

GRADEMARK-ADD GRADES TO PAPERS

- ✚ 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
<input type="checkbox"/>	Michael Milosh	PowerPoint Ideas	0%		.		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 name of the class for which **Grades** are to be entered.
- ✚ Click the **View** link to the right of the **Assignment Name**.
- ✚ Click on the **GradeMark** icon for the paper that is to be graded.
- ✚ A message will display saying the **Document Viewer** is loading.
- ✚ Once this is complete, the **Document Viewer GradeMark** window will display.
- ✚ Click the **double (--) lines** in the **Grade Field**. The **Grade Field** appears in the upper right corner of the **Document Viewer** window (see illustration on next page).
- ✚ Enter a number grade for the paper in the text field.
- ✚ Click **Save**.
- ✚ The grade should be displayed for the paper.

