

GRADEMARK-MANAGE QUICKMARK SIDEBAR

The GradeMark, QuickMark sidebar can be used by instructors to add QuickMark editing marks to student papers. To view the QuickMark sidebar, click the **QM** button at the bottom of the sidebar (see illustration at right). QuickMark can be managed through the QuickMark Manager.



QuickMark Set

A QuickMark comment is a standard mark that can be reused when grading student papers. It can be tracked through the statistics tool in GradeMark. GradeMark has four standard sets that can be used for standard editing. Instructors can create additional QuickMark sets for their own use.

Create QuickMark Set

- ✚ 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
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).

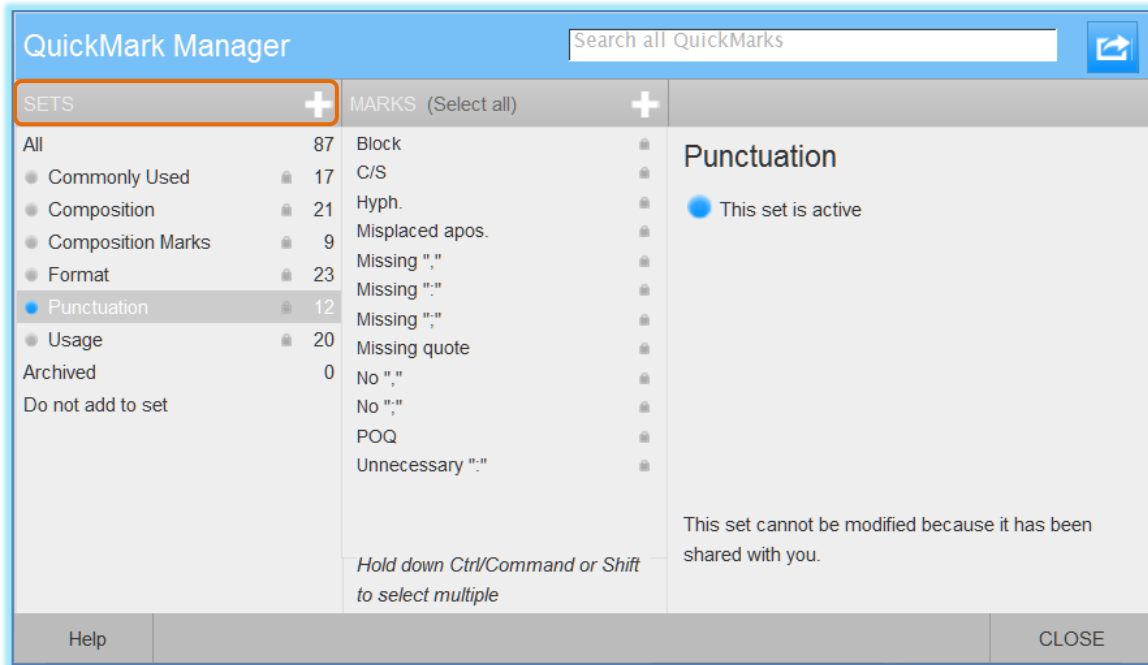
AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
Michael Milosh	PowerPoint Ideas	0%		*		330264329	15-May-2013

- ✚ 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.
- ✚ Several pre-defined comments will display in the **QuickMark Gallery** on the right side of the window.
- ✚ Click the **QuickMark** icon (see illustration top right). This icon appears at the bottom of the **QuickMark Sidebar**.
- ✚ 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 on next page).
- ✚ Click the **plus (+) sign** icon to the right of the **Sets** column header (see illustration on next page).
- ✚ Enter the **Name** for the set (see illustration below).



