This course is designed to help students acquire the 'ability to use information technology to enhance learning and to enhance personal and professional productivity' (Entry-Level Standards for Michigan Teachers, Standard 7). Lessons will instruct students on the use of presentation, word processing, and spreadsheet software packages. Students will work on projects that will help them understand how this software can be used in the classroom both as productivity tools for teachers and for student assignments. Students will be involved in developing projects that will help them to understand the importance of staying current in the use of information technology to appreciate the ethical, social, physical, and psychological issues concerning the use of information technology to use information technology to enhance continued professional development, and to acquire the skills and methodology necessary to effectively integrate technology across the curriculum.
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Introduction
GradeMark can be used by instructors to add comments and rubrics to submissions students have made to Turnitin. Adding comments to a paper is as easy as clicking where the comment is to be inserted, entering the comment, and then clicking save.

Access GradeMark
✔ 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.

Document Viewer Window
This window is used to insert comments and QuickMark elements into a paper that has been submitted to Turnitin. The table below describes the different elements of this window.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Drop Down and Navigation</td>
<td>This menu is used to navigate between different assignments for the student whose paper is being graded. Only the papers for that student will be available. This item appears directly above the tabs for Originality Report, GradeMark and PeerMark.</td>
</tr>
<tr>
<td>Comment Button</td>
<td>Comments appear in two formats; bubble or text (inline). The image in the box at the left is how the bubble comments will appear in the window after the comment has been entered. To view the comment, move the mouse pointer over the bubble.</td>
</tr>
<tr>
<td>QuickMark</td>
<td>These are predefined comments that can be added to a paper. To add additional comments, click on the QuickMark box and then add a comment to the Comments area.</td>
</tr>
<tr>
<td>Element</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Paper Info</td>
<td>Click this button to display information about the paper, such as the Paper ID, Date and Time of Submission, Word Count, and Character Count</td>
</tr>
<tr>
<td>Print/Download</td>
<td>To download a copy of the paper as it is currently displayed, click this button. The paper is saved as a PDF file so it can be printed, if desired.</td>
</tr>
<tr>
<td>Paper Zoom</td>
<td>This button is used to zoom between multiple magnifications of the paper. They range from 85% to 175%.</td>
</tr>
<tr>
<td>QuickMark</td>
<td>To display all QuickMark comments on the sidebar, click this button.</td>
</tr>
<tr>
<td>General Comment</td>
<td>Click this button to view the general comments sidebar and to leave a general comment about the paper.</td>
</tr>
<tr>
<td>Comment List</td>
<td>This option is used to view all the comments that have been added to the paper.</td>
</tr>
<tr>
<td>Rubrics</td>
<td>To display the Rubric Scorecard for the paper, click this button. It is also possible to view the Rubric Manager by clicking this button.</td>
</tr>
<tr>
<td>Hide/Display Sidebar</td>
<td>Use these buttons to hide the sidebar and only view the content of the paper.</td>
</tr>
</tbody>
</table>

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).

- 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 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).

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 link to the right of the Assignment Name.

Click the GradeMark icon for the paper.

A message will display saying the Document Viewer is loading.

Once this is complete, the Document Viewer GradeMark window will display.

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.

Add Grades to Papers

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.

QuickMark
This is a standard editing mark that is reused in student papers. They can be tracked through the statistics tool in GradeMark. Comments, marks, and rubrics can be added by instructors to student submissions. GradeMark comes with four QuickMark sets for standard editing. Instructors and administrators have the ability to create additional QuickMark editing marks and sets.

Add QuickMark Editing Marks
✽ Click the name of the class for which the **QuickMark** is to be added.
✽ Click the **View** link to the right of the ** Assignment Name**.
✽ Click the **GradeMark** icon for the paper.
✽ A message will appear saying the **Document Viewer** is opening.
✽ Once this is completed, the **GradeMark** window will display.
✽ The **QuickMark** sidebar will appear on the right side of the window (see illustration below left).

