

GRADEMARK- ADD QUICKMARK EDITING MARKS

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.

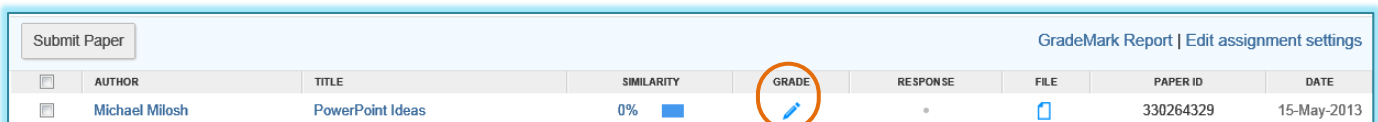
Add QuickMark Editing Marks

- ✦ Click 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).



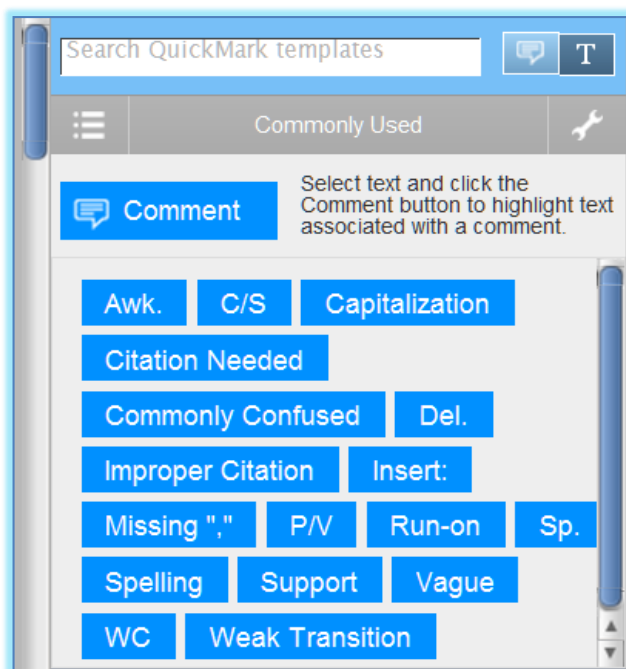
The screenshot shows a 'PowerPoint' class homepage. At the top right is a green '+ Add Assignment' button. Below is a table with columns: START, DUE, POST, STATUS, and ACTIONS. The table contains one row for 'Use PowerPoint in Classroom' with three entries: '15-May-2013 8:48AM', '22-May-2013 11:59PM', and '23-May-2013 12:00AM'. The 'STATUS' column shows '1/3 submitted'. The 'ACTIONS' column has a 'View' button highlighted with a red box and a 'More actions' dropdown.

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



The screenshot shows a 'Submit Paper' interface. At the top right is a 'GradeMark Report | Edit assignment settings' link. Below is a table with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. The table contains one row for 'Michael Milosh' with 'PowerPoint Ideas' as the title, '0%' similarity, and '15-May-2013' as the date. The 'GRADE' column has a blue pencil icon highlighted with a red circle.

- ✦ 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.
- ✦ The **QuickMark** sidebar will appear on the right side of the window (see illustration below left).



The screenshot shows a 'QuickMark' sidebar. At the top is a search bar for 'QuickMark templates'. Below is a 'Commonly Used' section with a list of editing marks: 'Awk.', 'C/S', 'Capitalization', 'Citation Needed', 'Commonly Confused', 'Del.', 'Improper Citation', 'Insert:', 'Missing \",', 'P/V', 'Run-on', 'Sp.', 'Spelling', 'Support', 'Vague', 'WC', and 'Weak Transition'.

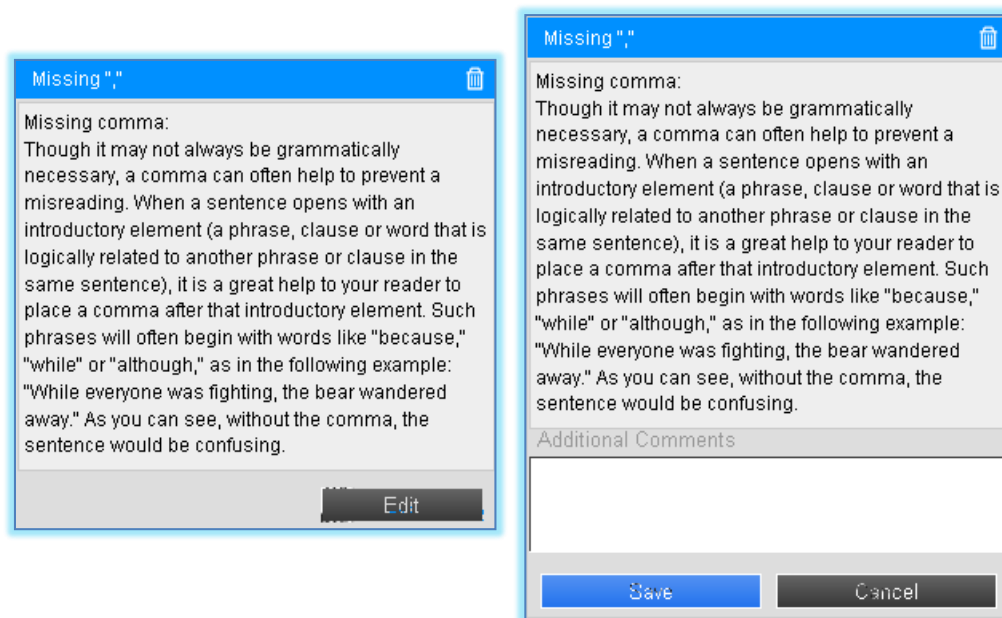
Weak Transition

- ✦ 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.