

# Automotive Technology Online Curriculum Moodle Version 3.5

This documentation was created using the CRR Competency Profile online site.  
The steps are the same.

## Student Assignment Submission Instructions

### Student Actions:

Use the URL provided by your instructor to log on to your school's site:

#### Log in

Username

Password

Remember username

[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.

---

The homepage will display:

# 2022 ASE Collision Repair and Refinish Competency Profile

Home > My courses > 2022 CRR Comp Profile

NAVIGATION

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 link and the following screen will display:

# 2022 ASE Collision Repair and Refinish Competency Profile

Home > My courses > 2022 CRR Comp Profile > I. Damage Analysis, Estimating, and Customer Service

NAVIGATION

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

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.
- Job Sheet: I-A-1 through I-A-4 Collision Safety Precautions PDF document
- I-A Task 5. Perform vehicle clean-up; complete quality control using a checklist on operations performed.
- Job Sheet: I-A-5 Vehicle Clean-Up and Quality Control PDF document

#### B. Damage Analysis

- I-B Task 1. Position the vehicle for inspection under proper lighting; take photos to identify the vehicle and document damage.
- I-B Task 2. Identify components to be removed to gain access to damaged areas.
- Job Sheet: I-B-1, I-B-2, I-B-5 through I-B-8, and I-B-10 Vehicle Damage Report PDF document
- I-B Task 3. Analyze Damage and Develop a Plan for Repair
- Job Sheet: I-B-3 Analyze Damage and Develop a Plan for Repair PDF document

For this documentation process we are using job sheet I-A-5. Notice the box at the end of the job sheet title. It is an activity completion box. Once the job sheet has been successfully completed the box will contain a check mark.

Open the assignment by clicking on the title. The following screen will display:

## 2022 ASE Collision Repair and Refinish Competency Profile

Home > My courses > 2022 CRR Comp Profile > I. Damage Analysis, Estimating, and Customer Service > I-A Task 5. Perform vehicle clean-up; complete q...

NAVIGATION

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

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

Download the job sheet.

Save it to your computer. (Print out a copy if appropriate.)

Complete the job sheet.

1. If you completed the job sheet by hand you will need to scan the document and save it as a PDF document with the title format listed below.
2. If you completed the Word document save it as a PDF document with the title format listed below.

Again, **save the completed job sheet as a PDF document with your first name initial and last name initial and job sheet title reference.**

Example: FLJSIA5.

Open the appropriate assignment and upload your completed PDF document into the File Submission area.

Submit your work.

Wait for comments or feedback from your instructor for further instructions.

 JSIA5.docx

#### Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	<a href="#">Comments (0)</a>

Add submission

You have not made a submission yet

Directions

Save Format

Document to Download

Read the instructions carefully. Download the job sheet by clicking on the blue Word document title link. In the Chrome browser the downloaded document will be visible in the lower left side of your screen. Either open the document or go ahead and save it to your hard drive and then open it. It is a good idea to create a separate computer folder to keep all of your job sheets organized. Note the title format for saving the document in the instructions above.

At this point you may log off the auto tech site.

Complete the job sheet and save it to your computer with the correct format title and as a **PDF**. If additional documents are needed, create and save them in the correct format title. When you are ready to submit the job sheet for grading, log on to the site, open the Topic, and find the appropriate assignment. Open the assignment by clicking on it. The assignment will look like the screen shot above. If you have a question or information you want to provide to your instructor, click the **Comments** link and it will open.

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

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

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 JSIA5.docx

### Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-

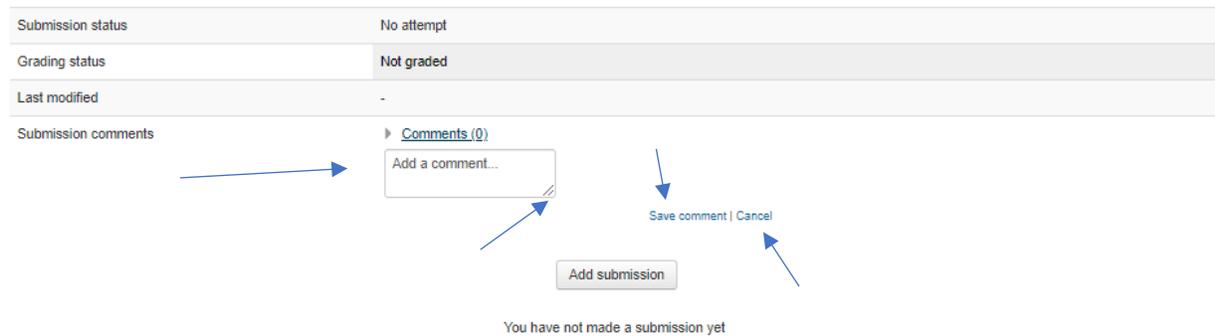
Submission comments

▶ [Comments \(0\)](#)

Add a comment...

