

## GRADEMARK-DELETE RUBRICS

- ✚ 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
<b>Use PowerPoint in Classroom</b>					
PAPER	15-May-2013 8:45AM	22-May-2013 11:50PM	23-May-2013 12:00AM	1/3 submitted	<b>View</b> 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
<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.
- ✚ Several pre-defined comments will display in the **QuickMark Gallery** on the right side of the window.
- ✚ Click the **Rubric** button (see illustration below top left). This icon appears at the bottom of the **QuickMark Sidebar**.

QM [comment] [list] [grid] Previous Version [wrench]

Enter rubric name here

- Create new rubric
- Duplicate this rubric
- Rename this rubric
- Delete this rubric

Rubrics

Enter rubric name here

- ✚ Click the **Rubric Manager** button (see illustration above bottom left).
- ✚ The **Rubric** window will display.
- ✚ Click the **Rubric List** icon (see illustration above right). This is the button in the upper-left corner of the window.
- ✚ Select the **Rubric** that is to be deleted from the assignment. The names will appear in the area where it says **Enter rubric name here**.
- ✚ Click the **Rubric List** icon again.
- ✚ Click the **Delete this rubric** link (see illustration above right).