

Marks and Comments

The GradeMark system contains several tools and types of mark that instructors can use in grading and assessing papers. These include:

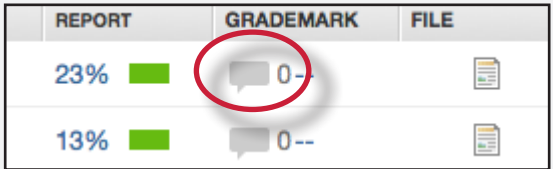
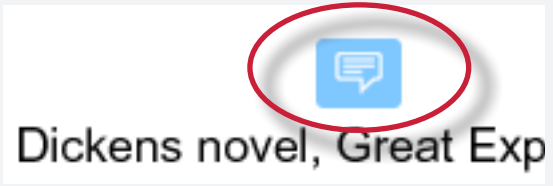
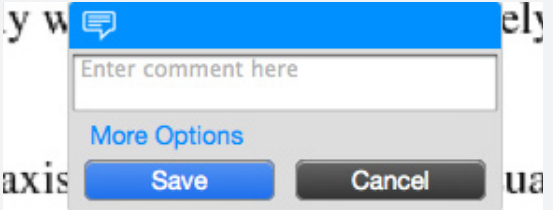
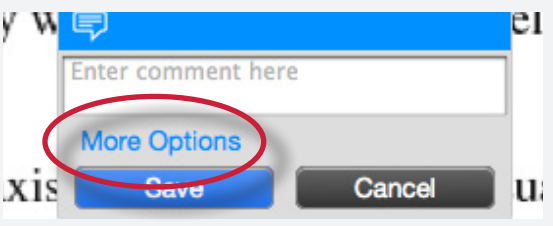
- comments
- inline comments
- QuickMark comments
- rubric scorecards
- general comments

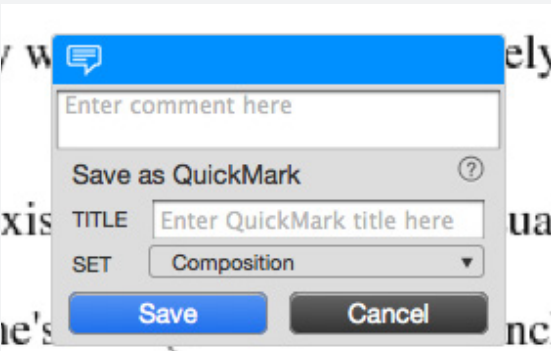
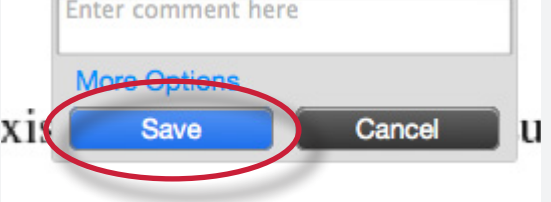
Comments

A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment might be:

"Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper."

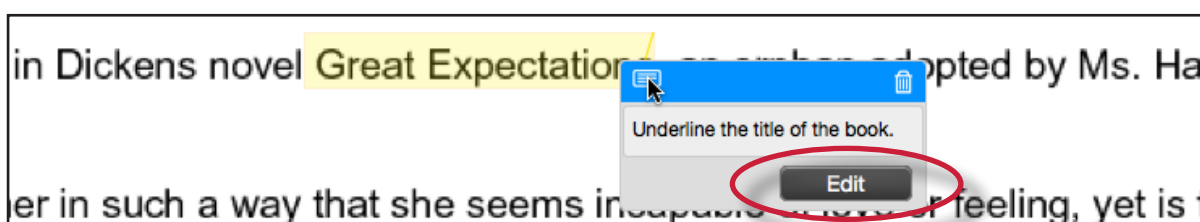
A comment may be up to one thousand characters in length.

