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).

Click on the GradeMark icon for the paper where the comment is to be added (see illustration below).

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.

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).