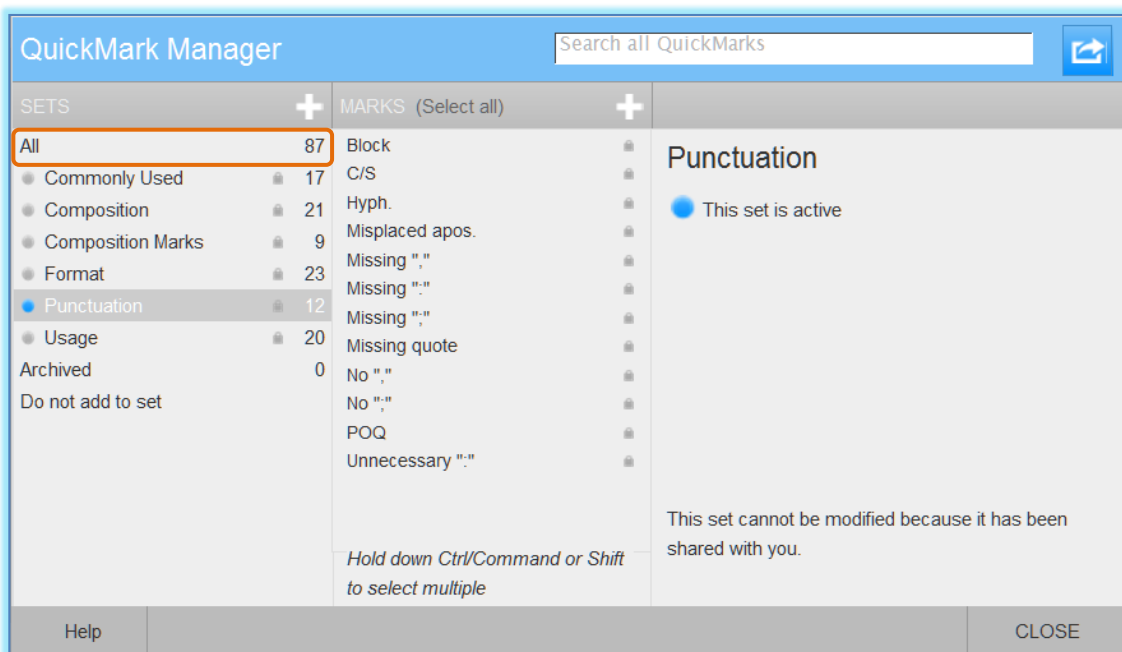
SETS	MARKS (Select all)
All	Capitalization
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- ✚ Click the **Save** button.



Create QuickMark Set from Selection of QuickMarks

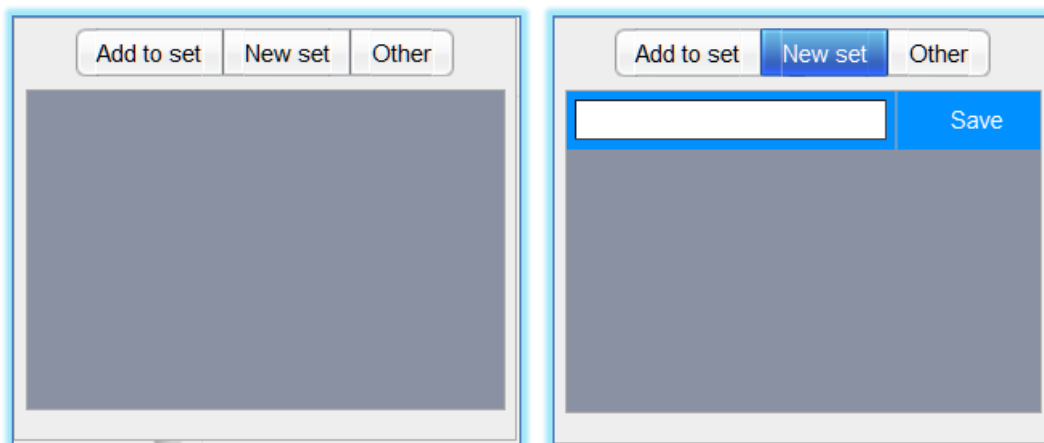
- ✦ Click on the **Class Name** for which the **QuickMark** is to be created.
- ✦ Click the **View** link to the right of the **Assignment Name**.
- ✦ Click the **GradeMark** icon for the paper.
- ✦ A message will appear saying the **Document Viewer** is opening.
- ✦ Once this is completed, the **GradeMark** window will display.
- ✦ Click the **QuickMark** icon (see illustration top right). This icon appears at the bottom of the **QuickMark Sidebar**.
- ✦ 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.



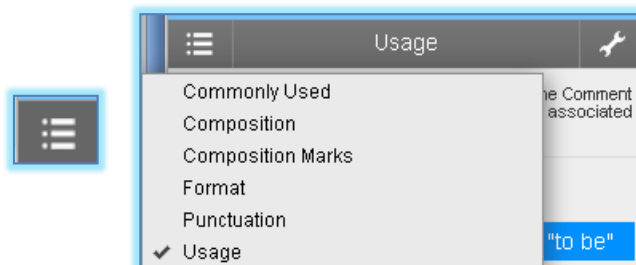
- ✚ Click the **New Set** button (see illustration below).
- ✚ Enter a name for the set (see illustration below).



- ✚ Click the **Save** button.

