

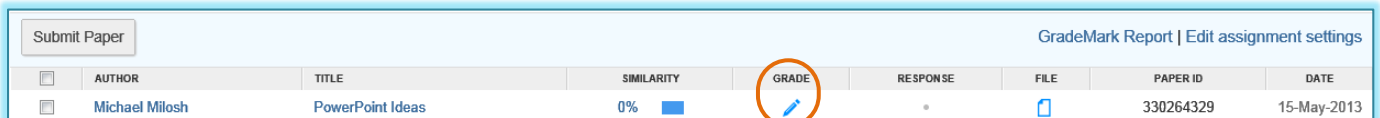
## GRADEMARK-ADD INLINE COMMENT




- ✚ 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).



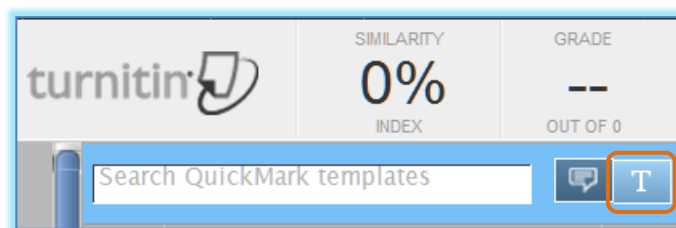
|                                    | START                 | DUE                    | POST                   | STATUS             | ACTIONS                    |
|------------------------------------|-----------------------|------------------------|------------------------|--------------------|----------------------------|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

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



| Submit Paper             |                | GradeMark Report   Edit assignment settings |  |   |          |   |           |             |
|--------------------------|----------------|---|--|---|----------|---|-----------|-------------|
| <input type="checkbox"/> | 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 **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.