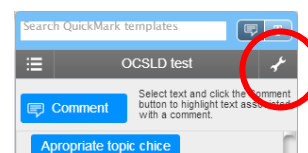


## Exporting and Importing QuickMark sets

QuickMark sets are not associated with a particular assignment or module; they are associated with an individual. If the module leader creates a QuickMark set, he or she will need to export that set and email it to the marking team. Each member of the marking team will then need to import the QuickMark set into their own QuickMark Manager area before they can use it to mark the assignments.

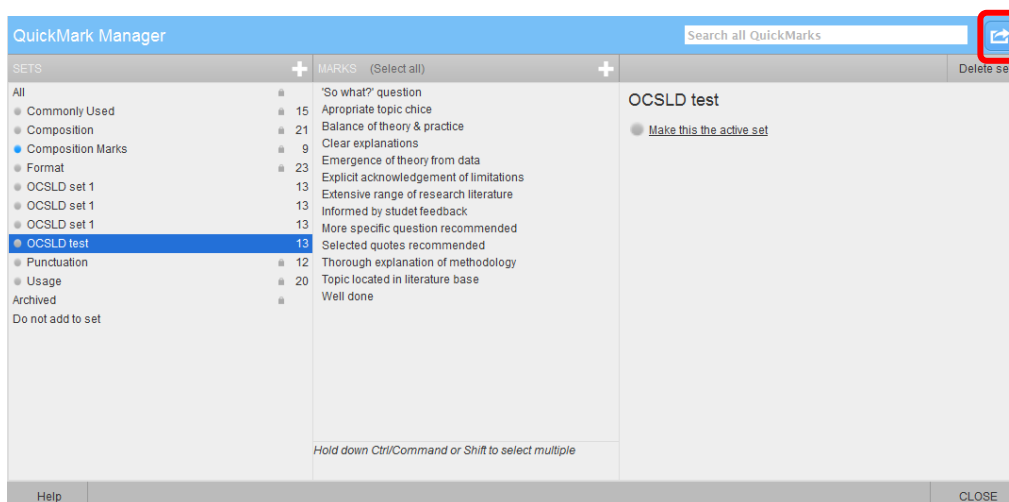
### Exporting

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 title of the QuickMark set you want to export from the **Sets** column.

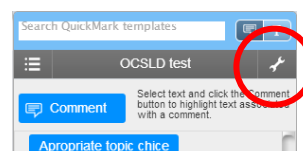


Click on the **import/export** button in the blue bar at the top right of the QuickMark Manager area and choose **Export Set** from the drop down menu. A dialogue box will appear asking if you want to save the file. Click on **OK** to complete the process. You will not be able to open the resulting .qms file outside of GradeMark but you should save it to your My Documents area. To email it to your colleagues simply attach it to an email in the usual way.

### Importing

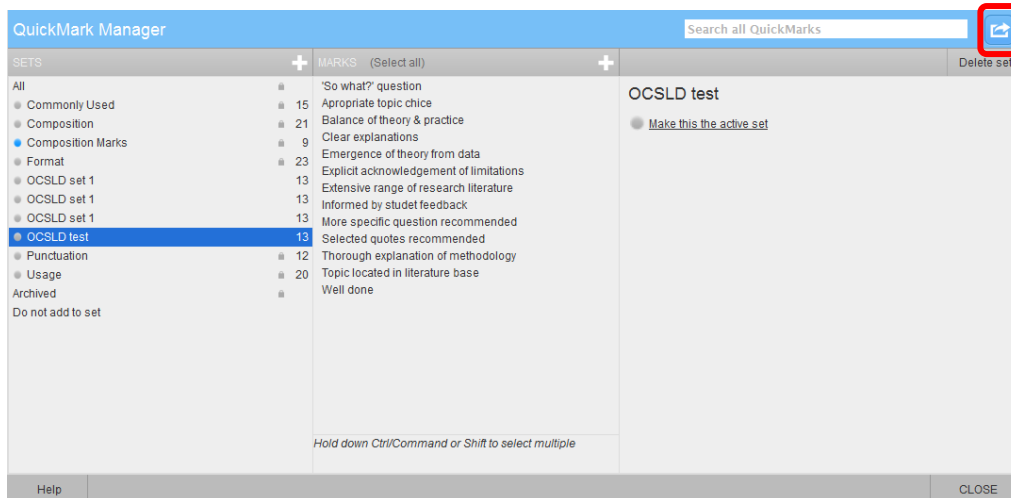
To import a QuickMark set that you have been emailed, firstly save the file to your My Documents area.

Secondly open the GradeMark interface by clicking on the pencil icon in the Submission inbox. Make sure that the **QM** button is

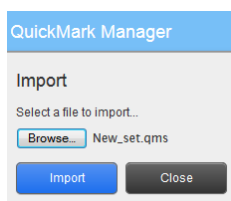


selected at the bottom of the right hand pane.

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



Click on the **import/export** button in the blue bar at the top right of the QuickMark Manager area and choose **Import Set** from the drop down menu.



Click on the **Browse** button and navigate to where you have saved the file in your My Documents area. Choose the .qms file (you will not be able to import any other file types) and click on the **Import** button to complete the process.

To import additional QuickMark sets repeat the above. Click on the **Close** button to finish. The sets will then be added to the **Sets** column in the QuickMark Manager area.