

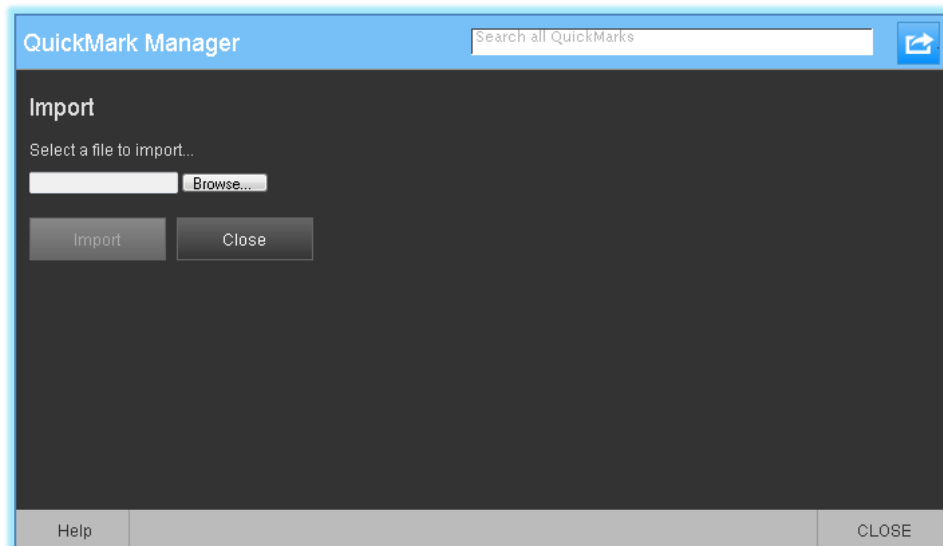
Export QuickMark Set

- ✦ Click on the **Class Name** for which the **QuickMark** is to be created.
- ✦ Click the **View** link to the right of the **Assignment Name**.
- ✦ Click the **GradeMark** icon for the paper.
- ✦ A message will appear saying the **Document Viewer** is opening.
- ✦ Once this is completed, the **GradeMark** window will display.
- ✦ Click the **QuickMark Manager** button in the **QuickMark Sidebar** (see illustration at right).
- ✦ Click the name for the set that is to be exported.
- ✦ Click the **Import/Export** button in the upper right corner of the window (see illustration at right).
- ✦ Select **Export Set** from the drop down list.
- ✦ A prompt will appear asking if you want to save the **.qms** file.
- ✦ Click **OK** to save the file to your computer.
- ✦ The file will be saved to your computer.
- ✦ The **File Name** will be the name of the **QuickMark Set** that was exported.
- ✦ A **.qms** extension will be appended to the end of the name.



Import QuickMark Set

- ✦ Click on the **Class Name** for which the **QuickMark** is to be created.
- ✦ Click the **View** link to the right of the **Assignment Name**.
- ✦ Click the **GradeMark** icon for the paper.
- ✦ A message will appear saying the **Document Viewer** is opening.
- ✦ Once this is completed, the **GradeMark** window will display.
- ✦ Click the **QuickMark Manager** button in the **QuickMark Sidebar** (see illustration at right).
- ✦ Click the **Import/Export** button in the upper right corner of the window (see illustration at right).
- ✦ Select **Import Set** from the drop down list.
- ✦ The **Import** window will display (see illustration below).



- ✦ Click the **Browse** button.
- ✦ Locate the **QuickMark Set** file name on your computer.
- ✦ Click the **Import** button.
- ✦ Click the **Close** button to return to the **QuickMark Manager**.

Remove Marks from Paper

Marks can be removed from papers by the instructor. This can be done by clicking on the **mark** in the paper and then clicking the **Trash Can** icon that appears in the **top right corner** of the **comment** window (see illustration at right).

