

GRADEMARK-QUICKMARK

This is a standard editing mark that is reused in student papers. They can be tracked through the statistics tool in GradeMark. Comments, marks, and rubrics can be added by instructors to student submissions. GradeMark comes with four QuickMark sets for standard editing. Instructors and administrators have the ability to create additional QuickMark editing marks and sets.

Add QuickMark Editing Marks

- ✚ 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).

The screenshot shows a class page titled 'PowerPoint' with a 'CLASS HOMEPAGE' label and an 'Add Assignment' button. Below is a table with columns: START, DUE, POST, STATUS, and ACTIONS. The table contains one row for a paper titled 'Use PowerPoint in Classroom' with submission dates and a 'View' button highlighted with a red box.

	START	DUE	POST	STATUS	ACTIONS
PAPER	15-May-2013 8:48AM	22-May-2013 11:59PM	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).

The screenshot shows a paper submission page with a 'Submit Paper' button and a 'GradeMark Report | Edit assignment settings' link. Below is a table with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. The 'GRADE' column has a red circle around the 'GRADE' icon.

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.
- ✚ The **QuickMark** sidebar will appear on the right side of the window (see illustration below left).

The screenshot shows a sidebar with a search bar for 'QuickMark templates' and a 'Commonly Used' section. The sidebar contains a 'Comment' button and a list of QuickMark templates: Awk., C/S, Capitalization, Citation Needed, Commonly Confused, Del., Improper Citation, Insert:, Missing ",", P/V, Run-on, Sp., Spelling, Support, Vague, WC, and Weak Transition.

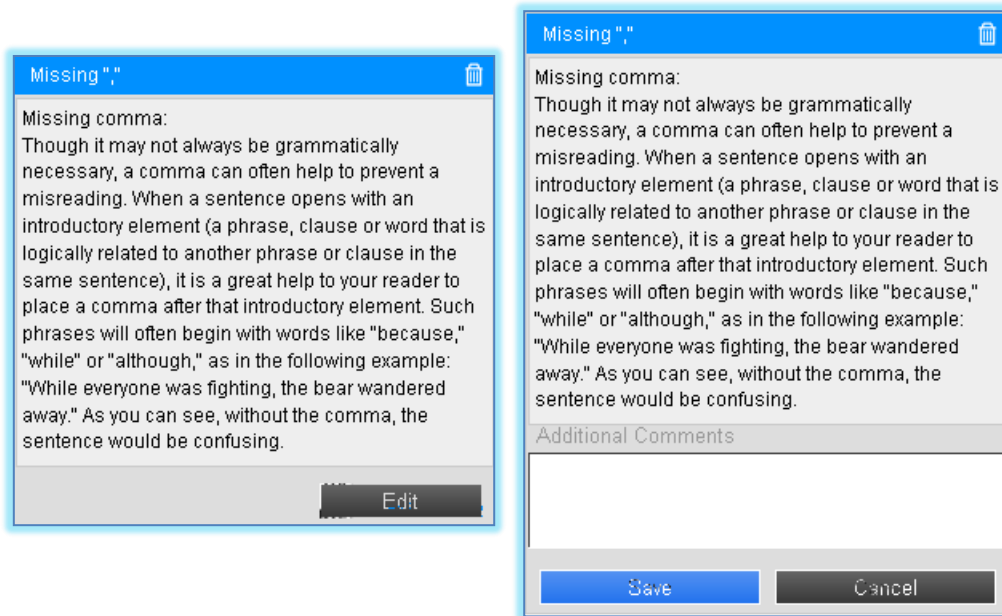
Weak Transition

- ✚ Click on a **QuickMark** from the set in the sidebar.
- ✚ Drag the **QuickMark** to the desired location in the paper.

- ✚ Release the mouse button to place the **QuickMark** in the desired location.
- ✚ A blue **QuickMark Box** will appear in the window (see illustration above right).