Adding a comment to a paper:	
1. Click on the GradeMark icon for a submission to access the interface	
2. Click on the point on the paper to add the comment to	
3. Enter text into the text field of the comment bubble	
4. (Optional) If you would like to make this comment into a reusable QuickMark comment, click on the <i>More Options</i> button	

Adding a comment to a paper:	
4B. (Optional) Enter a title for the QuickMark. This title will be displayed on the paper. Select a set to add this QuickMark to by clicking on the <i>Set</i> drop down menu. Click <i>Save</i> to save the comment as a QuickMark Note: QuickMark comments that are not added to a set will be located within <i>All</i> in the QuickMark manager	
6. Click the <i>Save</i> button to save the comment	

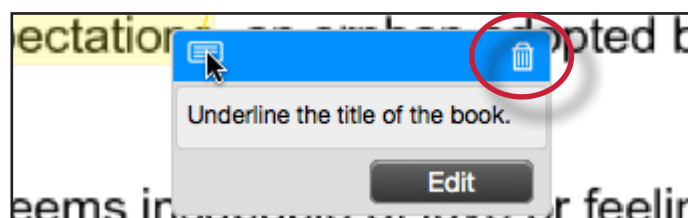
The comment will be added to the paper.

The comment can be edited at any time by hovering the cursor over the mark for the comment and then clicking the *Edit* button. Edit the comment and click *Save* to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location.



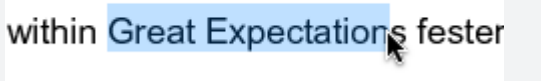
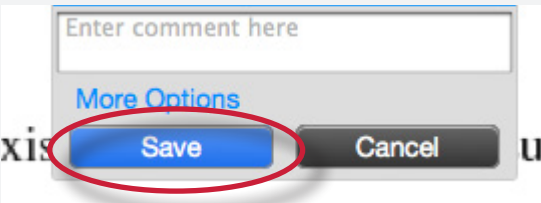
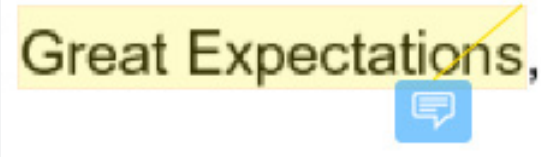
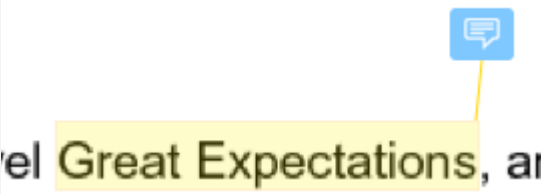
Deleting a Comment

A comment and the associated mark can be deleted by clicking on the mark symbol on the paper. Click on the trash can icon at the top right of the comment bubble to delete the mark from the paper.



Highlighting Text for a Comment

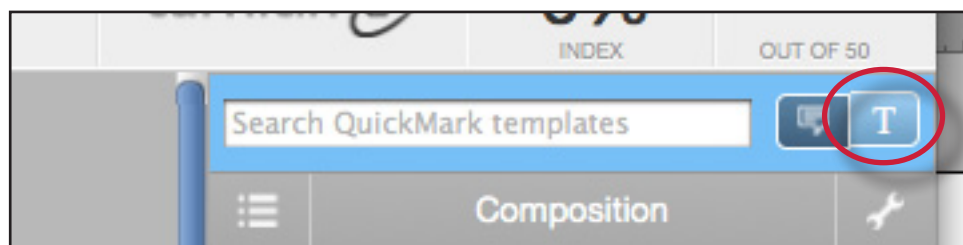
An instructor can associate a highlighted section of text with a comment to reference a specific area of text.

