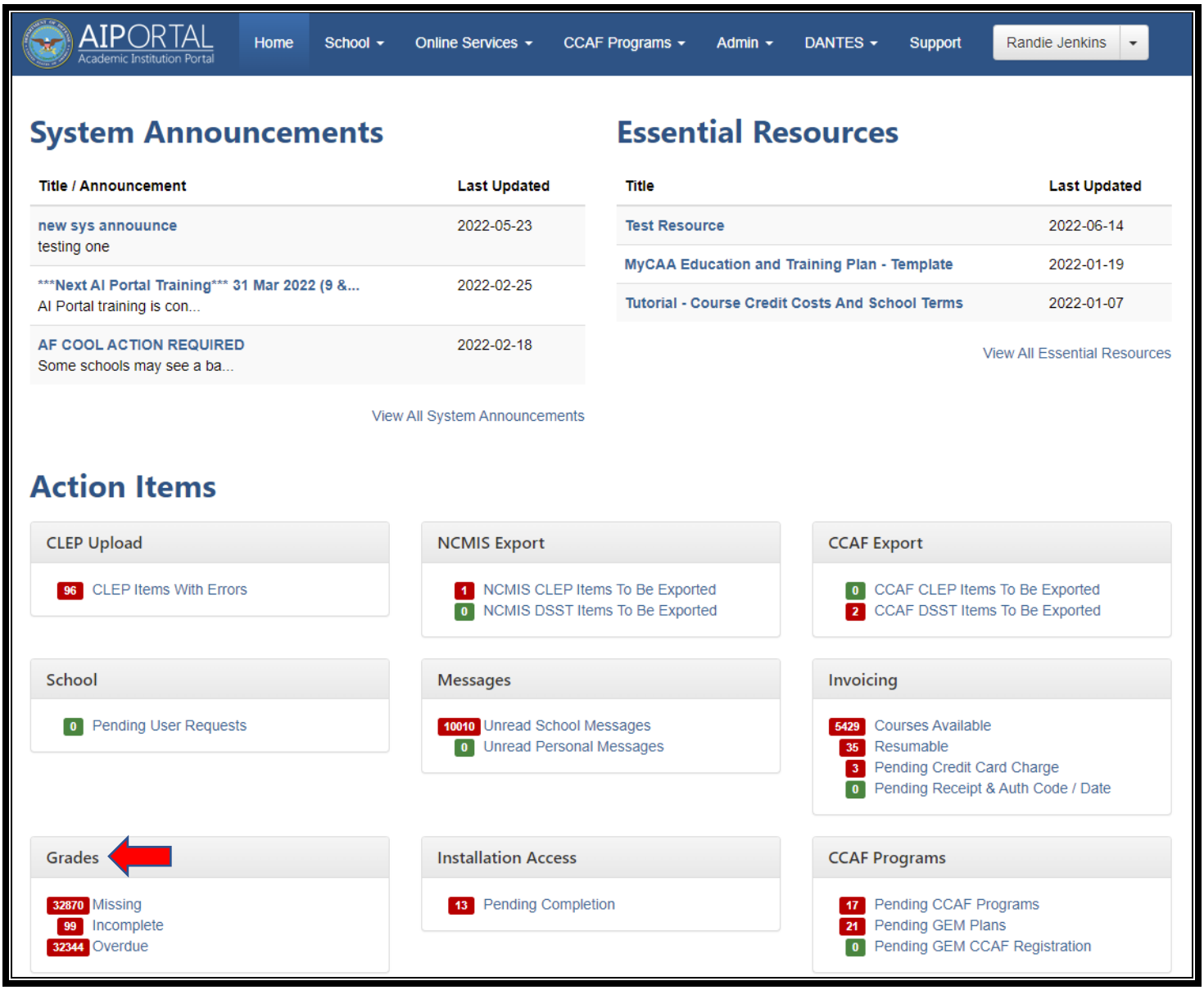
Grades:

AI Portal – Grade Technician

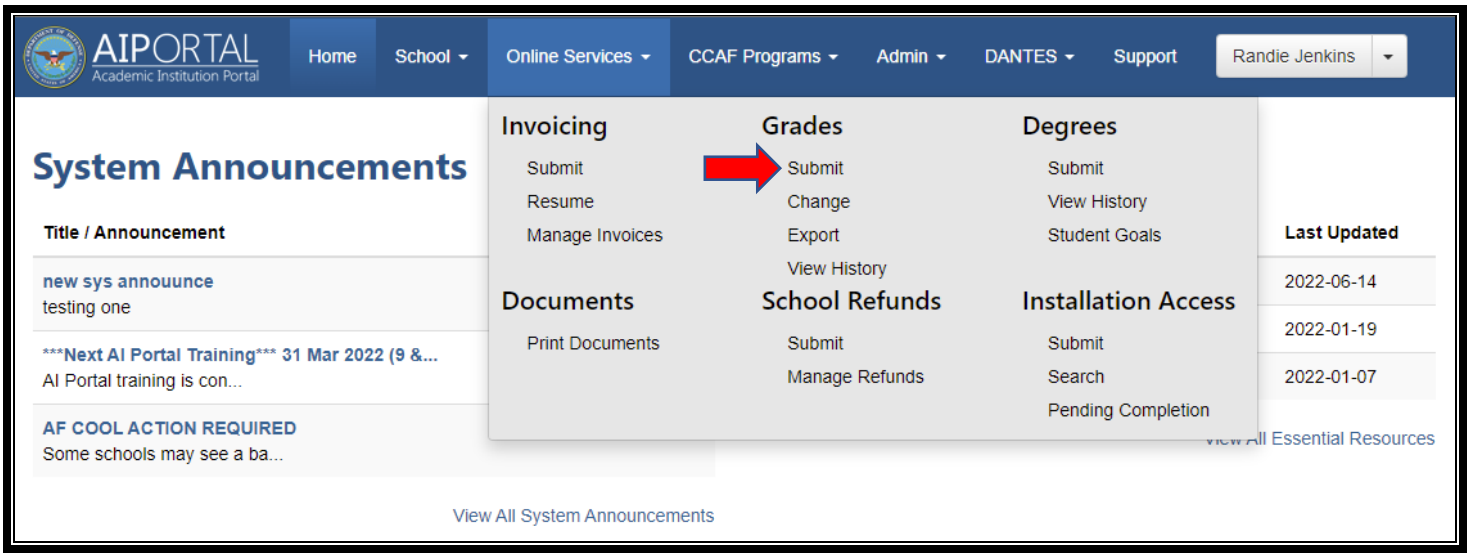
NOTE: AI Portal Dashboard reflects 'Grades' status for the Academic Institution. There are 2 ways which you can access the 'Submit Grades' for the AI Portal:

