



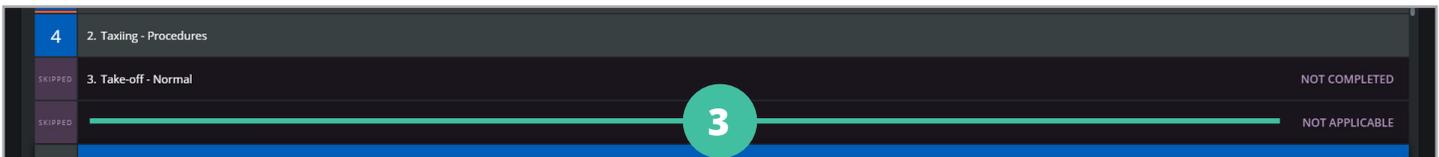
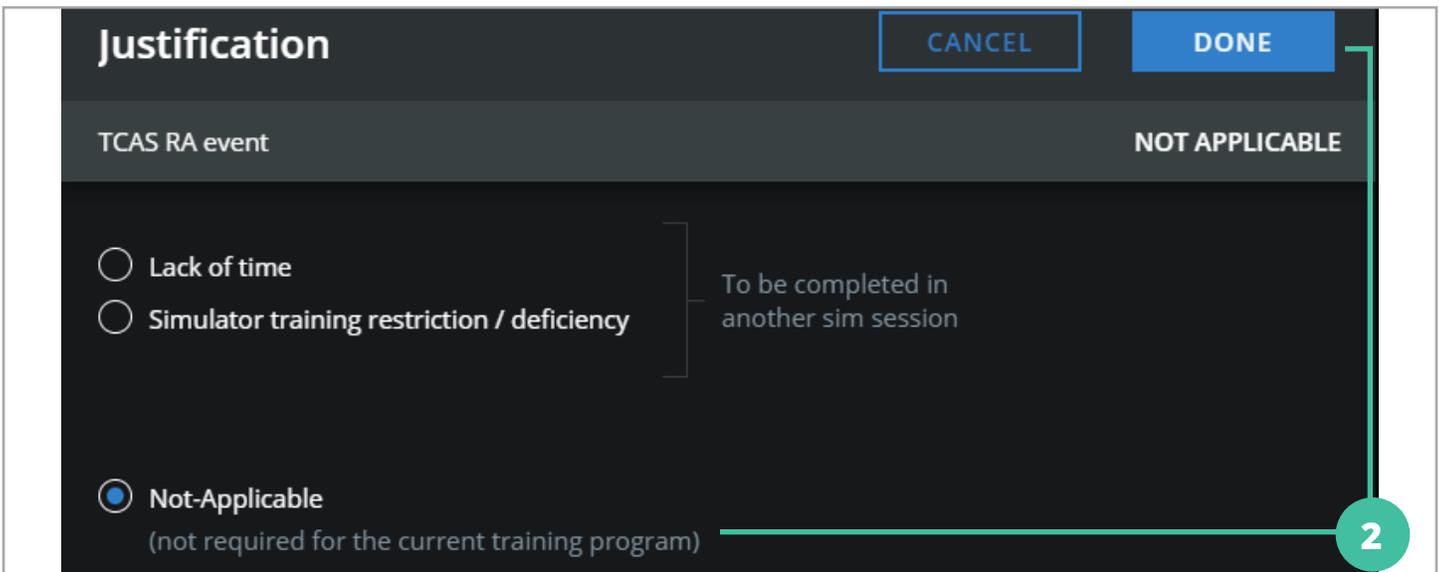
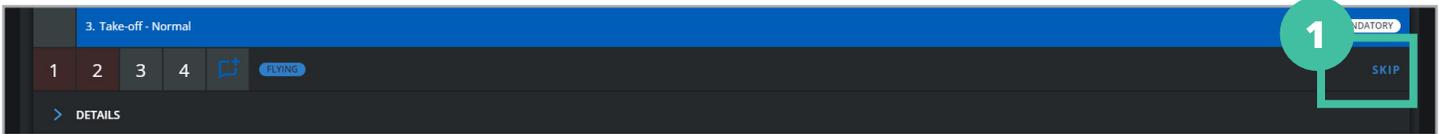
# CAERise eGrading

Skipping a Task - Not Applicable

# Skipping a Task - Not Applicable

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 **“Not Applicable”** reason for skipping the task and click **DONE**.

## 3 Skipped & Not Applicable

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