Automotive Technology Online Curriculum
Moodle Version 3.5
Instructor Guide to Student Assignment Grading

This documentation is based on the CRR Competency Profile site.
The steps are the same.

Student Actions:

The student will:

Log on to the site

Open the appropriate Topic

Find the assignment, open the assignment by clicking on it, read the instructions, download the job sheet, and save it on their device.

Log off the site.

Complete the job sheet and save it with the correct format title and as a **PDF**. If additional documents are needed, create and save them in the correct format title.

Log on to the site

Open the Topic

Find the assignment, open the assignment by clicking on it, click the **Add submission** button.

Upload the completed job sheet and any additional documents. There is a drag and drop feature and there is the option to locate the document(s) on the student's device using what is called a file picker.

Click the **Save changes** button.

Click the **Submit assignment** button.

Log off the site.

Wait for feedback from the instructor.

Instructor Actions:

Log on to your school's site: (Use the options on the left side of the screen.)

Log in

Username

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ⓘ

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

The home page will display:

2022 ASE Collision Repair and Refinish Competency Profile

Home ▸ Courses ▸ 2022 CRR Comp Profile

ADMINISTRATION

PEOPLE
Participants

SECTION LINKS
1 2 3 4 5 6 7 8

2022 ASE CRR Course Announcements
2022 ASE CRR Competency Profile Overview PDF document

I. Damage Analysis, Estimating, and Customer Service

Files: 24 Assignments: 67
Progress: 0 / 67

II. Painting and Refinishing

For every task in Painting and Refinishing, the following safety requirement must be strictly enforced:

Comply with personal and environmental safety practices associated with clothing and the use of gloves; respiratory protection; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations. Identify vehicle system hazard types (Supplemental Restraint System [SRS], hybrid/electric/alternative fuel vehicles), locations, and recommended procedures before inspecting or replacing components.

Files: 49 Assignments: 89
Progress: 0 / 89

III. Non-Structural Analysis and Damage Repair

Files: 53 Assignments: 59
Progress: 0 / 59

IV. Welding, Cutting, and Joining

Files: 18 Assignments: 22
Progress: 0 / 22

V. Structural Analysis and Damage Repair

Files: 33 Assignments: 43
Progress: 0 / 43

VI. Mechanical and Electrical Components

Files: 101 Assignments: 114
Progress: 0 / 114

Open the appropriate Topic by clicking on the title and find the appropriate assignment.

Open the assignment by clicking on the title link and the following screen will display:

Instructor Guide to Student Assignment Submission

This screen indicates that there are 2 students enrolled in the course. One student has submitted an assignment and one assignment needs to be graded.

The instructor has two choices at this point. One is to click the **View all submissions** button which provides an overview of all the enrolled students and their submitted assignments or click the blue **Grade** button and go immediately to the individual student grading screen.

The **View all submissions** screen will look like this:

Information regarding all enrolled students will display. Notice that the column headings that are a light blue color are links and you may use them to sort the data on this screen. Note the presence and direction of an arrow with a title link. The arrow indicated the last sort requested. In the screen shot above, the sort order is by the column heading **Status (descending)**. If you choose this option the data will be sorted alphabetically by the three **Status** options:

No Submission
Submitted for grading Graded
Submitted for grading
(This option includes an ascending/descending arrow.)

Prior sorts continue to apply within succeeding sorts.

If there is too much information (too many columns to manage) you may hide those columns you are not using by selecting the icon represented by a box with – sign in it.

Feedback comments

Instructor Guide to Student Assignment Submission

If you click on the - icon the column will be hidden. The icon will remain with a + sign inside a box. Click on this icon to display the column again.

From this screen you may choose to review the submission of an individual student by clicking on the blue **Grade** button associated with that student (Rick Abrahms for this documentation).

The following screen will display:
(If the instructor had chosen to click the blue **Grade** button from the summary page this screen would have displayed with all of enrolled student's work available in alphabetical order.)

