

GRADEMARK-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).

PowerPoint CLASS HOMEPAGE + Add Assignment

| | START | DUE | POST | STATUS | ACTIONS |
|------------------------------------|-----------------------|------------------------|------------------------|---------------|---|
| Use PowerPoint in Classroom | | | | | |
| PAPER | 15-May-2013 8:45AM | 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 quote | |
| Archived 0 | No ", " | |
| Do not add to set | No ", " | |
| | POQ | |
| | Unnecessary ", " | |
| | | |
| | | |
| | | |

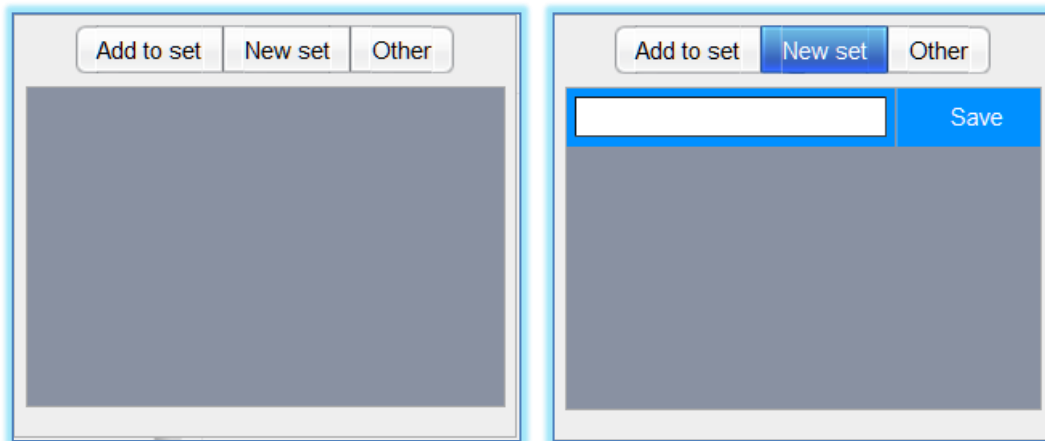
Hold down Ctrl/Command or Shift to select multiple

Help CLOSE

- ✚ 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.