To associate a highlight with a comment:	
1. Within the GradeMark interface select the text of the paper	
2. Click anywhere within the highlighted text to open up a comment bubble	
3. The selected text will be highlighted and the comment is placed where the highlighted section of text was clicked. Enter the comment into the text field of the comment bubble	
4. Click the <i>Save</i> button to save the comment	
5. The comment icon will appear where the highlight was clicked. The comment icon can be moved away from the highlight and still be associated with the highlight by a connecting yellow line	
6. To move the comment icon click on the icon and drag it to the new location, release the held click	

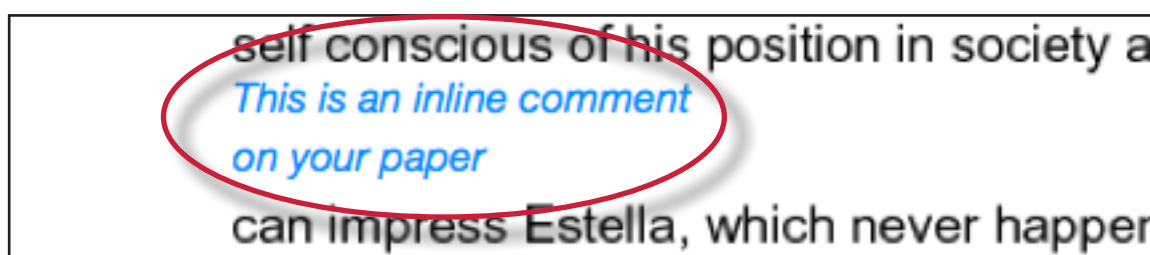
Inline Comments

Inline comments allow instructors to add marks directly onto the paper. The inline comment appears as type overlaid on the paper.

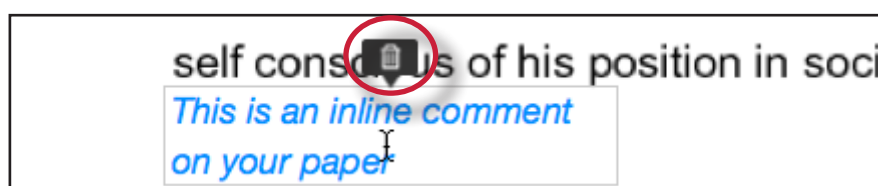
To add an inline comment, click on the type tool button within the sidebar.



The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlighted box over which typing may be done. When finished, click elsewhere on the paper. The inline comment will appear as blue text directly on the paper. To edit an inline comment click directly on the inline comment's text and adjust the comment accordingly.



An inline comment can be deleted by moving the cursor over the comment and then clicking on the trash can icon that appears above of the inline comment. Deleted comments can be recovered by clicking on the *Undo* button at the bottom of the document viewer.

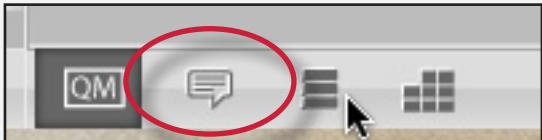
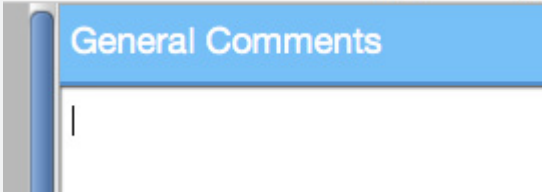


The inline comment can be moved by clicking on the inline comment's gray border and dragging the comment to a new location on the page. The cursor will transform into a hand notifying the user that a click will enable the inline comment to be moved. Releasing the mouse will affix the inline comment to the new location on the page.



General Comments

An instructor is able to write a general comment regarding a paper. The general comment tool allows for a longer, less area-specific feedback to be provided to the paper's author.

To add a general comment:	
1. Click on the general comments icon at the bottom of the GradeMark sidebar.	
2. Click on the <i>Edit</i> button	
3. Type in the comment within the provided text box	
4. Click <i>Save</i> to save your comment	

The general comment will be part of the printable version of the GradeMark page for student users, or can be viewed online by the student by clicking on the general comment icon at the bottom of the GradeMark sidebar.