GRADERMARK-CREATE QUICKMARK SET FROM SELECTION OF QUICKMARKS

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 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).
Click the All link underneath the Sets column header.
A list of all the QuickMark Comments will appear in the middle column of the window.
Select Marks to include a new QuickMark set.
  ★ Click the scroll bar on the right side of the second column to locate additional Marks.
  ★ Multiple QuickMarks can be selected by holding the Ctrl button on the keyboard while selecting the Marks.
As Marks are being selected, they will appear in the right column of the window.
Click the Actions button (see illustration below) at the top of the third column.

Click the New Set button (see illustration on next page).
Enter a name for the set (see illustration on next page).

Click the Save button.