Click on a **QuickMark** from the set in the sidebar.
✽ Drag the **QuickMark** to the desired location in the paper.
✽ Release the mouse button to place the **QuickMark** in the desired location.
✽ A blue **QuickMark Box** will appear in the window (see illustration above right).
Add Additional Comment to QuickMark

✦ Once the QuickMark has been added to the paper, move the mouse pointer over the mark.
✦ The comment for the mark will appear.
✦ At the bottom of the QuickMark click the **Edit** button in the right corner of the QuickMark (see illustration below).
✦ An **Additional Comments** textbox will appear (see illustration below).

![Illustration of QuickMark and Additional Comments]

- Input the comment.
- Click the **Save** button.

Create QuickMark Comments

✦ Click on the **Class Name** for which the QuickMark is to be created.
✦ Click the **View** link to the right of the **Assignment Name**.
✦ Click the **GradeMark** icon for the paper.
✦ A message will appear saying the **Document Viewer** is opening.
✦ Once this is completed, the **GradeMark** window will display.
✦ If the QuickMark sidebar doesn’t display click the QuickMark button (see illustration at right).
✦ The **QuickMark Gallery** window will display with the QuickMark sidebar on the left (see illustration on next page).
✦ Click the **QuickMark Manager** button.
✦ The **QuickMark Manager** window will display (see illustration on next page)
✦ Click the name of the set to which the new QuickMark is to be added.
✦ Click the plus (+) sign next to the **Marks** column header.
✦ Enter a **Title** for the new mark.
✦ Enter a **Description** for the mark.
✦ Click the **Save** button to save the new QuickMark into the selected set.
Manage QuickMark Sidebar
The GradeMark, QuickMark sidebar can be used by instructors to add QuickMark editing marks to student papers. To view the QuickMark sidebar, click the QM button at the bottom of the sidebar (see illustration at right). QuickMark can be managed through the QuickMark Manager.
QuickMark Set
A QuickMark comment is a standard mark that can be reused when grading student papers. It can be tracked through the statistics tool in GradeMark. GradeMark has four standard sets that can be used for standard editing. Instructors can create additional QuickMark sets for their own use.

Create QuickMark Set
† Click on the Class Name for which the QuickMark is to be created.
† Click the View link to the right of the Assignment Name.
† Click the GradeMark icon for the paper.
† A message will appear saying the Document Viewer is opening.
† Once this is completed, the GradeMark window will display.
† Click the QuickMark icon (see illustration top right). This icon appears at the bottom of the QuickMark Sidebar.
† Click the QuickMark Manager icon (see illustration bottom right). This icon appears in the upper-right corner of the QuickMark Sidebar.
† The QuickMark Manager window will display (see illustration below).

![QuickMark Manager](image)

† Click the plus (+) sign icon to the right of the Sets column header (see illustration above).
† Enter the Name for the set (see illustration below).

![QuickMark Manager](image)

† Click the Save button.
Create QuickMark Set from Selection of QuickMarks

† Click on the **Class Name** for which the **QuickMark** is to be created.
† Click the View link to the right of the **Assignment Name**.
† Click the **GradeMark** icon for the paper.
† A message will appear saying the **Document Viewer** is opening.
† Once this is completed, the **GradeMark** window will display.
† Click the **QuickMark** icon (see illustration top right). This icon appears at the bottom of the **QuickMark Sidebar**.
† Click the **QuickMark Manager** icon (see illustration bottom right). This icon appears in the upper-right corner of the **QuickMark Sidebar**.
† The **QuickMark Manager** window will display (see illustration below).
† Click the **All** link underneath the **Sets** column header.

![QuickMark Manager](image)

† A list of all the **QuickMark Comments** will appear in the middle column of the window.
† Select **Marks** to include a new **QuickMark** set.
  † Click the scroll bar on the right side of the second column to locate additional **Marks**.
  † Multiple **QuickMarks** can be selected by holding the **Ctrl** button on the keyboard while selecting the **Marks**.
† As **Marks** are being selected, they will appear in the right column of the window.
† Click the **Actions** button (see illustration below) at the top of the third column.