Add Additional Comment to QuickMark

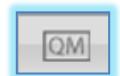
- ✚ Once the **QuickMark** has been added to the paper, move the mouse pointer over the mark.
- ✚ The comment for the mark will appear.
- ✚ At the bottom of the **QuickMark** click the **Edit** button in the right corner of the **QuickMark** (see illustration below).
- ✚ An **Additional Comments** textbox will appear (see illustration below).

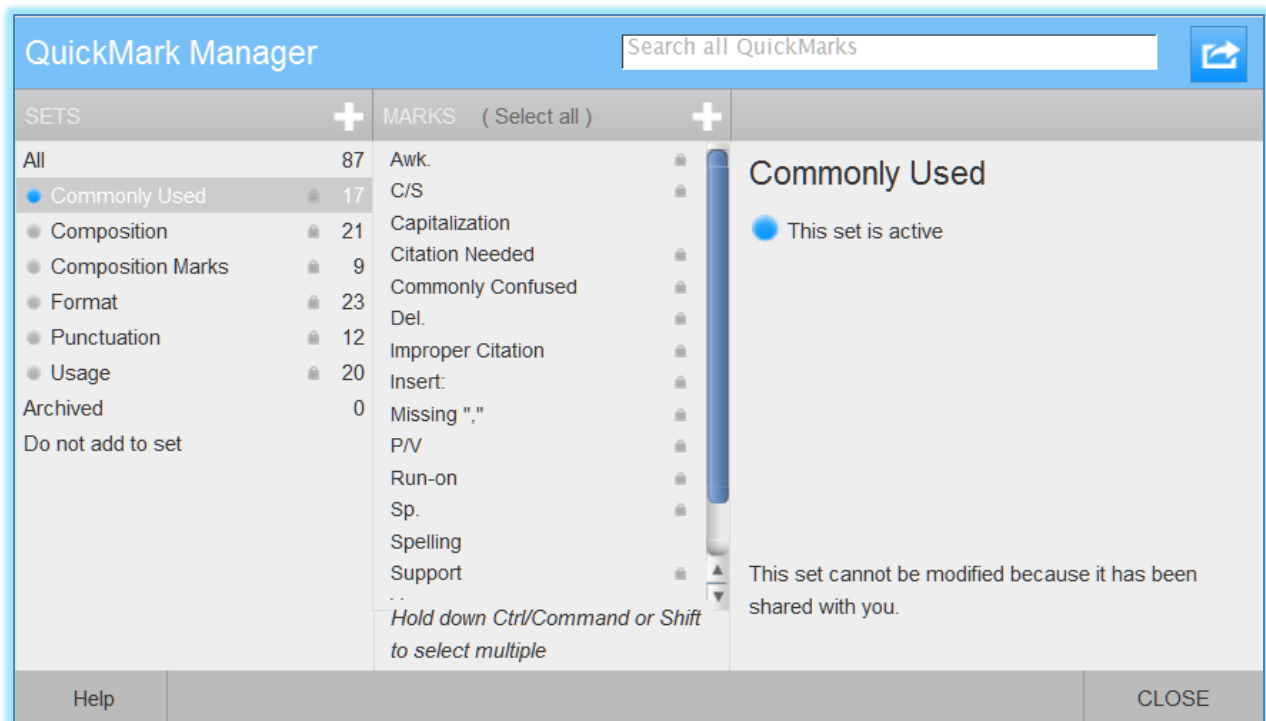
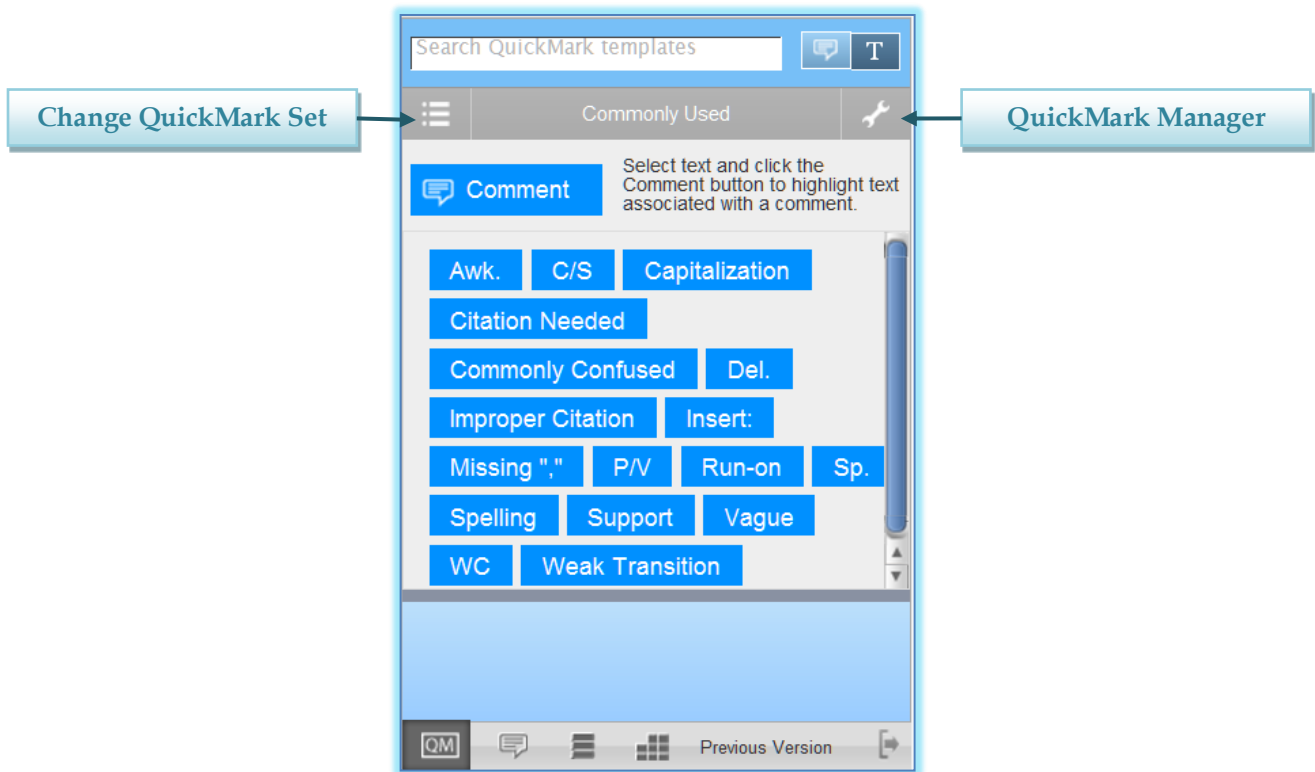


