## GRADEMARK-DELETE RUBRICS

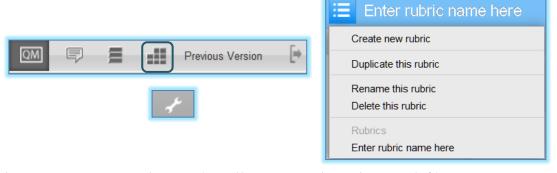
- † Click on the name of the class where the comment is to be inserted.
- † Click the **View** icon to the right of the **Assignment Name** (see illustration below).



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).