

GRADEMARK-ADD BUBBLE COMMENT

These types of comments are easy to add to a paper. The mark will appear in a blue box directly on the paper when the student views his or her graded paper. The instructor or student can move the mouse pointer over the blue box to view the comment. This is the default option for adding comments to a paper.

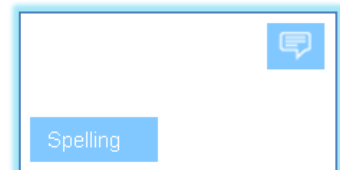
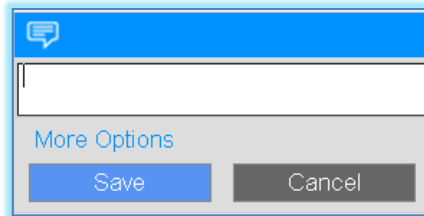
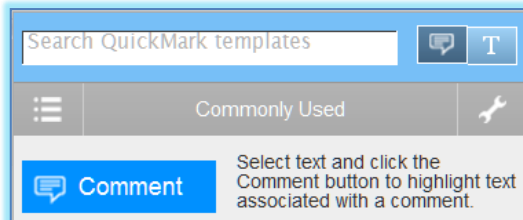
- ✚ Click on the name of the class where the comment is to be inserted.
- ✚ Click the **View** icon to the right of the **Assignment Name** (see illustration below).

| | START | DUE | POST | STATUS | ACTIONS |
|------------------------------------|-----------------------|------------------------|------------------------|------------------|-------------------|
| Use PowerPoint in Classroom | | | | | |
| PAPER | 15-May-2013 8:48AM | 22-May-2013 11:50PM | 23-May-2013 12:00AM | 1/3 submitted | View More actions |

- ✚ Click on the **GradeMark** icon for the paper where the comment is to be added (see illustration below).

| AUTHOR | TITLE | SIMILARITY | GRADE | RESPONSE | FILE | PAPER ID | DATE |
|----------------|------------------|------------|-------|----------|------|-----------|-------------|
| Michael Milosh | PowerPoint Ideas | 0% | GRADE | . | FILE | 330264329 | 15-May-2013 |

- ✚ A **Getting Started** window may display. Click the **Close** button to exit from this page.
- ✚ A message will appear indicating that the **Document Viewer** is loading.
- ✚ When the load is completed, the **Document Viewer GradeMark** window will display (see illustration on cover page).
- ✚ Several pre-defined comments will display in the **QuickMark Gallery** on the right side of the window.
- ✚ Click the **Comment** button (see illustration below left).
- ✚ The **Comment Box** will appear (see illustration below center).
- ✚ Enter the text of the comment.
- ✚ Click the **Save** button.



- ✚ The **Comment** will appear in the window (see illustration above right).