

GRADEMARK-CREATE QUICKMARK SET

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).



PowerPoint CLASS HOMEPAGE + Add Assignment


	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).

Submit Paper GradeMark Report | Edit assignment settings

<input type="checkbox"/>	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 (see illustration on cover page).
- ✚ Click the **QuickMark** icon (see illustration top right). This icon appears at the bottom of the **QuickMark Sidebar**. 
- ✚ Click the **plus (+) sign** icon to the right of the **Sets** column header (see illustration above).
- ✚ Click the **QuickMark Manager** icon (see illustration bottom right). This icon appears in the upper-right corner of the **QuickMark Sidebar**. 
- ✚ The **QuickMark Manager** window will display (see illustration below).

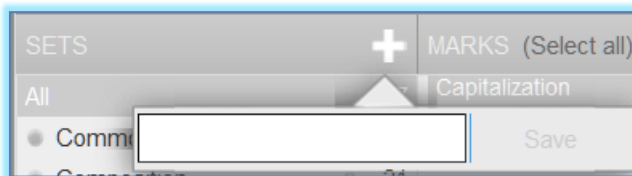
QuickMark Manager Search all QuickMarks 

SETS +	MARKS (Select all) +	
All 87	Block	Punctuation ● This set is active This set cannot be modified because it has been shared with you.
● Commonly Used 17	C/S	
● Composition 21	Hyph.	
● Composition Marks 9	Misplaced apos.	
● Format 23	Missing ","	
● Punctuation 12	Missing ":"	
● Usage 20	Missing ";"	
Archived 0	Missing quote	
Do not add to set	No ","	
	No ":"	
	POQ	
	Unnecessary ":"	

Hold down Ctrl/Command or Shift to select multiple

Help CLOSE

✚ Enter the **Name** for the set (see illustration below).



✚ Click the **Save** button.