmation that grades were submitted:

The screenshot shows the AIPortal interface. At the top, there is a navigation bar with 'Home', 'School', 'Online Services', 'CCAF Programs', 'Admin', 'DANTES', and 'Support'. A user profile for 'Randie Jenkins' is visible in the top right. A green banner at the top center contains a red arrow pointing to the text 'The grades were successfully submitted.' Below this banner is a section titled 'Submit Missing Grades Manual Entry'. It features three input fields: 'Student Last Name', 'Student First Name', and 'School Student ID'.

Changing/Updating Grades:


AI Portal -> 'Online Services' -> 'Grades' -> 'Change':

The screenshot shows the AIPortal interface with the 'Online Services' dropdown menu open. The 'Grades' option is highlighted, and a red arrow points to it. The dropdown menu includes sections for 'Invoicing', 'Grades', 'Degrees', 'Documents', 'School Refunds', and 'Installation Access'. The 'Grades' section contains 'Submit', 'Change', 'Export', and 'View History'. The 'Degrees' section contains 'Submit', 'View History', and 'Student Goals'. The 'Documents' section contains 'Print Documents'. The 'School Refunds' section contains 'Submit' and 'Manage Refunds'. The 'Installation Access' section contains 'Submit', 'Search', and 'Pending Completion'. On the left side, there are 'System Announcements' with titles like 'new sys announce testing one', '***Next AI Portal Training*** 31 Mar 2022 (9 &...', and 'AF COOL ACTION REQUIRED'. On the right side, there is a 'Last Updated' table with dates: 2022-06-14, 2022-01-19, and 2022-01-07. A 'View All System Announcements' link is at the bottom.

Click the appropriate 'System':

The screenshot shows the 'Change Grades Choose System' screen. It features three blue buttons: 'Air Force' with a red arrow pointing to it, 'MYCAA', and 'ArmyIgnitED' with a red arrow pointing to it. Each button has a corresponding logo. Below the buttons is a 'Back' button.

Input the student's information:

Home School Online Services CCAF Programs Admin DANTES Support Randie Jenkins

Submit Grade Change Find Enrollment

Please use the filters below to search for students that require their grade(s) to be changed. Grade changes can only be made for enrollments within one year of the term end date.

