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

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

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

4. A Getting Started window may display. Click the Close button to exit from this page.
5. A message will appear indicating that the Document Viewer is loading.
6. When the load is completed, the Document Viewer GradeMark window will display.
7. The QuickMark sidebar will appear on the right side of the window (see illustration below left).

8. 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).

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