- **Option 1:**
  - From **'Dashboard'** -> **'Grades'** -> Click on **'Missing'** OR **'Incomplete'** OR **'Overdue'**



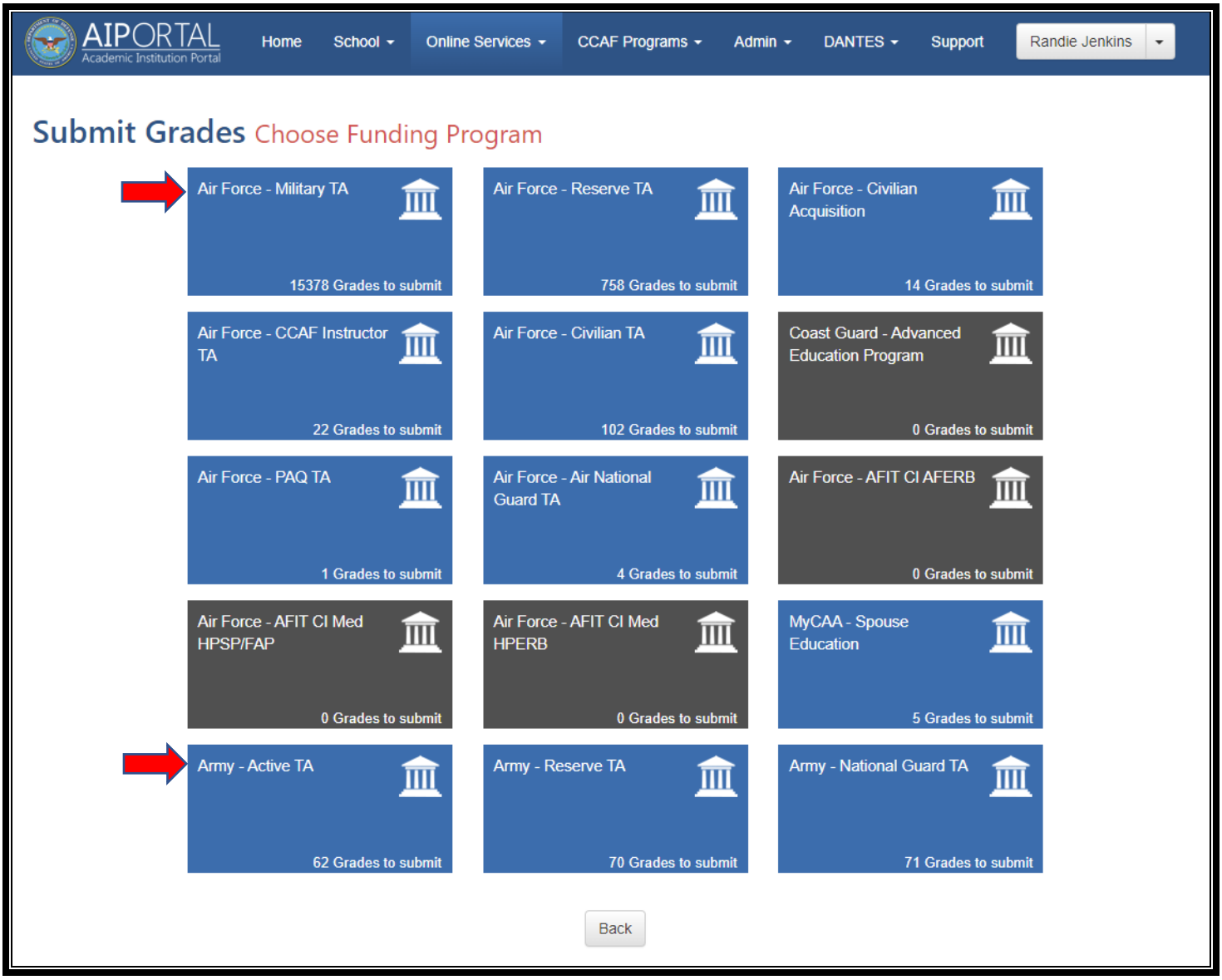
Option 2:

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

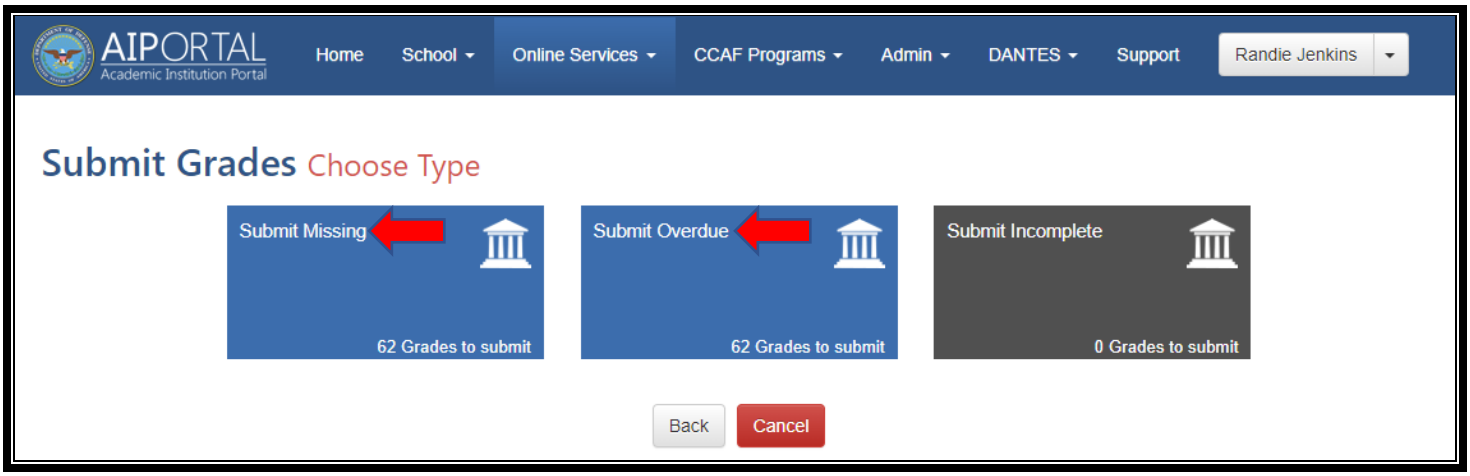


The following steps are the same no matter which 'option' is selected:

Click the appropriate **'Funding Program':**



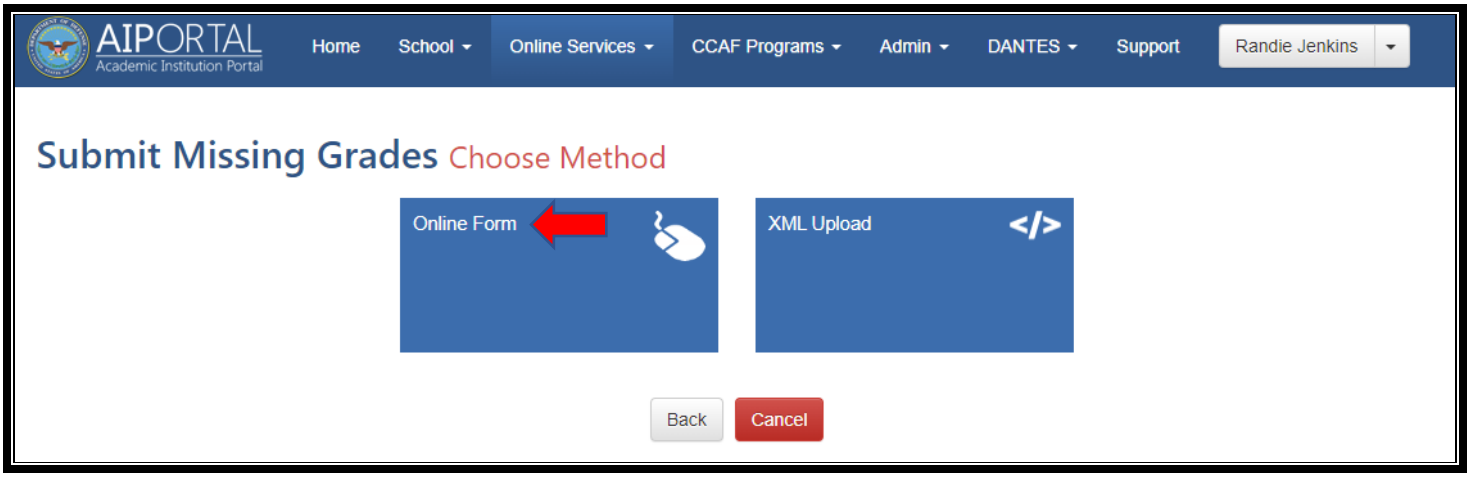
Click the **appropriate category – (ONLY the 'Blue' categories can be selected):**



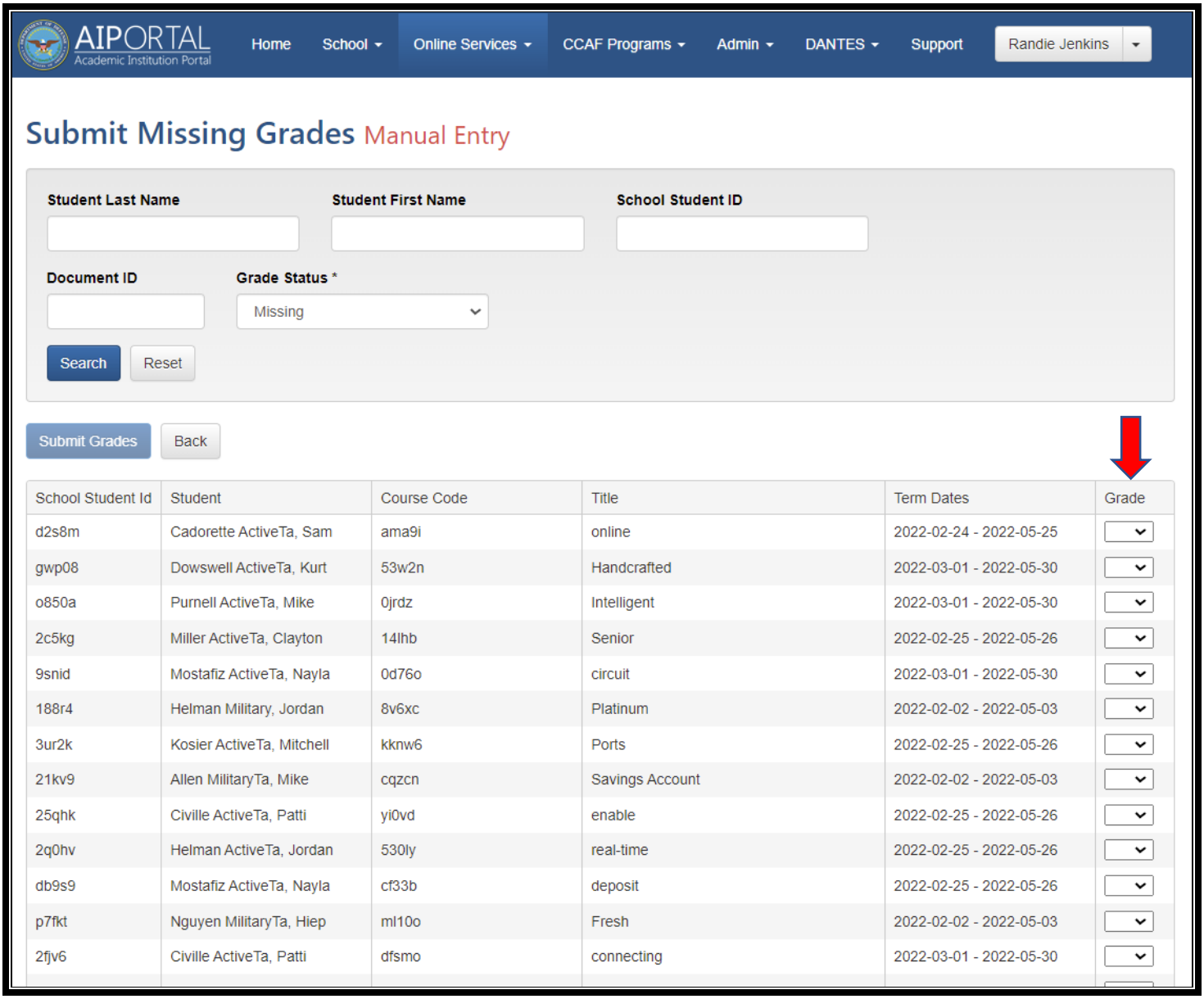
Click **'Online Form'**:

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

- **'Submit Missing'**
- **'Submit Overdue'**



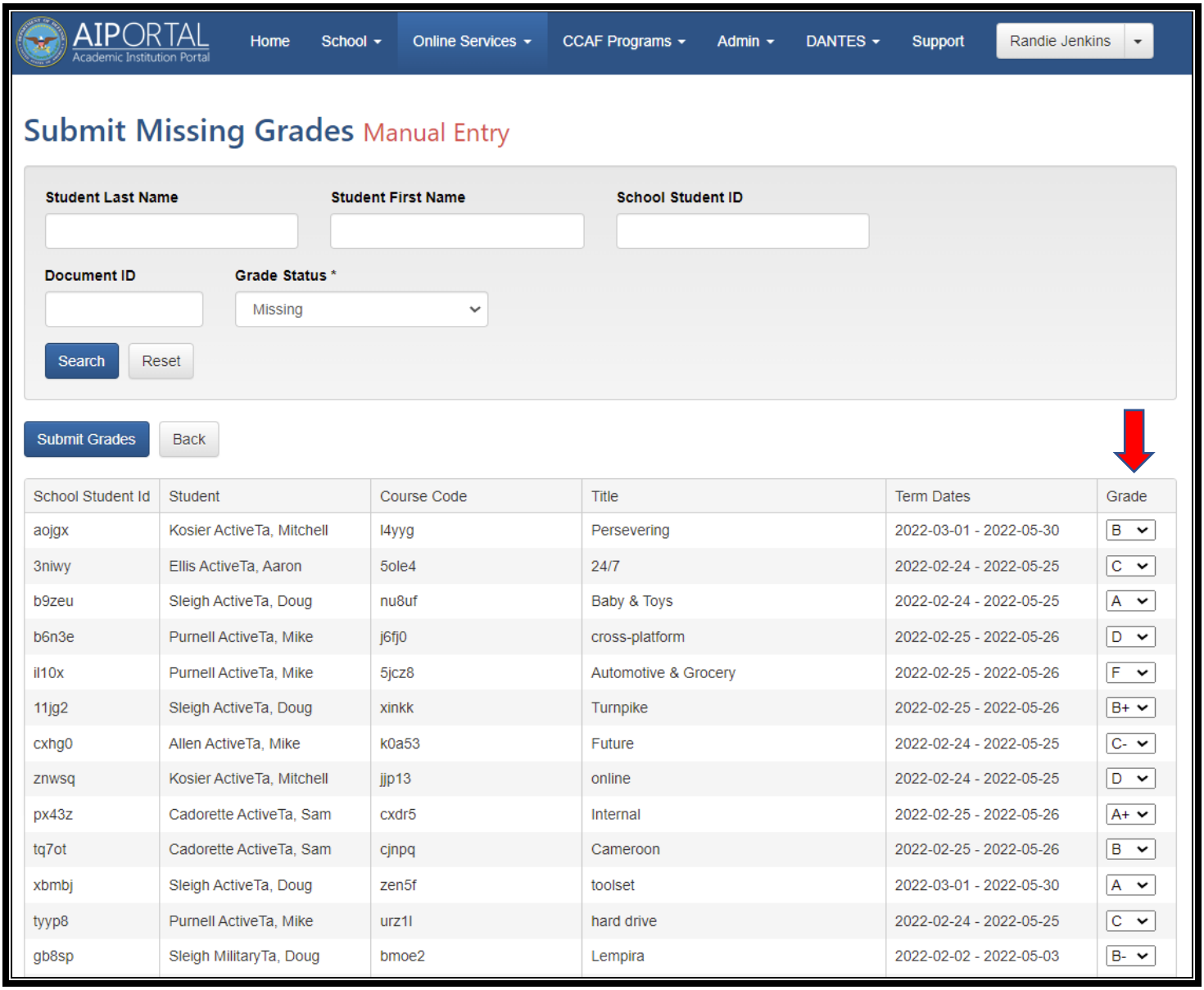
‘Grade’:


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 *
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
dfsmo
connecting
2022-03-01 - 2022-05-30

