2022 ASE Collision Repair and Refinish Competency Profile

How to Manually Enter Grades

When a job sheet contains more than one task, the additional tasks will need to have grades entered manually. Below is documentation for that process:

Log on to the site.

Select the appropriate Area.

Locate the assignment that requires manual grade entry:

II. Painting and Refinishing >

Your progress (?)

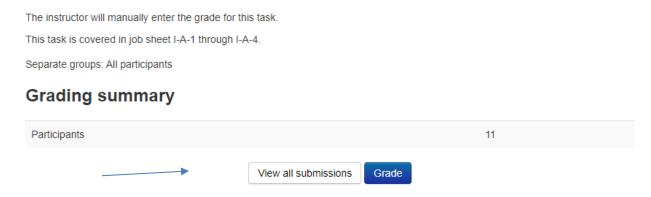
I. Damage Analysis, Estimating, and Customer Service

I. Damage Analysis, Estimating, and Customer Service ASE Task to Job Sheet Crosswalk PDF document	
JOB SHEET ASSIGNMENTS	
A. Safety Precautions	
I-A Task 1. Select and use proper personal safety equipment; take necessary precautions with hazardous operations and materials in accordance with federal, state, and local regulations.	
I-A Task 2. Locate OEM procedures to identify material and composition of the vehicle being repaired (mild steel, high strength steel, ultra-high strength steel, aluminum, etc.).	
I-A Task 3. Locate procedures and precautions that may apply to the vehicle being repaired.	
I-A Task 4. Identify vehicle system precautions and/or inspections to include but not limited to supplemental restraint system (SRS), advanced driver assistance systems (ADAS), hybrid/electric/alternative fuel vehicles, locations, etc.	
Job Sheet: I-A-1 through I-A-4 Collision Safety Precautions PDF document	

In this example I-A Task 1 contains the original submitted job sheet, instructor comments, and any additional documents needed to successfully complete the job sheet and record a grade. However, there are three additional tasks contained in this one job sheet. Grades need to be entered for the three remaining task assignments.

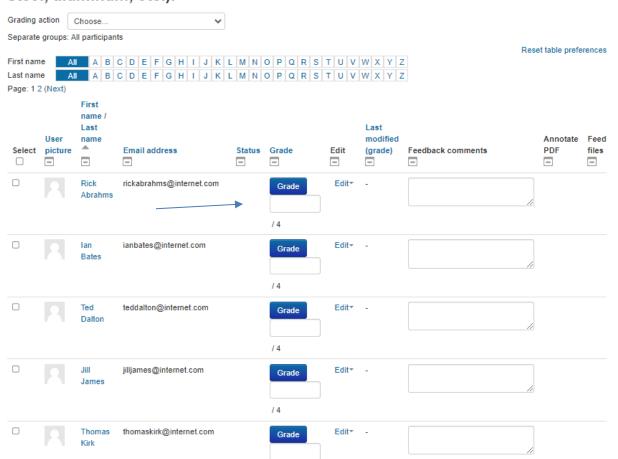
Select I-A Task 2 by clicking on it. The assignment will open.

I-A Task 2. Locate OEM procedures to identify material and composition of the vehicle being repaired (mild steel, high strength steel, ultra-high strength steel, aluminum, etc.).



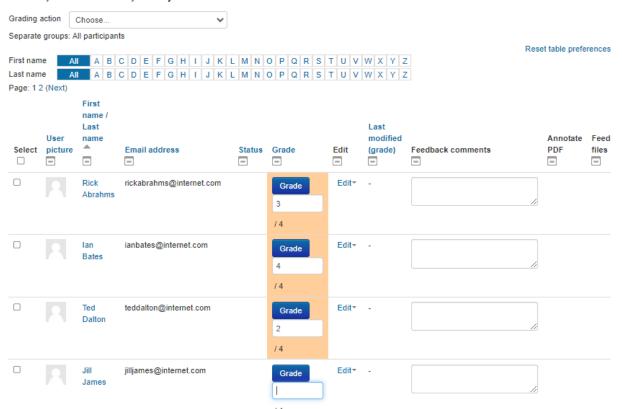
Click on the View all submissions button. The following screen will display:

I-A Task 2. Locate OEM procedures to identify material and composition of the vehicle being repaired (mild steel, high strength steel, ultra-high strength steel, aluminum, etc.).