- ✚ Input the comment.
- ✚ Click the **Save** button.

Create QuickMark Comments

- ✚ 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.
- ✚ If the **QuickMark** sidebar doesn't display click the **QuickMark** button (see illustration at right).
- ✚ The **QuickMark Gallery** window will display with the **QuickMark** sidebar on the left (see illustration on next page).
- ✚ Click the **QuickMark Manager** button.
- ✚ The **QuickMark Manager** window will display (see illustration on next page).
- ✚ Click the name of the set to which the new **QuickMark** is to be added.
- ✚ Click the **plus (+) sign** next to the **Marks** column header.
- ✚ Enter a **Title** for the new mark.
- ✚ Enter a **Description** for the mark.
- ✚ Click the **Save** button to save the new **QuickMark** into the selected set.





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.

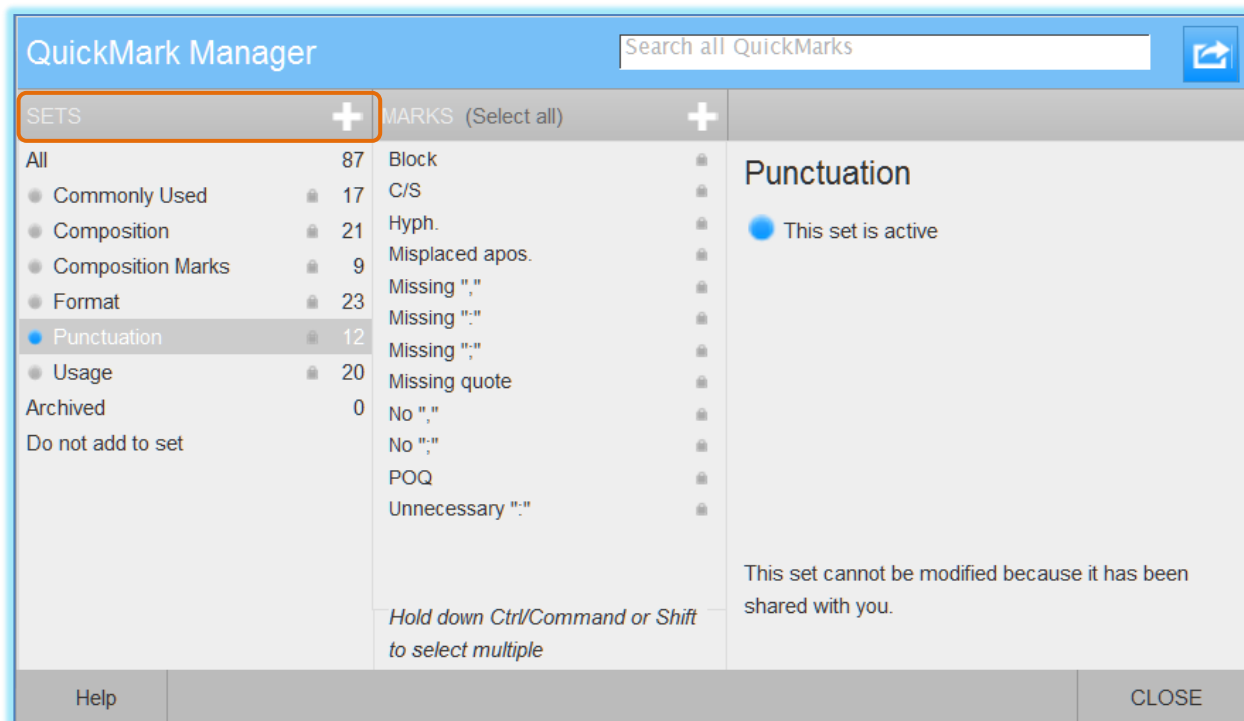


QuickMark Set

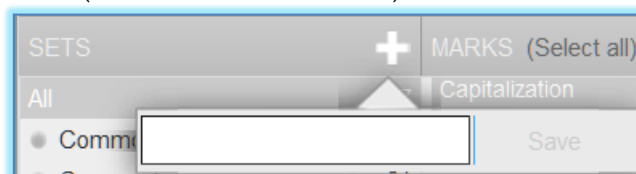
A QuickMark comment is a standard mark that can be reused when grading student papers. It can be tracked through the statistics tool in GradeMark. GradeMark has four standard sets that can be used for standard editing. Instructors can create additional QuickMark sets for their own use.

Create QuickMark Set

- ✚ Click on the **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 **plus (+) sign** icon to the right of the **Sets** column header (see illustration above).
- ✚ Enter the **Name** for the set (see illustration below).

