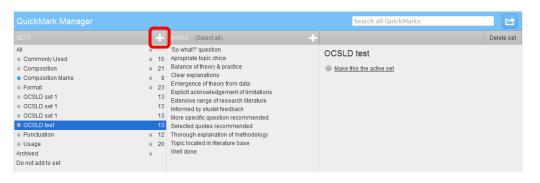
## How to create a QuickMark set

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.



	QuickMark Manager								
				(Select a					
	All		2xN						
ł	Commonly Used	New set							
ļ	Composition	a 21	GIW						

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

OCSLD test Select text and click the button to highlight text a with a comment.

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

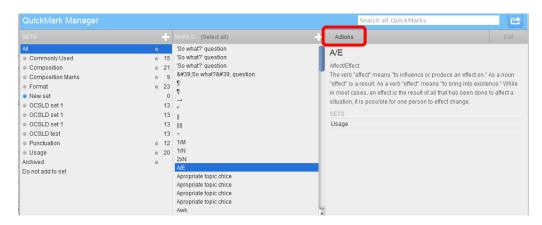
Click on the new set and then click on the + icon at the top of the **Marks** column. Enter a **Title** and a **Description** for the new mark and then click on the **Save** button. Repeat this process to add further new marks to the set.

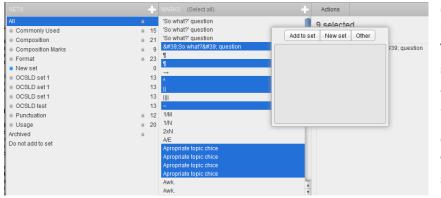
QuickMark Manager		Search all QuickMarks				
		MARKS (Select all)			Save	Cancel
All	8			TITLE		•
Commonly Used	n 15			Test		
Composition	iii 21			DESCRIPTION		
Composition Marks	ii 9			Another test		
Format	ii 23					
New set	0					
OCSLD set 1	13					
OCSLD set 1	13					
OCSLD set 1	13					
OCSLD test	13					
Punctuation	n 12					
Usage	iii 20					
Archived	<u>n</u>					
Do not add to set						

Abigail Ball, Digital Services



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.

Abigail Ball, Digital Services

