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).
- 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).