1. The course name and the assignment name are displayed in the top left header. They represent two different links. If you click on the course name it will take you to the front page of the site. If you click on the assignment link it takes you back to the grading summary page of the assignment.
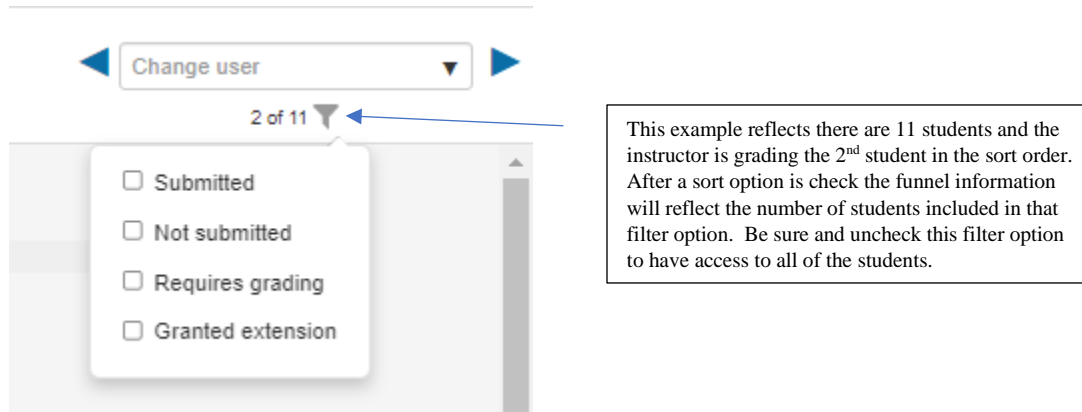2. The student's name is displayed in the center.
3. There are additional instructor options located on the right. There is an option to change the user (student) by selecting the arrow icons. Click once on the left arrow and the previous student's information will display. Click once on the right arrow and the next student's

information will display. Click on the down arrow in the **Change user** box and select any student from the dropdown.

The instructor also has the option to filter the list of students by their submission status using the funnel icon.

This example reflects there are 11 students and the instructor is grading the 2nd student in the sort order. After a sort option is check the funnel information will reflect the number of students included in that filter option. Be sure and uncheck this filter option to have access to all of the students.

4. The document(s) to be annotated and graded is displayed on the left of the screen.

On the right side of the screen there are three sections related to the submission. The first section is the **Submission** section. It contains the status of the submission. It contains the documents that the student has uploaded for review.

(These documents may be download by the instructor but there is no need to do this as the grading process is set up to be done online in the site. See item 4.)

It also contains a **Comments** link which allows the students to provide additional information to the instructor and/or ask questions. Click the link to open it and read the student's comment/question.

The second section of the screen is titled **Grade**. This section contains the total points available for the job sheet and the grade entry field. The current grade will display after it has been assigned in the grade entry field.

ASE Competency Scale: (The scale is 1-4 with 3 as the minimum passing grade.)

4   Competent/Proficient. Able to perform all elements of the task successfully and independently.
3   Satisfactory performance of task. Able to perform elements of the task with minimal instructor assistance.
2   Completed the task with significant instructor assistance.
1   Unsuccessfully attempted the task.
0   **No exposure. (Note reason- absence, skill isn't covered, etc.)**
Students must attain a passing grade (3) for the activity to be marked complete.

There is an area for Feedback comments to be entered by the instructor and these will be visible to the student. There is an area for Feedback files. If the instructor wishes to make extensive comments and/or provide additional support documents they may upload these documents in the Feedback files area.

The footer for the screen has the following options for the instructor:

Notify students box should be checked once all annotations and comments have been completed for these documents if the instructor wants the student to receive an email to let them know to check the assignment.

Save changes button should be clicked if any changes (annotations, comments entered, or files upload) have been completed.

Save and show next allows the instructor to save change on this screen and move to the next student's information and continue grading.

Reset button will delete any unsaved information on the screen.

Option one for assignment review/grading.

Option two for assignment review/grading using the Annotation Bar will be documented later in this document.