[Save comment](#) | [Cancel](#)

You have not made a submission yet



Click inside the comment box and type in your comment or question. Be sure and click the **Save comment** link or your comment will not be added.

To review your entire comment, you may enlarge the comment box by clicking and dragging the lower right corner of the comment box. Be sure and click the **Save comment** link. If you have not saved the comment and you decide not to include it, you may click the **Cancel** link and the comment will be deleted. A saved comment will look like this:

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

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

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Example: FLJSIA5.

Open the appropriate assignment and upload your completed PDF document into the File Submission area.

Submit your work.

Wait for comments or feedback from your instructor for further instructions.

 JSIA5.docx

### Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	<p>▶ Comments (1)</p> <div><p> Rick Abrahms - Tue, Jan 10, 2023, 1:49 PM</p><p>I created a Quality Control Checklist and uploaded as a separate document.</p></div> <p><input type="text" value="Add a comment..."/></p> <p>Save comment   Cancel</p> <p><input type="button" value="Add submission"/></p> <p>You have not made a submission yet</p>



If you want to delete the comment before you submit your work, click the **X** and the comment will be deleted.

When all of your documents are ready to be uploaded, click on the **Add submission** button. Below is a partial screen shot. The top portion of the assignment screen remains the same and the Submission status section is replaced by the information displayed below:

## 2022 ASE Collision Repair and Refinish Competency Profile

Home > My courses > 2022 CRR Comp Profile > I. Damage Analysis, Estimating, and Customer Service > I-A Task 5. Perform vehicle clean-up; complete q... > Edit submission

NAVIGATION

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

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

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2. If you completed the Word document save it as a PDF document with the title format listed below.

Again, **save the completed job sheet as a PDF document** with your first name initial and last name initial and job sheet title reference.

Example: FLJSIA5.

Open the appropriate assignment and upload your completed PDF document into the File Submission area.

Submit your work.

Wait for comments or feedback from your instructor for further instructions.

JSIA5.docx

**File submissions**

Maximum size for new files: 128MB, maximum attachments: 10



You can drag and drop files here to add them.

Accepted file types:  
Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

Save changes Cancel

Upload the completed job sheet (PDF) and any additional documents (PDFs) or photos. There is a drag and drop feature or there is the option to locate the documents on your device using what is called a file picker and upload it using that process. A completed drag and drop screen is displayed below:

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

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

Download the job sheet.

Save it to your computer. (Print out a copy if appropriate.)

Complete the job sheet.

1. If you completed the job sheet by hand you will need to scan the document and save it as a PDF document with the title format listed below.
2. If you completed the Word document save it as a PDF document with the title format listed below.

Again, save the completed job sheet as a PDF document with your first name initial and last name initial and job sheet title reference.

Example: FLJSIA5.

Open the appropriate assignment and upload your completed PDF document into the File Submission area.

Submit your work.

Wait for comments or feedback from your instructor for further instructions.

JSIA5.docx

File submissions

Maximum size for new files: 128MB, maximum attachments: 10



Accepted file types:

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

Save changes

Cancel

Click the **Save changes** button. The following screen will display:

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

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

Download the job sheet.

Save it to your computer. (Print out a copy if appropriate.)

Complete the job sheet.

1. If you completed the job sheet by hand you will need to scan the document and save it as a PDF document with the title format listed below.
2. If you completed the Word document save it as a PDF document with the title format listed below.

Again, save the completed job sheet as a PDF document with your first name initial and last name initial and job sheet title reference.

Example: FLJSIA5.

Open the appropriate assignment and upload your completed PDF document into the File Submission area.

Submit your work.

Wait for comments or feedback from your instructor for further instructions.

 JSIA5.docx

## Submission status

Submission status	Submitted for grading 
Grading status	Not graded
Last modified	Tuesday, January 10, 2023, 2:06 PM
File submissions	 RA-Quality Control Inspection of operations performed Checklist.pdf  RAJSIA5.pdf
Submission comments	 Comments (1)

[Edit submission](#)

You can still make changes to your submission

Notice the Submission status area. The blue arrow indicates you have successfully submitted work for this assignment. Wait for further instructions from the instructor. You may log out at this time.