![QuickMark Manager](image)

† Click the **New Set** button (see illustration on next page).
† Enter a name for the set (see illustration on next page).
† Click the **Save** button.
Add QuickMark Set to Sidebar

- Click on the **Class Name** for which the **QuickMark** is to be created.
- Click the **View** link to the right of the **Assignment Name**.
- Click the **GradeMark** icon for the paper.
- A message will appear saying the **Document Viewer** is opening.
- Once this is completed, the **GradeMark** window will display.
- Click the **QuickMark Manager** button (see illustration at right).
- Click the **Set Name** which is to be designated as an **Active Set** within the **QuickMark Sidebar**.
- Click the **Make this the active set** link (see illustration below).

- Click the **Close** button.
The name of the Active Set will appear between the QuickMark Manager button and the QuickMark Set button (see illustration below).

Use QuickMark Set Dropdown to Select Active Set
 tá Click on the Class Name for which the QuickMark is to be created.
 tá Click the View link to the right of the Assignment Name.
 tá Click the GradeMark icon for the paper.
 tá A message will appear saying the Document Viewer is opening.
 tá Once this is completed, the GradeMark window will display.
 tá Click the QuickMark Set button (see illustration below). This button is located in the upper left corner of the Quick Mark Sidebar.
 tá Select the Active Set for the sidebar from the list (see illustration below).

Export QuickMark Set
 tá Click on the Class Name for which the QuickMark is to be created.
 tá Click the View link to the right of the Assignment Name.
 tá Click the GradeMark icon for the paper.
 tá A message will appear saying the Document Viewer is opening.
 tá Once this is completed, the GradeMark window will display.
 tá Click the QuickMark Manager button in the QuickMark Sidebar (see illustration at right).
 tá Click the name for the set that is to be exported.
 tá Click the Import/Export button in the upper right corner of the window (see illustration at right).
 tá Select Export Set from the drop down list.
 tá A prompt will appear asking if you want to save the .qms file.
 tá Click OK to save the file to your computer.
 tá The file will be saved to your computer.
 tá The File Name will be the name of the QuickMark Set that was exported.
 tá A .qms extension will be appended to the end of the name.

Import QuickMark Set
 tá Click on the Class Name for which the QuickMark is to be created.
 tá Click the View link to the right of the Assignment Name.
 tá Click the GradeMark icon for the paper.
 tá A message will appear saying the Document Viewer is opening.
Once this is completed, the **GradeMark** window will display.

Click the **QuickMark Manager** button in the **QuickMark Sidebar** (see illustration at right).

Click the **Import/Export** button in the upper right corner of the window (see illustration at right).

Select **Import Set** from the drop down list.

The **Import** window will display (see illustration on next page).

Click the **Browse** button.

Locate the **QuickMark Set** file name on your computer.

Click the **Import** button.

Click the **Close** button to return to the **QuickMark Manager**.

### Remove Marks from Paper

Marks can be removed from papers by the instructor. This can be done by clicking on the mark in the paper and then clicking the **Trash Can** icon that appears in the **top right corner** of the **comment** window (see illustration at right).

### View Papers

Marks and grades for student paper submissions become available on the Post Date specified when the instructor creates the assignment. Post dates can be changed by the instructor using the **Assignment Update Tool**.

### Change Assignment Post Dates

Click on the **Class Name** for which the **QuickMark** is to be created.

Click the **More Actions** link to the right of the assignment (see illustration on next page).
Click Edit Settings.
The Update Paper Settings window will display.
Scroll down to view the Post Date section of the window.
Change the Post Dates for the assignment.
Click the Submit button.

Rubrics
Rubrics can be attached to an assignment using the Rubric Manager. Rubrics that have been attached to an assignment can be accessed for grading through the Rubric Scorecard. A rubric must be attached to an assignment in order to be used.

Attach Rubric to Assignment
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).

PowerPoint

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.
Several pre-defined comments will display in the QuickMark Gallery on the right side of the window.
Click the Rubric button (see illustration below). This icon appears at the bottom of the QuickMark Sidebar.

The Rubric Window will display (see illustration on next page).
Click the Rubric Manager button.
Click the Rubric List button.
Click the name of the Rubric that is to be attached to the assignment.

Click the Attach button to attach the Rubric to the assignment (see illustration below).

The Attached a different rubric window will appear if a Rubric is already attached to the assignment (see illustration below).

- If another Rubric is attached, the previous Rubric will be deleted.
- If the Rubric is to be attached, click the Yes button to assign the new Rubric.
- Click the No button if the new Rubric is not to be attached.
Create New Rubrics

The Rubric Manager can be used by instructors to create new rubrics. Rubric scorecards can be used to evaluate student work based on defined criteria and scales. Instructors can create and share rubric scorecards. Once a rubric scorecard has been shared, other instructors can upload the rubric scorecard to their classes. There are three types of rubrics:

- **Standard** – This rubric is used to enter scale values and criteria percentages. The maximum value for the rubric is the same as the highest scale value entered.
- **Custom** – This type of rubric allows the instructor to enter any value into the rubric cells. The maximum value for the rubric is the sum of the highest value entered in each of the criteria rows.
- **Qualitative** – This type of rubric allows the instructor to create a rubric with no numeric scoring.

Create Standard Rubric

- Click on the **Class Name** for which the **Rubric** is to be created.
- Click the **View** link to the right of the **Assignment Name**.
- Click the **GradeMark** icon for the paper.
- A message will appear saying the **Document Viewer** is opening.
- Once this is completed, the **GradeMark** window will display.
- Click the **Rubric** button (see illustration below left). This icon appears at the **bottom** of the **QuickMark Sidebar**.

- Click the **Rubric Manager** button (see illustration above right). This button appears at the **top** of the **QuickMark Sidebar**.
- The **Rubric** window will display (see illustration below).

- Click the **Rubric list button**. This is the button in the upper-left corner of the window.
- Click **Create new rubric**.
The Enter rubric name here text box will display.
Input a Name for the Rubric.
The New Rubric window will display (see illustration below).

The default Rubric Type is Standard.
Click each of the Scale, Criterion, Percentage, Description and Number fields to open the Textbox.
Input the label and values for each Criterion, Scale, Percentage, and Description.
To add extra columns to the Rubric, click the plus (+) sign to the right of the Scale header.
To add extra rows to the Rubric, click the plus (+) sign at the top of the Criterion column.
Once the Rubric is completed, click the Save button at the bottom of the Rubric Manager window.

Create Custom Rubric
Click on the Class Name for which the Rubric is to be created.
Click the View link to the right of the Assignment Name.
Click the GradeMark icon for the paper.
A message will appear saying the Document Viewer is opening.
Once this is completed, the GradeMark window will display.
Click the Rubric button (see illustration below left). This icon appears at the bottom of the QuickMark Sidebar.

Click the Rubric Manager icon (see illustration above right). This button appears at the top of the QuickMark Sidebar.
The Rubric window will display (see illustration below).

Click the Rubric list button. This button appears in the upper-left corner of the window.
Click Create new rubric.
The New Rubric window will display (see illustration below).
Click the Custom Rubric icon at the bottom of the window (see illustration below).

Click the Enter rubric name here area and input a name for the Rubric.
Click each of the **Scale**, **Criterion**, and **Description** fields and enter the new title or description within the text field that appears.

Click the **0.00** portion of the cell to enter the **Cell Value** for each cell. When creating a **Custom Rubric**, the **Cell Values** are chosen by the **instructor**.

To add extra columns to the **Rubric**, click the **plus (+) sign** to the right of the **Scale** header.

To add extra rows to the **Rubric**, click the **plus (+) sign** at the top of the **Criterion** column.

Once the **Rubric** is completed, click the **Save** button at the bottom of the **Rubric Manager** window.

### Create Qualitative Rubric

Click on the **Class Name** for which the **Rubric** is to be created.

Click the **View** link to the right of the **Assignment Name**.

Click the **GradeMark** icon for the paper.

A message will appear saying the **Document Viewer** is opening.

Once this is completed, the **GradeMark** window will display.

Click the **Rubric** button (see illustration below left). This icon appears at the bottom of the **QuickMark Sidebar**.

![QuickMark Sidebar](image)

Click the **Rubric Manager** button (see illustration above right).

The **Rubric** window will display (see illustration below).

![Rubric Window](image)

Click the **Rubric list button**. This button appears in the upper-left corner of the window.

Click **Create new rubric**.

The **New Rubric** window will display.
Click the **Qualitative Rubric** icon at the bottom of the window.

Click the **Enter rubric name here** area and input a name for the **Rubric**.

Click each of the **Scale**, **Criterion**, and **Description** fields and enter the new title or description within the text field that appears.

To add extra columns to the **Rubric**, click the **plus (+) sign** to the right of the **Scale** header.

To add extra rows to the **Rubric**, click the **plus (+) sign** at the top of the **Criterion** column.

Once the **Rubric** is completed, click the **Save** button at the bottom of the **Rubric Manager** window.

**Delete Rubrics**

Click on the **Class Name** for which the **Rubric** is to be deleted.

Click the **View** link to the right of the **Assignment Name**.

Click the **GradeMark** icon for the paper.

A message will appear saying the **Document Viewer** is opening.

Once this is completed, the **GradeMark** window will display.

Click the **Rubric** button (see illustration below top left). This icon appears at the bottom of the **QuickMark Sidebar**.

Click the **Rubric Manager** button (see illustration above bottom left).

The **Rubric** window will display.

Click the **Rubric List** icon (see illustration above right). This is the button in the upper-left corner of the window.

Select the **Rubric** that is to be deleted from the assignment. The names will appear in the area where it says **Enter rubric name here**.

Click the **Rubric List** icon again.

Click the **Delete this rubric** link (see illustration above right).

**Import/Export Rubrics**

When working within the Rubric Manager, instructors have the ability to export rubrics in order to share them with other instructors. They also have the ability to import rubrics from other instructors to use while grading papers with GradeMark.

**Export a Rubric**

Click on the **Class Name** for which the **Rubric** is to be exported.

Click the **View** link to the right of the **Assignment Name**.

Click the **GradeMark** icon for the paper.

A message will appear saying the **Document Viewer** is opening.
Once this is completed, the GradeMark window will display.

Click the Rubric Manager button on the Rubric Sidebar (see illustration at right).

Click the Rubric List button on the left side of the Rubric Manager window (see illustration below).

Click the name of the Rubric that is to be exported.

Click the Import/Export button which appears on the far right side of the Rubric Manager window (see illustration above).

Select Export from the list.

The File Download window will display (see illustration below).

Click the arrow next to the Save button.

Click the Save As link.

The Save As window will display.

Scroll to the folder where the Rubric is to be saved.

In the File Name box, input the name for the Rubric or accept the default name.

RBC File should appear in the Save in box.

Click the Save button to save the Rubric to the specified location.

Import a Rubric

Click on the Class Name for which the Rubric is to be imported.

Click the View link to the right of the Assignment Name.

Click the GradeMark icon for the paper.

A message will appear saying the Document Viewer is opening.

Once this is completed, the GradeMark window will display.

Click the Rubric Manager button on the Rubric Sidebar (see illustration at right).

The Rubric Manager window will display.

Click the Rubric List button on the left side of the Rubric Manager window (see illustration below).

Click the Import/Export button which appears on the far right side of the Rubric Manager window (see illustration above).

Select Import from the list.

The Import window will display (see illustration on next page).

Click the Browse button.

The Choose File to Upload window will display.
Scroll to the folder where the Rubric was stored.
Click the Open button.
The File Name and Path will appear in the Select file to import box.
Click the Import button in the Import window.
A File Upload message will appear.
When the Rubric has been imported, an Import Complete message will appear at the bottom of the window.

Print Paper
The Print button can be used to print papers that contain marks. This option appears at the bottom of the GradeMark window.
Click on the Class Name for which the Paper is to be printed.
Click the View link to the right of the Assignment Name.
Click the GradeMark icon for the paper.
A message will appear saying the Document Viewer is opening.
Once this is completed, the GradeMark window will display.
Click the Print and Download button at the bottom of the GradeMark window (see illustration at right).
Click the Print Here to Download File link when the window displays.
Click the Save button when the File Download window displays.
The paper will download to a PDF file.
Print the document in the same way that you print other documents.