To begin the review/grading process click on the **Comments** link and review the information the student has provided. See screen shot below:

Instructor Guide to Student Assignment Submission

At this point the instructor may add their own comment or wait until the review/grading process is complete for this student and add a comment at that time. Be sure and click the **Save comment** link if a comment has been added. Click the 'Comments' link or the "Cancel" link to close the comment. If the X is clicked the comment will be deleted!

Notice the arrow on the left. This section lets the instructor know how many pages need to be reviewed and allows the instructor to toggle through them.

This review process makes use of the feedback comments section located on the right side of the screen. As the instructor evaluates the information in the job sheet assignment, they may make notes in the Feedback comments section. The student will see these comments. This student needs to revise their work and submit the revision. No grade is entered at this time. If the instructor wants the student to receive an email notification regarding this assignment be sure and check the **Notify students** box in the footer. The instructor may instead let the student know directly to check the assignment for additional instructions.

The instructor has the option to click the Save changes button in the footer or they may select the Save and show next button. The information for the current student will be saved and the next student's information will display. The instructor may continue reviewing documents submitted by students.

Student Actions:
Log on to the site.
Open the Topic.
Find the assignment, open the assignment by clicking on it. The student takes note of the information provided in the feedback comments section and will rework the job sheet and resubmit the updated version.

Instructor Actions:
Log on to the site.
Open the Topic.
Find the assignment, open the assignment by clicking on it.
Click on **View all submissions.**
Find the student.

Select	User picture	name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions		Last modified (grade)
☐		Ted Dalton	teddalton@internet.com	Submitted for grading	Grade / 4	Edit ▾	Wednesday, February 8, 2023, 12:34 PM	TDJSIA5-1.pdf TDJSIA5-2.pdf TDJSIA5-Quality Control Inspection Checklist.pdf		-

Notice that another document has been added.

Click on the blue **Grade** button.

The following screen will display:

Notice the number of documents. There are now four. The instructor will need to arrow through to find the latest version to review. Pages one and two are the original documents. Document 3 is the resubmission that needs to be graded.

It is displayed below:

FYI, the 4th page contains carryover text and the footer from the original job sheet. It is a good idea to remind students to double check the format of their submission before they create the **PDF** and upload it.

The instructor should review the resubmitted work and either add additional information in the Feedback comments and ask the student to continue to improve the job sheet or enter a final grade in the **Grade** section. In this example a grade has been entered and saved.

The screen will display like this:

The instructor should click the **Notify students** box if they want an email notification sent to the student. Be sure to click the **Save changes** button at the bottom of the screen. The instructor

may instead click the **Save and show next** button. The information for the current student will be saved and the next student's information will display. The instructor may continue reviewing documents submitted by students.

Instructions for extensive use of the Annotation Bar:

An example is displayed below:

How to use the PDF annotation bar:

1   2 3   4   5   6   7

The first section indicates the number of documents uploaded. Currently there are two documents that need to be reviewed/graded. You may toggle between the document, by clicking on the left or right arrow, as you decide which document to review.