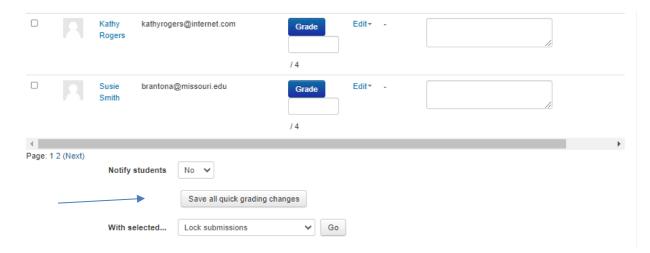


All of the students enrolled in the course will be listed. Column titles across the top may be used to sort the data. Find a student or multiple students. Enter the earned grade in the box below the blue Grade box, for each student for this task. See example below of a completed manual grade entry.

I-A Task 2. Locate OEM procedures to identify material and composition of the vehicle being repaired (mild steel, high strength steel, ultra-high strength steel, aluminum, etc.).



In this example three grades have been entered. Notice the yellow highlight. The cursor is waiting for a grade to be entered for Jill James. When grades have been entered scroll to the bottom of the screen and click on the **Save all quick grading changes** button. If this button is not clicked the data entry will not be saved.



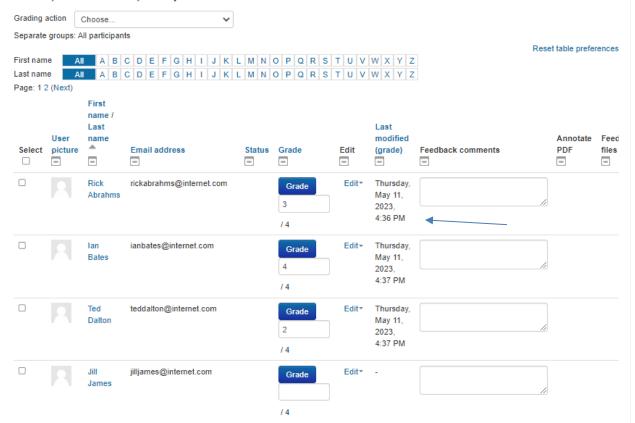
When you have clicked the **Save all quick grading changes** button the following message will appear:

I-A Task 2. Locate OEM procedures to identify material and composition of the vehicle being repaired (mild steel, high strength steel, ultra-high strength steel, aluminum, etc.).



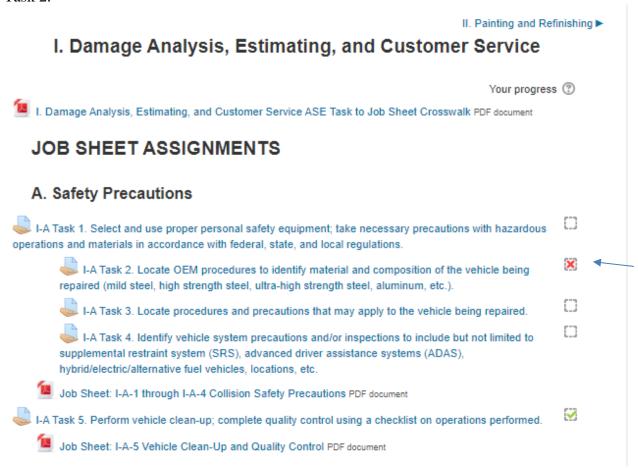
Click the Continue button and the grade entry screen will display:

I-A Task 2. Locate OEM procedures to identify material and composition of the vehicle being repaired (mild steel, high strength steel, ultra-high strength steel, aluminum, etc.).



Notice that the grade has been saved and the date of the grade entry has been recorded.

Below is an example of the student view after a grade has been assigned. Note the red X for I-V-Task 2.



Refer to the grade entry screen on page 5. This student received a grade of 2 for this task. That is not a passing grade. The red X indicates the student has not yet successfully completed the task. It is up to the instructor if the student may continue to revise their work to achieve a passing grade. The instructor has the option to leave the grade blank until a final grade is achieved. See task I-A-5 above. The student has successfully completed this task which is represented by the green check mark.