Your instructor will receive a notification that you have submitted work for grading. You will receive a notification, either via email or directly from your instructor, to check the assignment for feedback.

### Instructor Actions:

Log on to the site.

Open the Topic.

Find the assignment.

Open the assignment.

Provide feedback on the assignment.

Notify the student of assessment of the assignment.

## Student Actions: (Instructor uses Feedback comments method)

Log on to the site.

Open the Topic.

Find the assignment and open the assignment by clicking on it. The information regarding the assignment is displayed first. Scroll down to the **Submission status** section of the screen. Notice the **Grading status** area. The assignment remains Not graded. Scroll down to the **Feedback** portion of the screen:

### Submission status

Submission status	Submitted for grading
Grading status	Not graded 
Last modified	Wednesday, February 1, 2023, 11:38 AM
File submissions	 TDJSIA5-1.pdf  TDJSIA5-Quality Control Inspection Checklist.pdf
Submission comments	 Comments (1)

Edit submission

You can still make changes to your submission

### Feedback

Feedback comments	  Step 1. Where did you locate the base clean-up procedure? The steps you added are good. Step 2. What vehicle did you clean-up and what was the date? Need details here. Step 4. What was the date of the inspection? Quality Control Inspection Checklist was done well. Include additional information and resubmit your job sheet.
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Annotate PDF

 Ted Dalton\_114\_0.pdf

View annotated PDF.. 

In the Feedback comments area notice the icon marked above. If it is a + sign click on it to reveal all of the comments made by the instructor. Review and make note of the information/questions in this area. Prepare to resubmit your job sheet based on the guidance provided by the instructor in the **Feedback comments** section.

Read and make note of feedback comments. Revise your original Word document job sheet and remember to save it as a **PDF** and add a 2 to the title.

The procedure for how to [resubmit](#) a job sheet will be detailed after the process described below regarding an extensively annotated job sheet.

## Student Actions: (Instructor uses the document annotation method)

Log on to the site.

Open the Topic.

Find the assignment and open the assignment by clicking on it. The information regarding the assignment is displayed first. Scroll down to the **Submission status** section of the screen. Notice the **Grading status** area. The assignment remains Not graded. Scroll down to the **Feedback** portion of the screen: Read the comments from your instructor. Click on the **View annotated PDF** button for more information. An example of an extensively annotated job sheet is below:

1      2      3

Page 1 of 2

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

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

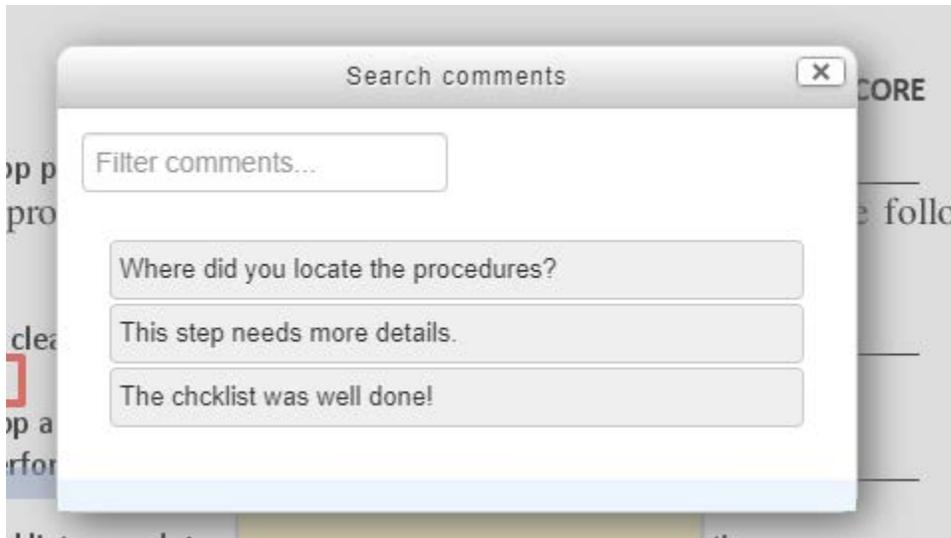
---

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

	SCORE
1. Locate or develop procedures for vehicle clean-up following repairs. I located the procedures (correct name provided). I also added the following steps. 1. 2. 3. 4.	___
2. Perform vehicle clean-up. I performed	___
3. Locate or develop a checklist for completing a quality-control inspection of operations performed.	___
4. Following a checklist, complete a quality-control inspection of operations performed. There is one attached document with the checklist I developed and completed.	___

The first section in the header indicates there are two documents to review.