Last 4 SSN



Student Last Name ←

Student First Name ←


School Student ID

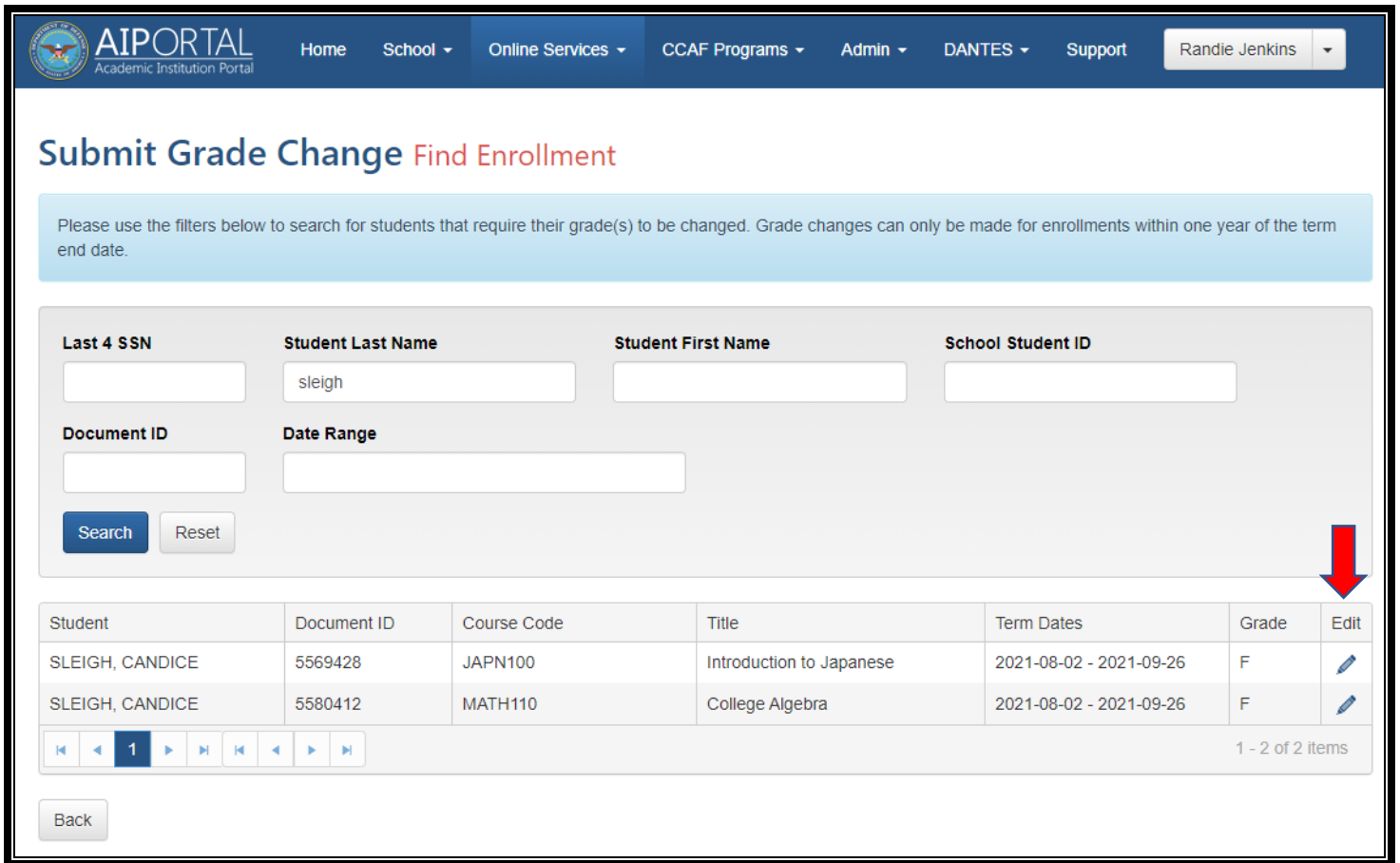
Document ID

Date Range

Student	Document ID	Course Code	Title	Term Dates	Grade	Edit
SLEIGH, CANDICE	5569428	JAPN100	Introduction to Japanese	2021-08-02 - 2021-09-26	F	
SLEIGH, CANDICE	5580412	MATH110	College Algebra	2021-08-02 - 2021-09-26	F	

1 - 2 of 2 items

Click the  to edit the grade:





Submit Grade Change Find Enrollment

Please use the filters below to search for students that require their grade(s) to be changed. Grade changes can only be made for enrollments within one year of the term end date.

