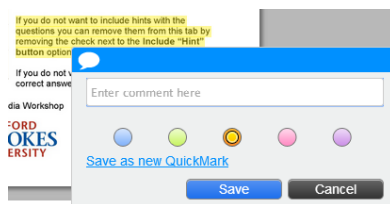


## Using GradeMark comments

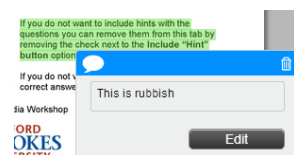
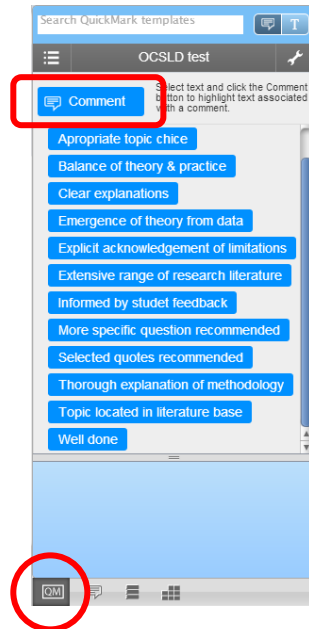
Comments are similar to the hand written notes you would add to the margin of a student assignment. Comments can be up to 1000 characters in length and can be pinned to a particular part of the assignment. There is no limit to the number of comments you can add to an individual assignment.

Open the GradeMark interface by clicking on the pencil icon in the Submission inbox. Make sure that the **QM** button is selected at the bottom of the right hand pane.

Highlight the text that you want to attach the comment to in the left hand pane and then click on the **Comment** button at the top of the right hand pane.



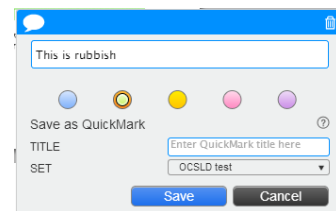
A pop-up box will appear where you can type your comments and choose a colour to display your comments in (this is useful if there are several markers commenting on the same assignment). Simply click the **Save** button when you are done.



To alter the comment click on the comment icon in the text and then click on the **Edit** button in the pop-up box that appears. As before make your edits and then save your changes.

Comments can be moved by clicking and dragging the comment icon to a new location. The highlighted text will remain the same but the comment will be connected to it by a coloured line.

If you want to reuse a particular comment, click on the **Save as new QuickMark** link. Give your comment a **Title** and choose the QuickMark **Set** that you want to add it to from the dropdown menu. Then click the **Save** button. If you do not choose to add your comment to a Set it will be added to the **All** category in the QuickMark manager.



You can also add floating comments that are not attached to a specific piece of text, just click anywhere within the left hand pane to add a floating comment.

Comments can be deleted using the delete icon in the pop-up box.