The second icon when clicked will open and list comments, see below:



The third icon when clicked will expand the comments in the document, as shown below:

Annotate PDF ✕

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Page 1 of 2 🔍 📄

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**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:

	SCORE
1. Locate or develop procedures for vehicle clean-up following repairs. I located the procedures (correct name provided). I also added the following steps. 1. 2. 3. 4.	_____
2. Perform vehicle clean-up. I performed	_____
3. Locate or develop a checklist for completing a quality-control inspection of operations performed.	_____
4. Following a checklist, complete a quality-control inspection of operations performed. There is one attached document with the checklist I developed and completed.	_____

The checklist was well done!

You should read the annotated comments, make note of feedback comments, revise your Word document job sheet, save it as a pdf in the appropriate format, and add a 2 to the title.

Resubmitting a document uses the same process as the original submission. Open the appropriate assignment and click on the **Edit submission** button. The following screen will display:

## 2022 ASE Collision Repair and Refinish Competency Profile

Home > My courses > 2022 CRR Comp Profile > I. Damage Analysis, Estimating, and Customer Service > I-A Task 5. Perform vehicle clean-up; complete q... > Edit submission

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

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

Download the job sheet.

Save it to your computer. (Print out a copy if appropriate.)

Complete the job sheet.

1. If you completed the job sheet by hand you will need to scan the document and save it as a PDF document with the title format listed below.
2. If you completed the Word document save it as a PDF document with the title format listed below.

Again, **save the completed job sheet as a PDF document** with your first name initial and last name initial and job sheet title reference.

Example: FLJSIA5.

Open the appropriate assignment and upload your completed PDF document into the File Submission area.

Submit your work.

Wait for comments or feedback from your instructor for further instructions.

The screenshot shows a 'File submissions' box with a title bar that includes 'JJSIA5.docx' and 'Maximum size for new files: 128MB, maximum attachments: 10'. Inside the box, there are two PDF file icons with the following names: 'IBJSIA5-Quality' and 'IBJSIA5.pdf'. Below the icons, the text reads 'Accepted file types: Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf'. At the bottom of the box are two buttons: 'Save changes' and 'Cancel'.

Drag and drop your revised documents into the File submissions box. The screen will look like this:

This screenshot is similar to the previous one but shows three PDF files in the submission box: 'IBJSIA5-2.pdf', 'IBJSIA5-Quality', and 'IBJSIA5.pdf'. A blue arrow points from the left towards the first file icon, 'IBJSIA5-2.pdf'. The rest of the interface, including the 'Accepted file types' and 'Save changes'/'Cancel' buttons, remains the same.

The revised document is the first document in the box. Be sure and click the **Save changes** button.

The following screen will display:

**Submission status**

Submission status	Submitted for grading
Grading status	Not graded
Last modified	Tuesday, January 31, 2023, 11:35 AM
File submissions	 IBJSIA5-2.pdf  IBJSIA5-Quality Control Inspection Checklist.pdf  IBJSIA5.pdf
Submission comments	▶ Comments (1)

[Edit submission](#)

You can still make changes to your submission

**Feedback**

Feedback comments	Additional comments may be typed in this box. The student will be able to see them.
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Annotate PDF  [Ilan Bates\\_110\\_0.pdf](#)  
[View annotated PDF...](#)

You should wait for further instructions from your instructor.

### Instructor Actions:

Log on to the site.

Open the Topic.

Find the assignment and open the assignment by clicking on it.

Click on **View all submissions**.

Find the student.

Click on the blue **Grade** button.

Continues the review process until the work is satisfactory and a grade is assigned.

### Student Actions:

Log on to the site

Open the Topic

Find the assignment, it will look like this:

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

 [Job Sheet: I-A-5 Vehicle Clean-Up and Quality Control PDF document](#)

Notice the **green** check mark. This means the activity has been successfully completed.

Open the assignment by clicking on the title. The following screen will display:

## Submission status

Submission status	Submitted for grading
Grading status	Graded
Last modified	Wednesday, February 8, 2023, 12:34 PM
File submissions	<ul style="list-style-type: none"><li>TDJSIA5-1.pdf</li><li>TDJSIA5-2.pdf</li><li>TDJSIA5-Quality Control Inspection Checklist.pdf</li></ul>
Submission comments	Comments (1)

[Edit submission](#)

You can still make changes to your submission

## Feedback

Grade	3 / 4
Graded on	Thursday, February 9, 2023, 12:05 PM

Notice the submission status is graded. The grade has been assigned and the date of the grade has been recorded.