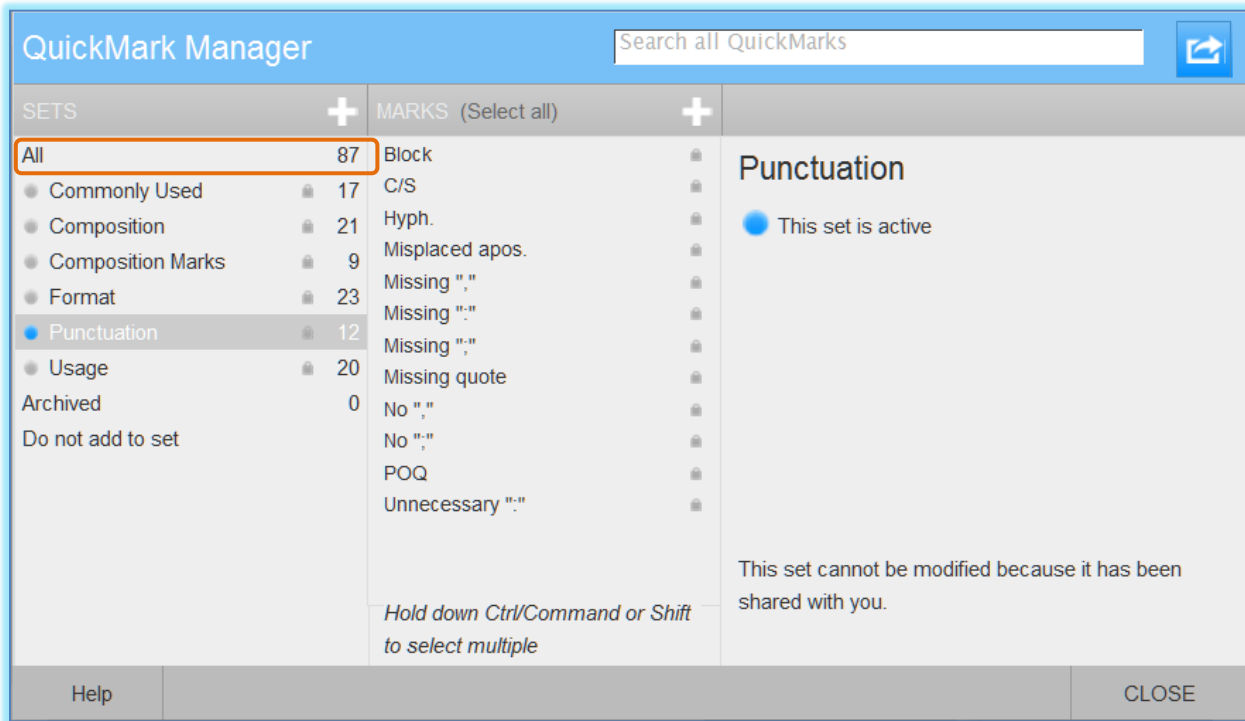


- ✚ Click the **Save** button.

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.

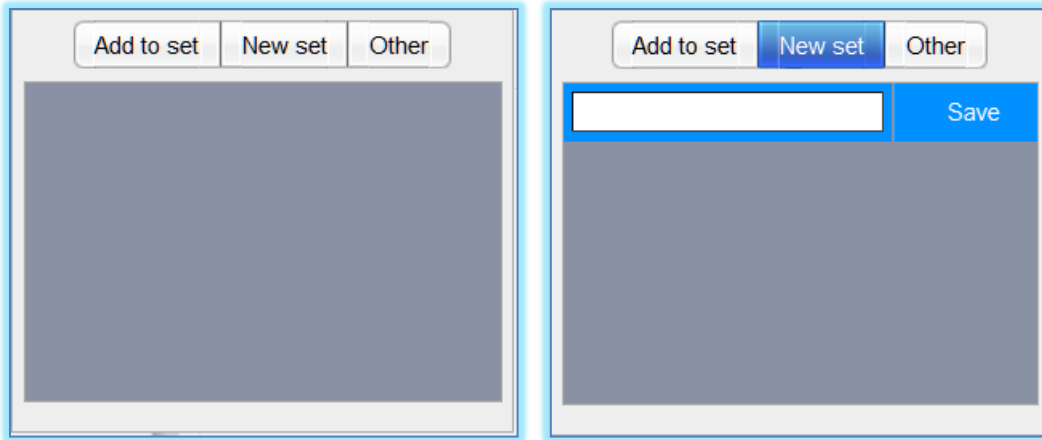
- † A message will appear saying the **Document Viewer** is opening.
- † Once this is completed, the **GradeMark** window will display.
- † Click the **QuickMark** icon (see illustration top right). This icon appears at the bottom of the **QuickMark Sidebar**.
- † Click the **QuickMark Manager** icon (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 left).
- † Enter a name for the set (see illustration below right).
- † Click the **Save** button.



