

GRADEMARK

View Papers

Students have the capability of viewing marked and graded submissions after the assignment post date has passed. Before that time, students will receive a Service Not Available message.

✚ Click the **Class Name** for which the **GradeMark** is to be viewed (see illustration below).

Siena Heights University				
Class ID	Class name	Instructor	Status	Drop class
6422387	PowerPoint	Wanda House	Active	
5306767	Software for Educators	Wanda House	Active	

✚ The **Assignments** page will display (see illustration below).

Assignment Inbox: PowerPoint				
	Info	Dates	Similarity	
Use PowerPoint in Classroom		Start 15-May-2013 8:48AM Due 22-May-2013 11:59PM Post 23-May-2013 12:00AM	0%	Submit View
Assistive Technology		Start 15-May-2013 9:28AM Due 22-May-2013 11:59PM Post 23-May-2013 12:00AM	62%	Submit View

✚ Click the **View** button to the right of the **Assignment**.

✚ The **GradeMark** window will display.

✚ Move the cursor over each **QuickMark** to view it.

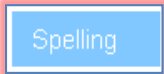







✚ To view the **QuickMark** list, click the **QuickMark** icon in the bottom right side of the window (see illustration at right).



Document Viewer Window

This window is used to view comments and QuickMark elements that have been added to a paper by the instructor. The table below describes the different elements of this window.

Element	Description
<p>Assignment Drop Down and Navigation</p>	<p>This menu is used to navigate between different assignments that were submitted by the student. Only the papers for that student will be available. This item appears directly above the tabs for Originality Report, GradeMark and PeerMark.</p>
<p>Comment Button</p>	<p>Comments appear in two formats; bubble or text (inline). The image in the box at the left is how the bubble comments will appear unless the instructor has given the Comment a name. To view the comment, move the mouse pointer over the bubble.</p>

Element	Description
QuickMark 	These are predefined comments or comments that have been given a name by the instructor. They can be viewed by moving the mouse pointer over the comment.
Paper Info 	Click this button to display information about the paper, such as the Paper ID, Date and Time of Submission, Word Count, and Character Count
Print/Download 	To download a copy of the paper as it is currently displayed, click this button. The paper is saved as a PDF file so it can be printed, if desired.
Paper Zoom 	This button is used to zoom between multiple magnifications of the paper. They range from 85% to 175%.
General Comment 	Click this button to view the general comments about the paper.
Comment List 	This option is used to view all the comments that have been added to the paper.
Rubrics 	To display the Rubric Scorecard for the paper, click this button.
Hide Column 	Use these buttons to hide the sidebar and only view the content of the paper.