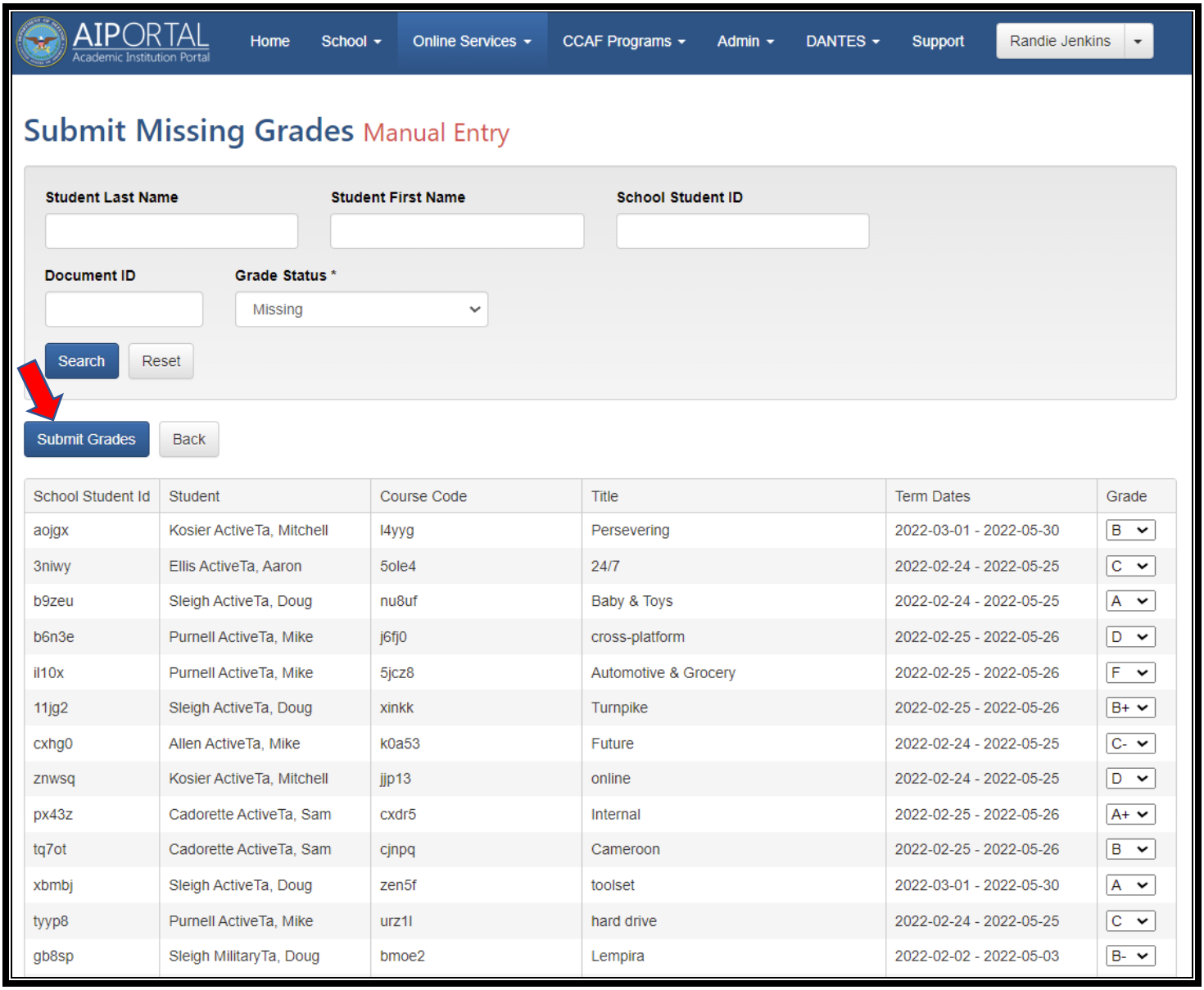
Input **'Missing Grades'**:

NOTE:

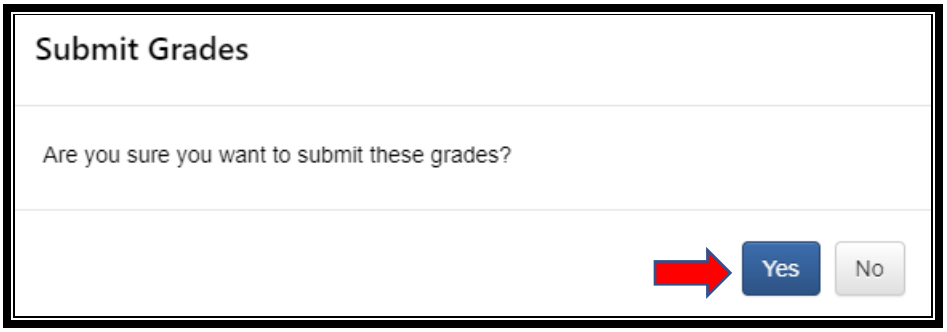
- **More than 1 grade can be input at a time**
- **Use 'Student Last Name'** & **'Student First Name'** if inputting grade for a **specific student**



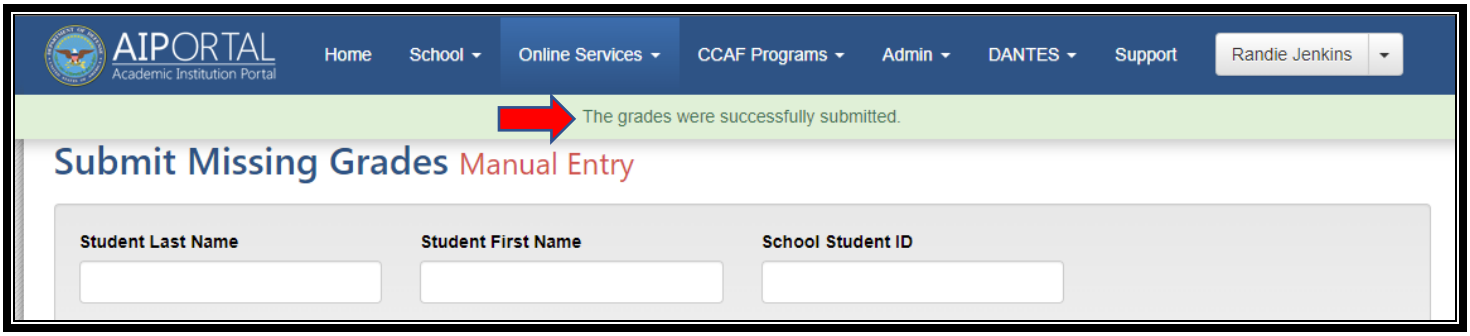
'Submit Grades':



