

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 ►


I. Damage Analysis, Estimating, and Customer Service



Your progress ?


 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.

How to Manually Enter Grades

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.).


The instructor will manually enter the grade for this task.

This task is covered in job sheet I-A-1 through I-A-4.

Separate groups: All participants

Grading summary

Participants	11
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 [View all submissions](#) [Grade](#)

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

How to Manually Enter Grades

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.).

Grading action:

Separate groups: All participants [Reset table preferences](#)

First name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1 2 (Next)

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (grade)	Feedback comments	Annotate PDF	Feed files
<input type="checkbox"/>		Rick Abrahms	rickabrahms@internet.com		<input type="text" value="Grade"/> <input type="text"/>	Edit▼	-	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Ian Bates	ianbates@internet.com		<input type="text" value="Grade"/> <input type="text"/>	Edit▼	-	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Ted Dalton	teddalton@internet.com		<input type="text" value="Grade"/> <input type="text"/>	Edit▼	-	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Jill James	jilljames@internet.com		<input type="text" value="Grade"/> <input type="text"/>	Edit▼	-	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		Thomas Kirk	thomaskirk@internet.com		<input type="text" value="Grade"/> <input type="text"/>	Edit▼	-	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

How to Manually Enter Grades

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.).

Grading action: Choose...

Separate groups: All participants [Reset table preferences](#)

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1 2 (Next)

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (grade)	Feedback comments	Annotate PDF	Feed files
<input type="checkbox"/>		Rick Abrahms	rickabrahms@internet.com		Grade 3 / 4	Edit	-			
<input type="checkbox"/>		Ian Bates	ianbates@internet.com		Grade 4 / 4	Edit	-			
<input type="checkbox"/>		Ted Dalton	teddalton@internet.com		Grade 2 / 4	Edit	-			
<input type="checkbox"/>		Jill James	jilljames@internet.com		Grade 	Edit	-			

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.

<input type="checkbox"/>		Kathy Rogers	kathyrogers@internet.com		Grade / 4	Edit	-			
<input type="checkbox"/>		Susie Smith	brantona@missouri.edu		Grade / 4	Edit	-			

Page: 1 2 (Next)

Notify students: No

Save all quick grading changes

With selected...: Lock submissions Go

How to Manually Enter Grades

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.).

The instructor will manually enter the grade for this task.
 This task is covered in job sheet I-A-1 through I-A-4.

Quick grading



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.).

Grading action

Separate groups: All participants

[Reset table preferences](#)

First name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Last name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1 2 (Next)

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (grade)	Feedback comments	Annotate PDF	Feed files
<input type="checkbox"/>		Rick Abrahms	rickabrahms@internet.com		<input type="button" value="Grade"/> 3	<input type="button" value="Edit"/>	Thursday, May 11, 2023, 4:36 PM	<input type="text"/>	<input type="button" value="Annotate PDF"/>	<input type="button" value="Feed files"/>
<input type="checkbox"/>		Ian Bates	ianbates@internet.com		<input type="button" value="Grade"/> 4	<input type="button" value="Edit"/>	Thursday, May 11, 2023, 4:37 PM	<input type="text"/>	<input type="button" value="Annotate PDF"/>	<input type="button" value="Feed files"/>
<input type="checkbox"/>		Ted Dalton	teddalton@internet.com		<input type="button" value="Grade"/> 2	<input type="button" value="Edit"/>	Thursday, May 11, 2023, 4:37 PM	<input type="text"/>	<input type="button" value="Annotate PDF"/>	<input type="button" value="Feed files"/>
<input type="checkbox"/>		Jill James	jilljames@internet.com		<input type="button" value="Grade"/> 	<input type="button" value="Edit"/>	-	<input type="text"/>	<input type="button" value="Annotate PDF"/>	<input type="button" value="Feed files"/>

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

How to Manually Enter Grades

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

The screenshot displays a user interface for a course. At the top right, there is a navigation link "II. Painting and Refinishing" with a right-pointing arrow. Below this is the main section header "I. Damage Analysis, Estimating, and Customer Service". To the right of this header is a "Your progress" indicator with a question mark icon. Underneath, there is a link for a PDF document: "I. Damage Analysis, Estimating, and Customer Service ASE Task to Job Sheet Crosswalk PDF document". The main heading is "JOB SHEET ASSIGNMENTS". Below this is the sub-heading "A. Safety Precautions". A list of tasks follows, each with a document icon, a description, and a progress indicator in a square box:

- 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.). (A blue arrow points to this red X)
- 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.

Below the tasks are two PDF document links:

- Job Sheet: I-A-1 through I-A-4 Collision Safety Precautions PDF document
- Job Sheet: I-A-5 Vehicle Clean-Up and Quality Control PDF document

At the bottom of the task list, there is one more task with a green checkmark:

- I-A Task 5. Perform vehicle clean-up; complete quality control using a checklist on operations performed.

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.