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).



QuickMark Manager

Search all QuickMarks

↗

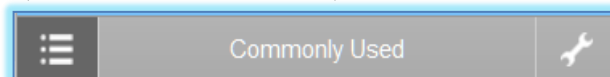
SETS	+	MARKS (Select all)	+
All	87	Block	🔒
<input checked="" type="radio"/> Commonly Used	17	C/S	🔒
<input type="radio"/> Composition	21	Hyph.	🔒
<input type="radio"/> Composition Marks	9	Misplaced apos.	🔒
<input type="radio"/> Format	23	Missing ","	🔒
<input checked="" type="radio"/> Punctuation	12	Missing ":"	🔒
<input type="radio"/> Usage	20	Missing ";"	🔒
Archived	0	Missing quote	🔒
Do not add to set		No ","	🔒
		No ":"	🔒
		POQ	🔒
		Unnecessary ":"	🔒

Make this the active set

This set cannot be modified because it has been shared with you.

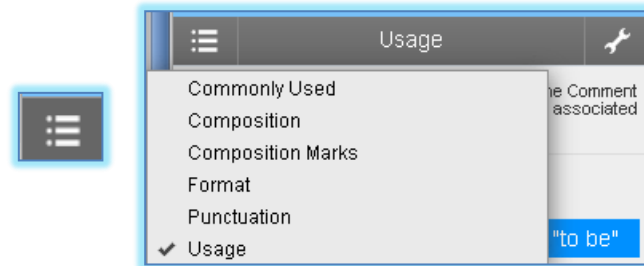
Help
CLOSE

- † 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).



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).



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.

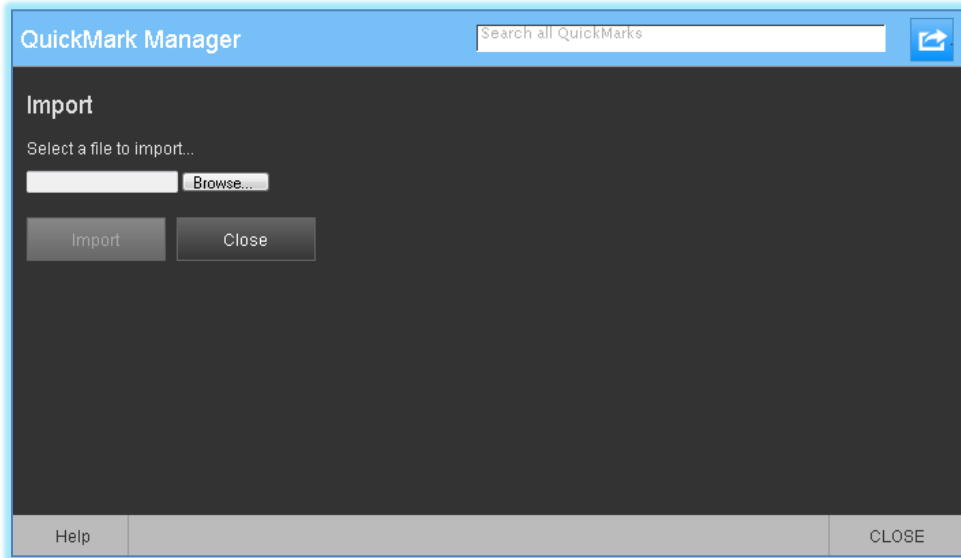


Import QuickMark Set

- † 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).