Confirm **'Submission':**

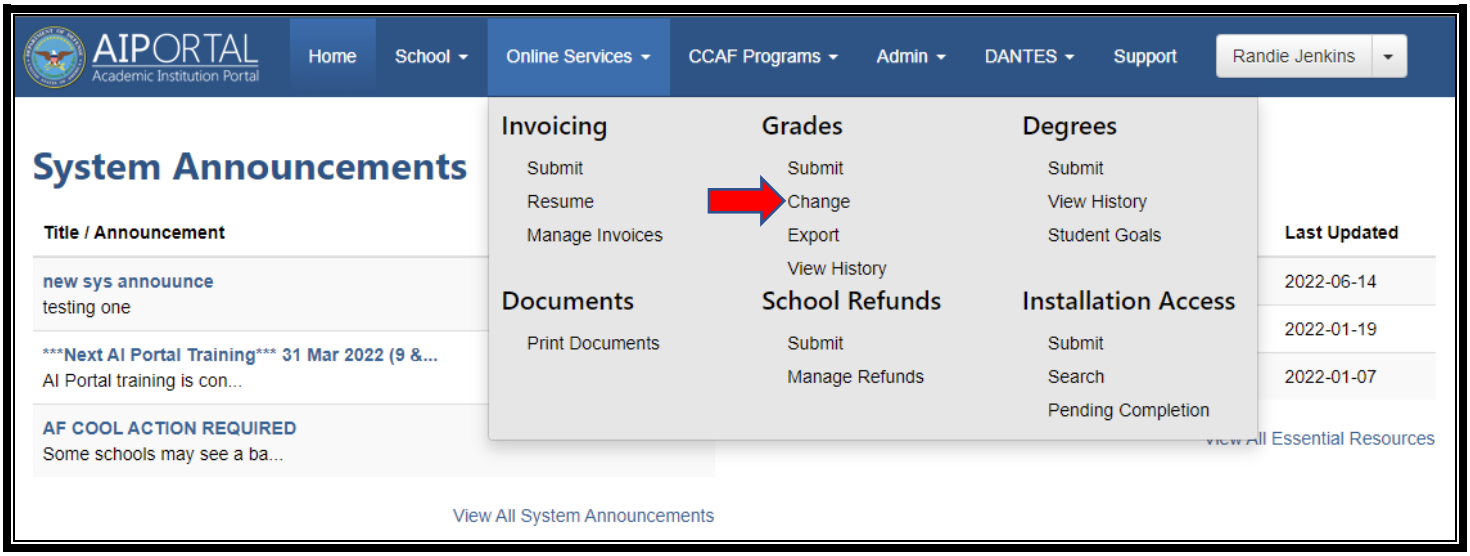


View confirmation that grades were submitted:

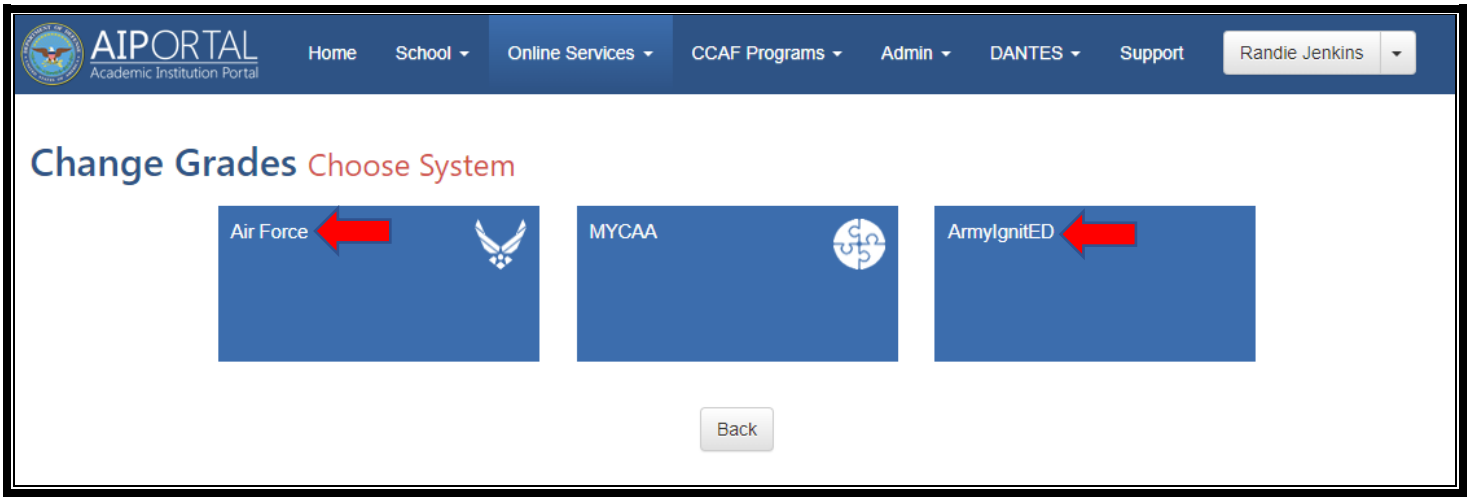


Changing/Updating Grades:

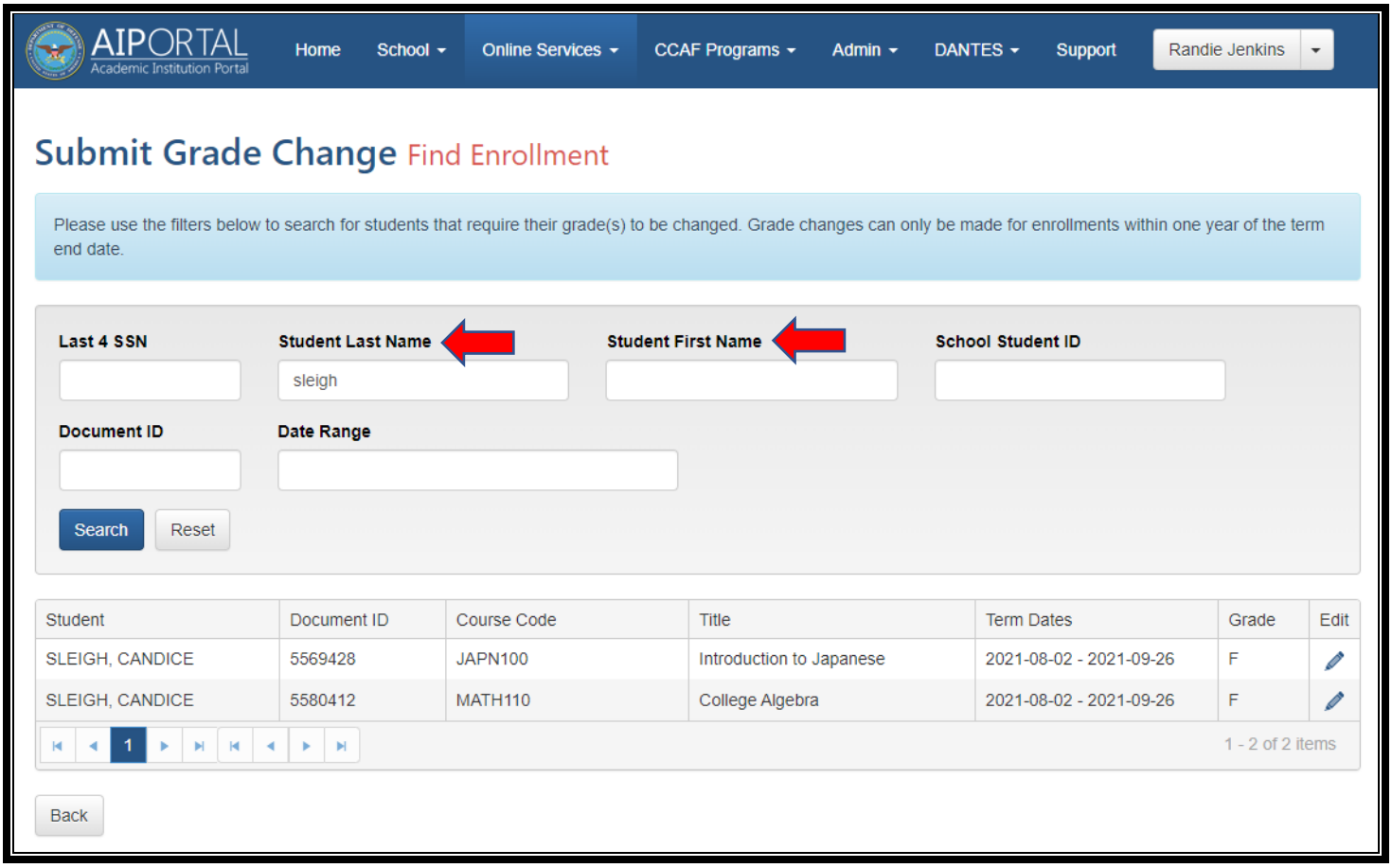
AI Portal -> **'Online Services'** -> **'Grades'** -> **'Change':**