Use QuickMark Set Dropdown to Select Active Set

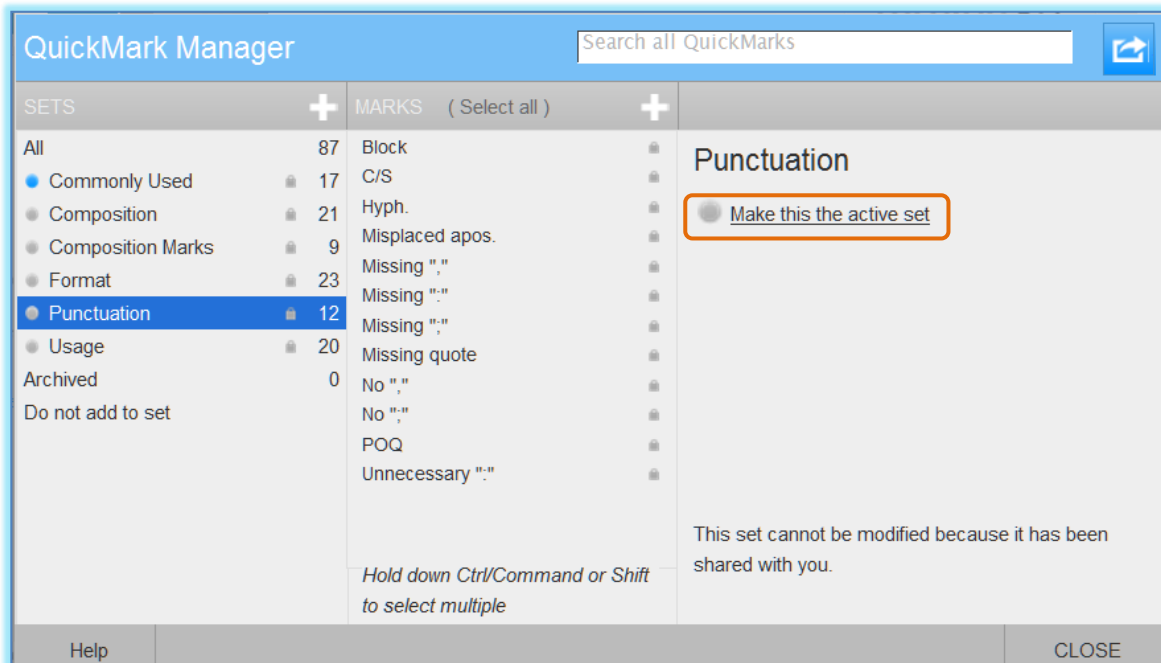
- ✚ Click on the **Class Name** for which the **QuickMark** is to be created.
- ✚ Click the **View** link to the right of the **Assignment Name**.
- ✚ Click the **GradeMark** icon for the paper.
- ✚ A message will appear saying the **Document Viewer** is opening.
- ✚ Once this is completed, the **GradeMark** window will display.
- ✚ Click the **QuickMark Set** button (see illustration below). This button is located in the **upper left corner** of the **Quick Mark Sidebar**.
- ✚ Select the **Active Set** for the sidebar from the list (see illustration below).



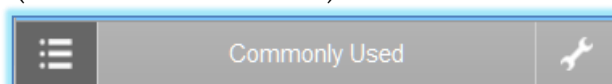
Add QuickMark Set to Sidebar

- ✚ 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 (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).



- ✚ 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).



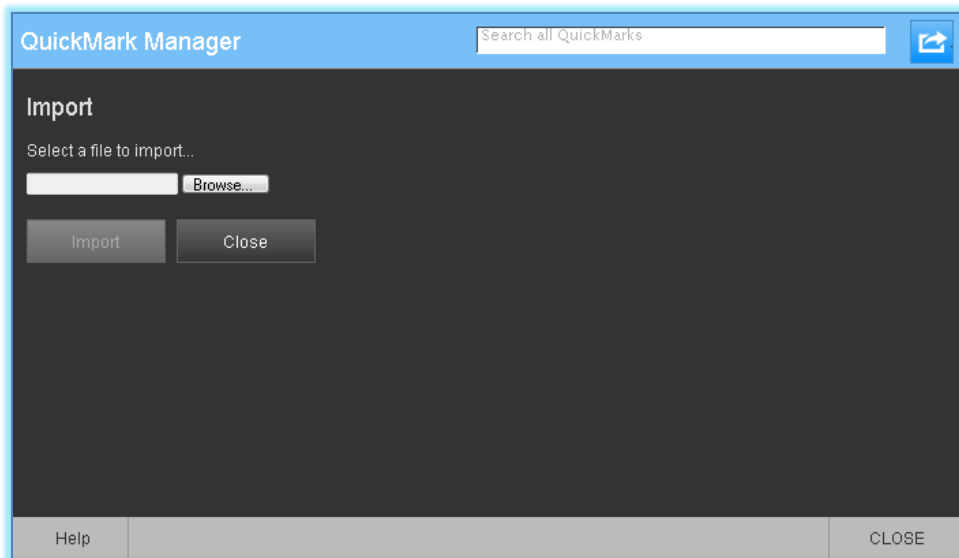
Export QuickMark Set

- ✚ 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 on next page).



- ✦ 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).

