



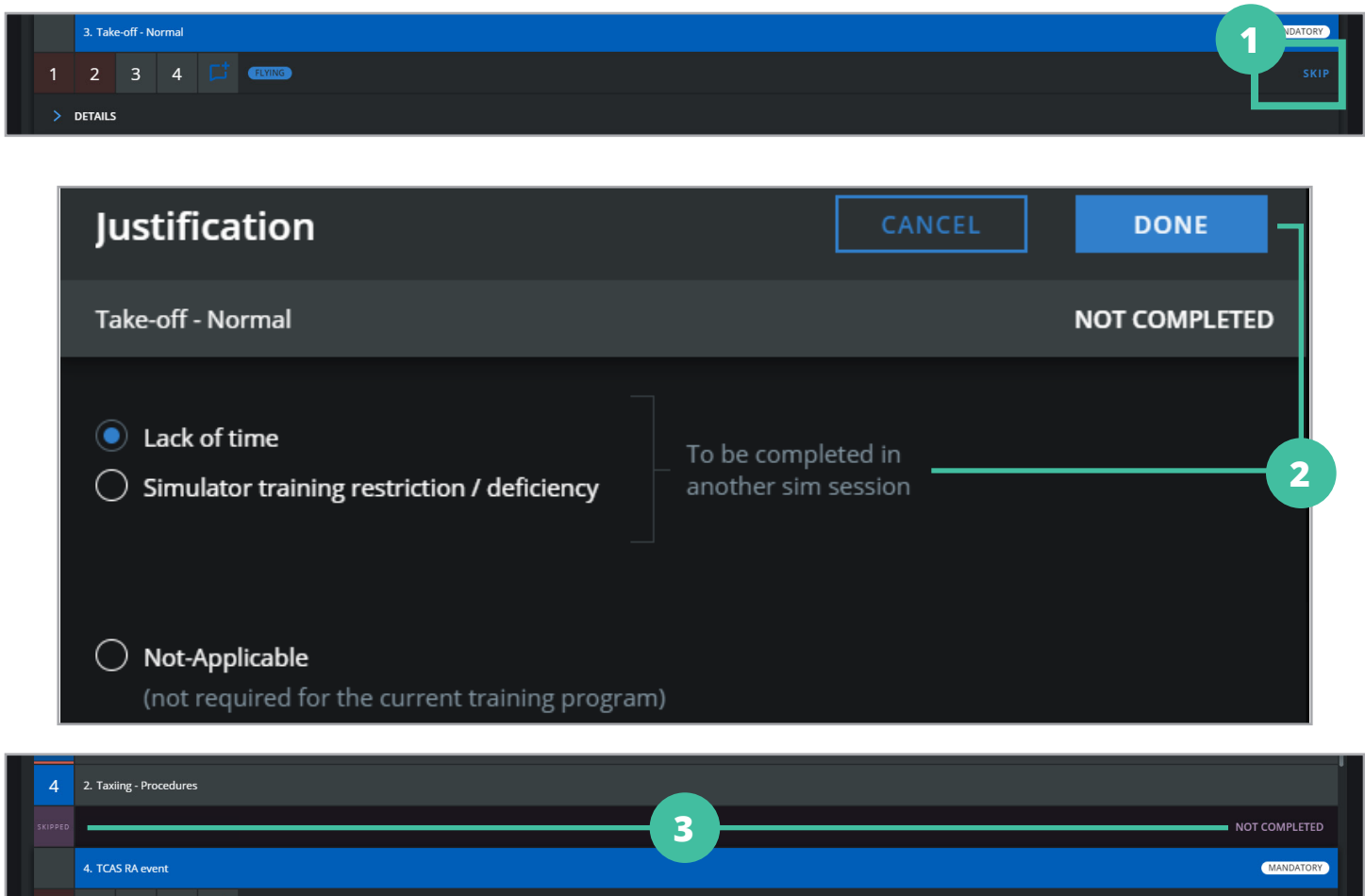
# CAERise eGrading

Skipping a Task - Circumstantial

## Skipping a Task - Circumstantial

If you do not have time to complete a task, you can always skip it but you will have to provide a justification for it.

To skip a task, follow the procedure below.



### 1 Skip Button

To skip a task, click on the blue **SKIP** link on the right side of the task row.

### 2 Documents Window

Once you click on **SKIP**, a **Justification** window will appear. You will need to choose the reason for skipping the task and click **DONE**. The task will be completed in another session.

### 3 Skipped & Not Completed

Once you close the window, you'll notice the word "SKIPPED" instead of a grade. You'll also see "NOT COMPLETED" on the right side of the task's row.