The second icon allows you to search comments. When you click the icon, a small window opens containing a comments filter box. Previously entered comments will display:
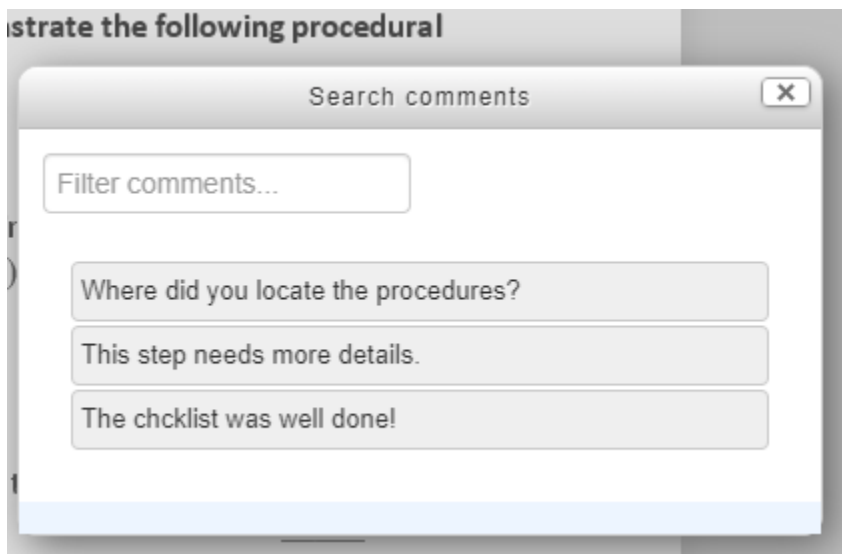
The third icon allows you to expand/collapse all comments in previously created text boxes. The fourth icon allows for the creation of comment text boxes and has two parts. The right side of the option allows you to choose a background color for the comment box. The left side when clicked allows you to draw a text box for your comment and then you may type the comment inside the box. Click outside of the comment to save it. A color-coded icon will mark the comment. Be sure to choose another icon to cancel the text box mode.

Examples of closed comments:

If you select the comments icon and cursor over a previously created comment, it will open. You may click in the box to keep it open and/or revise or add additional comments.

The fifth set of icons contain a drag option and a selecting tool. When you click on the selection tool in this option and then click on an existing grading mark a blue box will appear with the option to delete that grading mark by clicking the trash can icon in the upper right corner.

The sixth set of icons allow for writing, drawing lines, boxes, or circles, and highlighting. Again, you may choose a color for each of these options. Choose the color first and then click on the icon you want to use.

Examples of red boxed content, blue highlighted text, and a yellow comment icon are below:

The seventh and last option is a set of stamps that are color-coded. Examples are below:
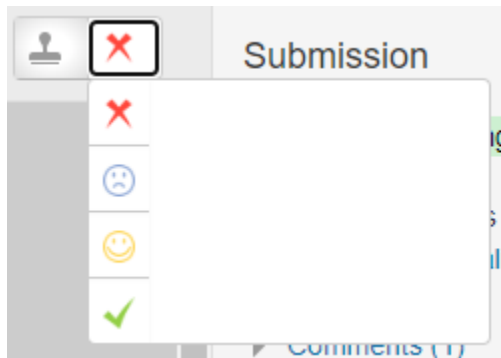
The stamps are large and could be used to mark the entire document instead of one of the steps addressed on the job sheet. An example is displayed below.

JOB SHEET: JSIA5
ASE Task: IA5 Perform vehicle clean-up; complete quality control using a checklist on operation performed.

DAMAGE ANALYSIS, ESTIMATING, AND CUSTOMER SERVICE
VEHICLE CLEAN-UP AND QUALITY CONTROL

Following the completion of repairs, the student will demonstrate the following procedural steps:

Use these annotation options as appropriate. Be sure and **save** your changes.

An important note about the annotations process. The annotations remain visible to the student and instructor until the document is resubmitted. Once the new replacement document is uploaded the annotation process begins again. The original annotated document is no longer available. To keep all versions of the documents in the site with the ability to review the job sheet online, using the Feedback comments field to enter comments, suggestions, and requests for additional information may be preferable. Information in that field remains visible to the student and the instructor. This field can become a history of the changes in the job sheet.

If the instructor chooses to use the annotation bar, be sure to click the **Save changes** button at the bottom of the screen. The instructor may instead click the **Save and show next** button. The information for the current student will be saved and the next student's information will display. The instructor may continue reviewing documents submitted by students.

Student Actions:
Log on to the site.
Open the Topic.
Find the assignment, open the assignment by clicking on it. The student takes note of the annotations and reworks the job sheet and resubmits the updated version.

Instructor Actions:
Log on to the site.
Open the Topic.
Find the assignment, open the assignment by clicking on it.
Click on **View all submissions.**
Find the student.
Click on the blue **Grade** button.

Complete either review process until the work is satisfactory and assign a grade is assigned.