GRADEMARK-ADD INLINE COMMENT

This type of comment appears as blue text within the paper. Adding the comment is as easy as clicking the place in the paper where the comment is to be inserted and then entering the mark. The mark will appear directly on the paper when the student views the graded 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).

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

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 Type button in the top right corner of the QuickMark toolbar (see illustration below).

Click the area in the paper where the comment is to be entered.

A text box will appear in the paper.

Type the Comment for the paper.

Click somewhere in the paper away from the Comment. The comment will appear at the location specified.