

## GRADEMARK-ADD QUICKMARK SET TO SIDEBAR

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).

START	DUE	POST	STATUS	ACTIONS
<b>Use PowerPoint in Classroom</b>				
PAPER	15-May-2013 8:46AM	22-May-2013 11:50PM	23-May-2013 12:00AM	1/3 submitted
				<b>View</b> 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
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 (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).



**QuickMark Manager** Search all QuickMarks

SETS	MARKS ( Select all )	
All	87	Block
Commonly Used	17	C/S
Composition	21	Hyph.
Composition Marks	9	Misplaced apos.
Format	23	Missing ", "
<b>Punctuation</b>	<b>12</b>	Missing ":", "
Usage	20	Missing ":", "
Archived	0	Missing quote
Do not add to set		No ":", "
		No ":", "
		POQ
		Unnecessary ":", "

**Punctuation**

**Make this the active set**

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

Hold down Ctrl/Command or Shift to select multiple

- ✚ 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).