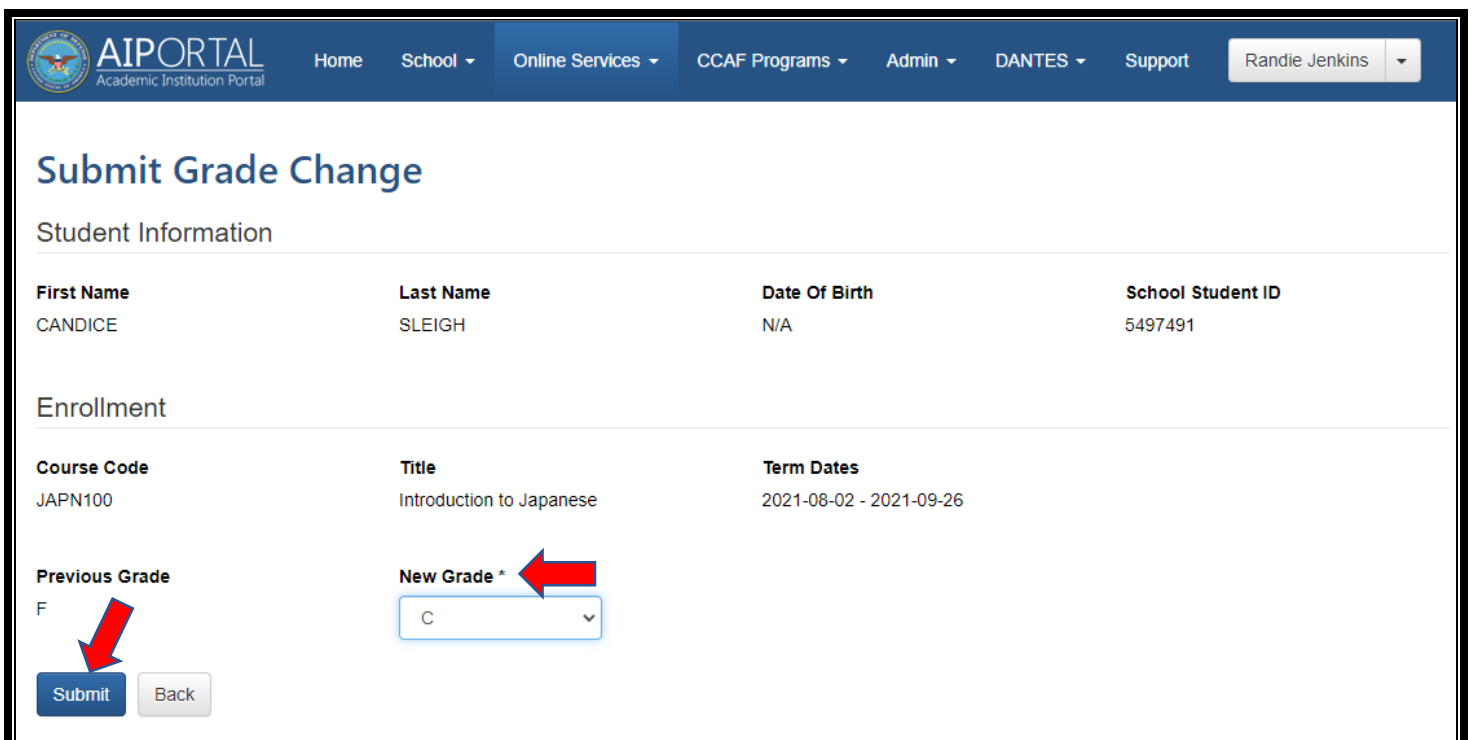
Last 4 SSN **Student Last Name** **Student First Name** **School Student ID**

Document ID **Date Range**

Student	Document ID	Course Code	Title	Term Dates	Grade	Edit
SLEIGH, CANDICE	5569428	JAPN100	Introduction to Japanese	2021-08-02 - 2021-09-26	F	
SLEIGH, CANDICE	5580412	MATH110	College Algebra	2021-08-02 - 2021-09-26	F	

1 - 2 of 2 items

Input the new grade -> 'Submit':



Submit Grade Change

Student Information

First Name CANDICE **Last Name** SLEIGH **Date Of Birth** N/A **School Student ID** 5497491

Enrollment

Course Code JAPN100 **Title** Introduction to Japanese **Term Dates** 2021-08-02 - 2021-09-26

Previous Grade F **New Grade ***

Confirm that new grade has been applied:

AIPORTAL Academic Institution Portal

Home School Online Services CCAF Programs Admin DANTES Support Randie Jenkins

Grade changed from 'F' to 'C'



Submit Grade Change Find Enrollment

Please use the filters below to search for students that require their grade(s) to be changed. Grade changes can only be made for enrollments within one year of the term end date.

Last 4 SSN **Student Last Name** **Student First Name** **School Student ID**

Document ID **Date Range**

Search Reset

Student	Document ID	Course Code	Title	Term Dates	Grade	Edit
SLEIGH, CANDICE	5569428	JAPN100	Introduction to Japanese	2021-08-02 - 2021-09-26	C	
SLEIGH, CANDICE	5580412	MATH110	College Algebra	2021-08-02 - 2021-09-26	F	

1 - 2 of 2 items

Back