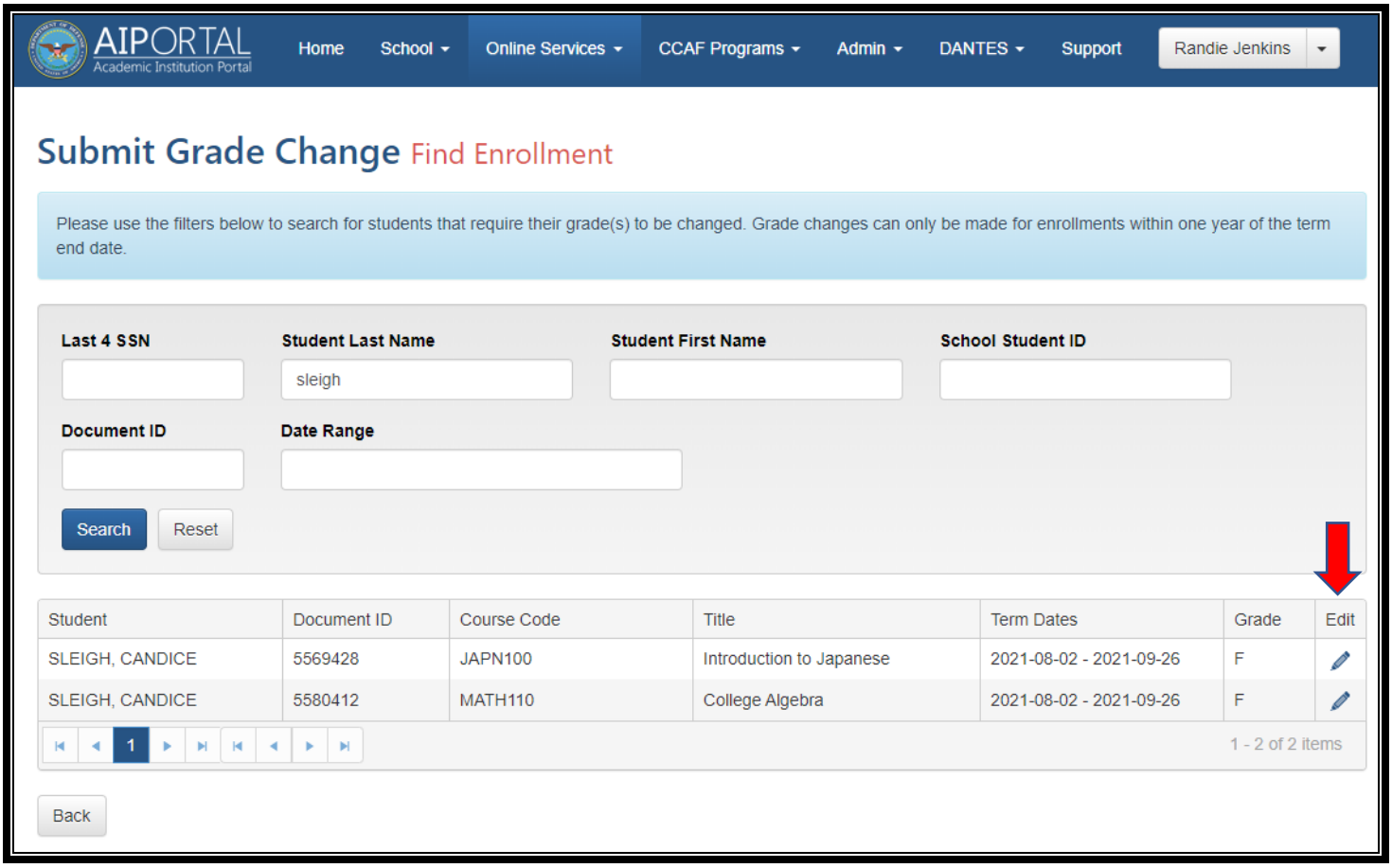
Click the appropriate **'System':**



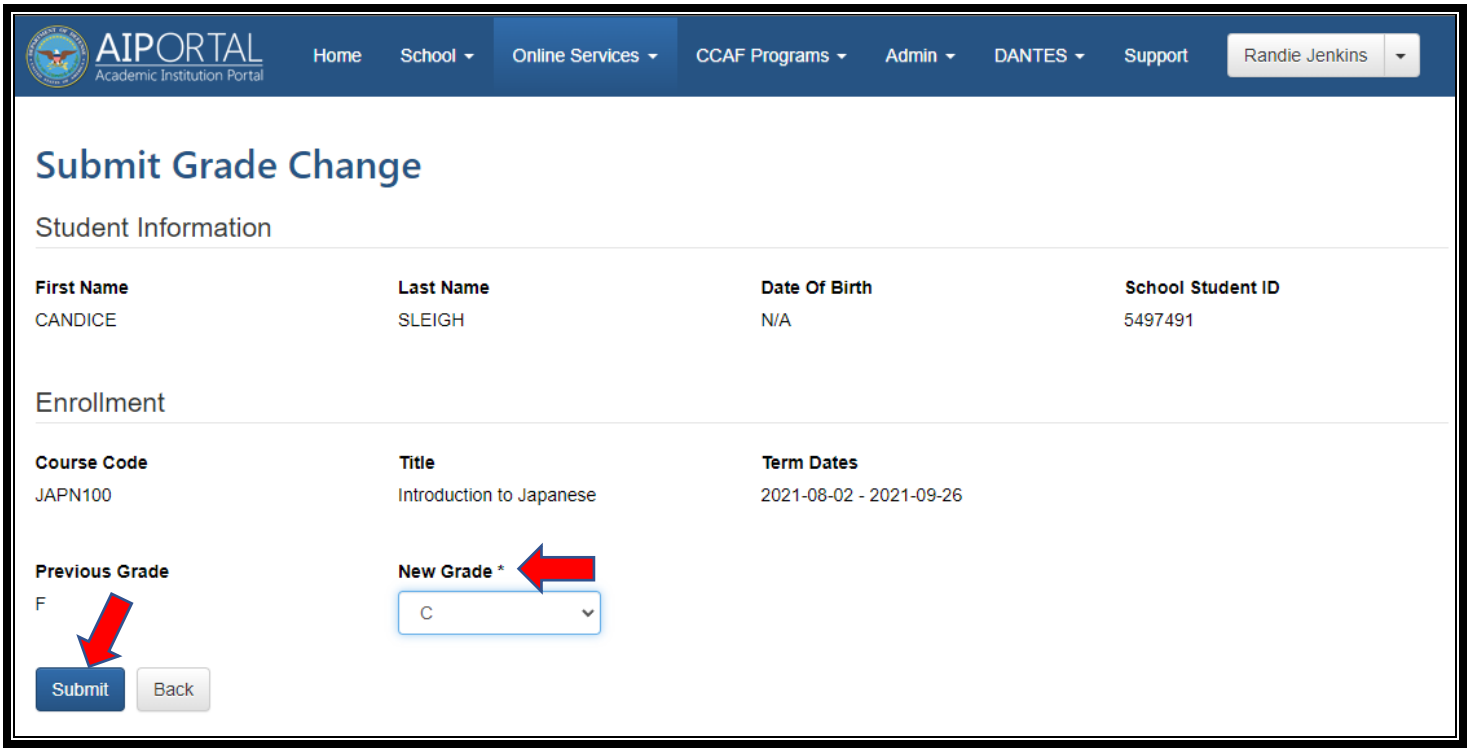
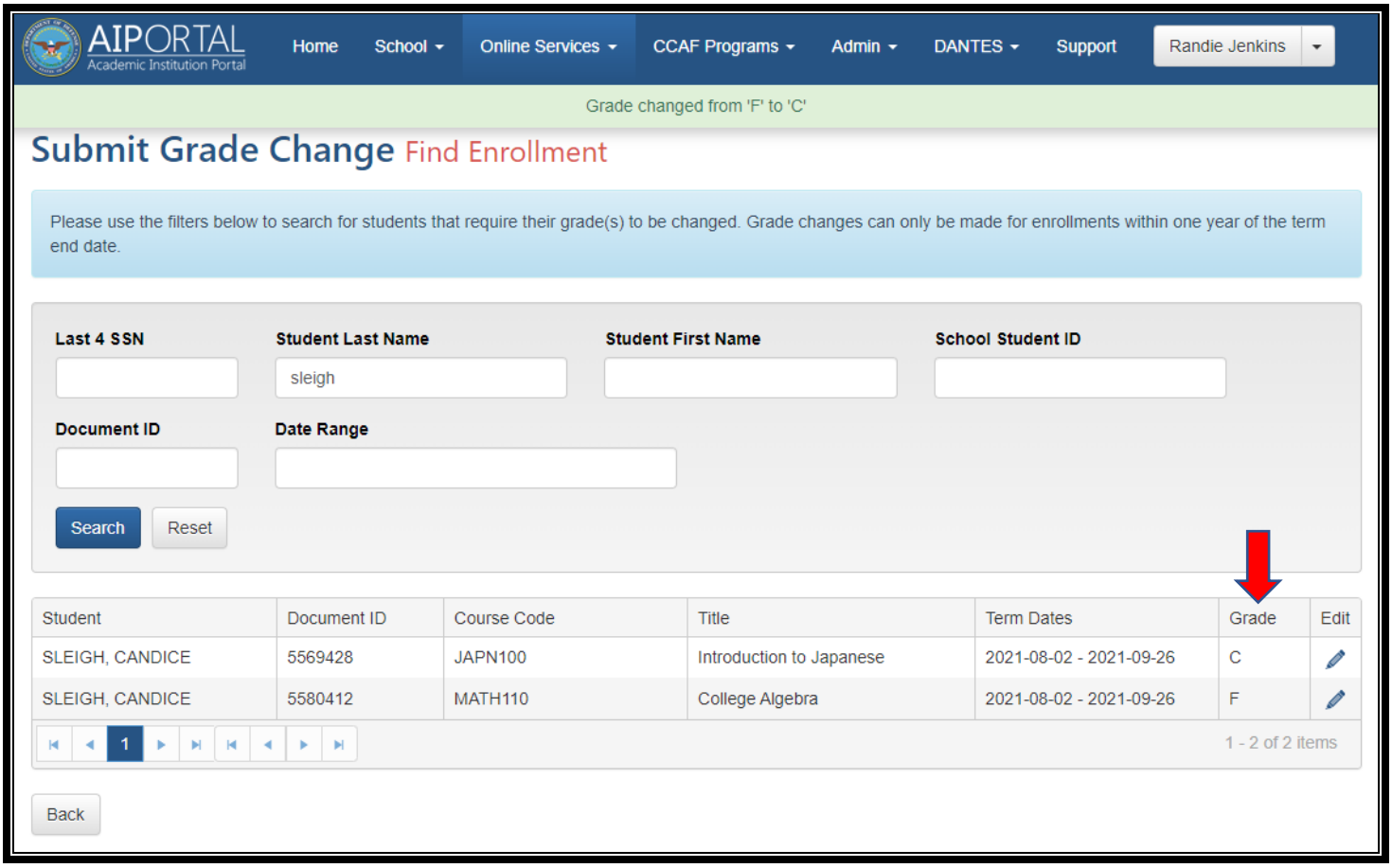
Input the student's information:



Click the ✎ to edit the grade:



Input the new grade -> 'Submit':



Confirm that new grade has been applied: