

GRADEMARK-CREATE NEW QUICKMARK COMMENT

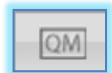
- ✚ Click on the name of the class where the comment is to be inserted.
- ✚ Click the **View** icon to the right of the **Assignment Name** (see illustration below).

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

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

	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.
- ✚ Several pre-defined comments will display in the **QuickMark Gallery** on the right side of the window.
- ✚ 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 below).



Change QuickMark Set

QuickMark Manager

Search QuickMark templates

Commonly Used

Comment

Select text and click the Comment button to highlight text associated with a comment.

Awk. C/S Capitalization

Citation Needed

Commonly Confused Del.

Improper Citation Insert:

Missing "," P/V Run-on Sp.

Spelling Support Vague

WC Weak Transition

QM Previous Version

- ✚ 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.

SETS	+	MARKS (Select all)	+
All	87	Awk.	
Commonly Used	17	C/S	
Composition	21	Capitalization	
Composition Marks	9	Citation Needed	
Format	23	Commonly Confused	
Punctuation	12	Del.	
Usage	20	Improper Citation	
Archived	0	Insert:	
Do not add to set		Missing ",,"	
		P/V	
		Run-on	
		Sp.	
		Spelling	
		Support	
		...	
		<i>Hold down Ctrl/Command or Shift to select multiple</i>	

Commonly Used

This set is active

This set cannot be modified because it has been shared with you.

Help CLOSE