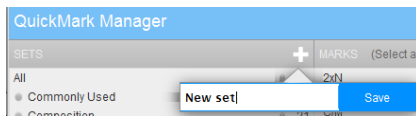
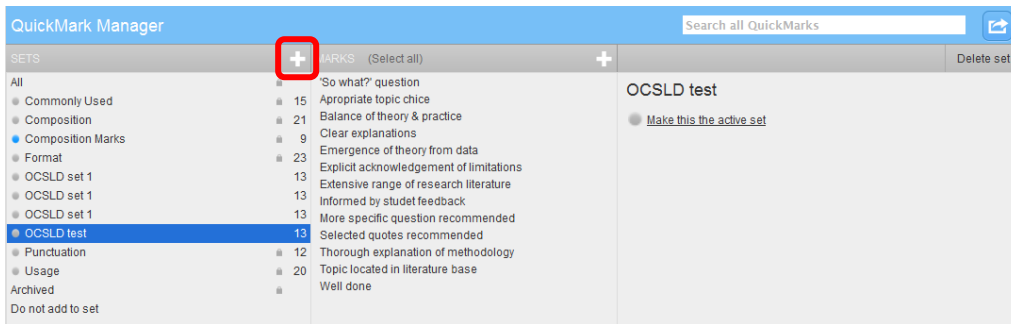
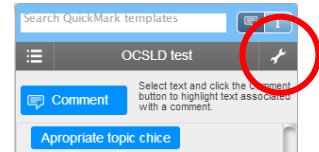


How to create a QuickMark set

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.

Click on the spanner icon to access the **QuickMark Manager** area.

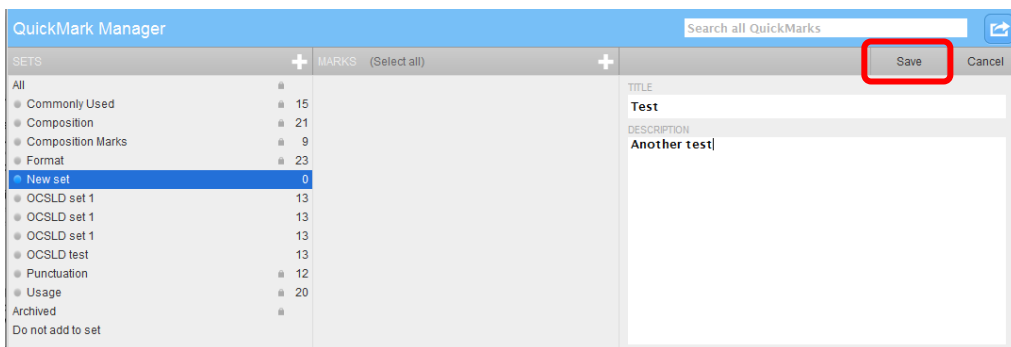
Click on the **+** icon at the top of the **Sets** column.



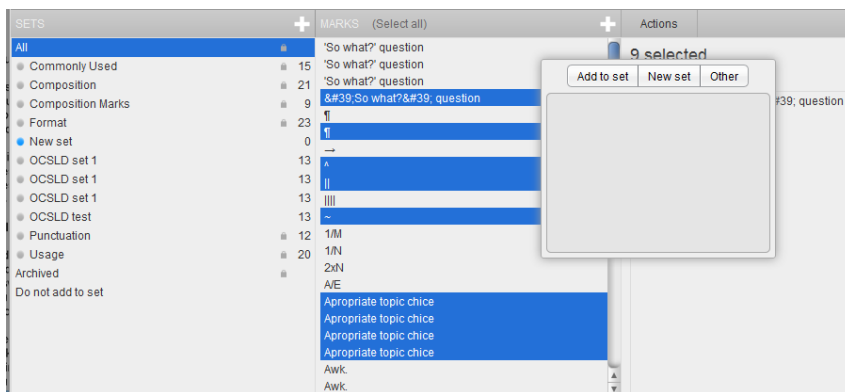
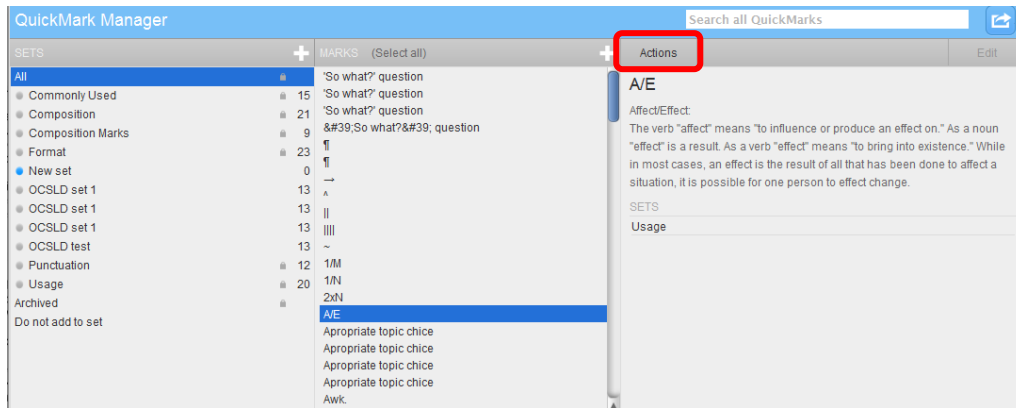
Add a **Title** for your QuickMark set into the box that appears and then click on the **Save** button.

The new empty set will now appear in the list of sets.

Click on the new set and then click on the **+** icon at the top of the **Marks** column. Enter a **Title** and a **Description** for the new mark and then click on the **Save** button. Repeat this process to add further new marks to the set.



If you want to create a new set from pre-existing marks click on **All** at the top of the **Sets** column. This will display all of the marks from all of the sets in the **Marks** column. Click on the marks you want to include whilst holding down the Ctrl button on a PC or the Command button on a Mac. Once the appropriate marks are highlighted, click on the **Actions** button.



Click on the **New set** button and then add a **Title** for your QuickMark set into the box that appears and click on the **Save** button.

Once again the new set will appear in the list of sets in the QuickMark Manager area.