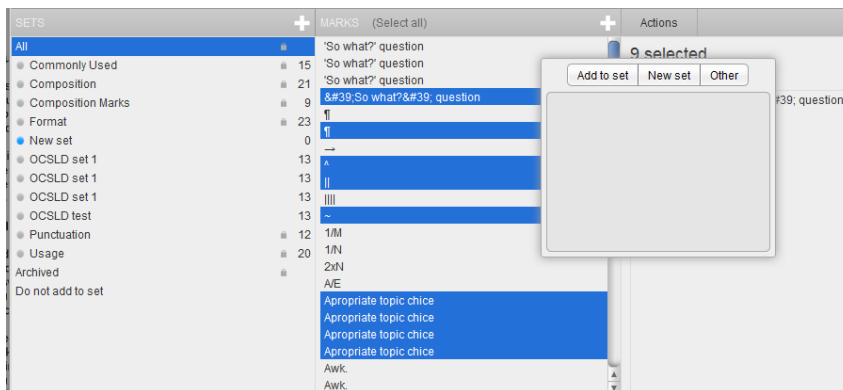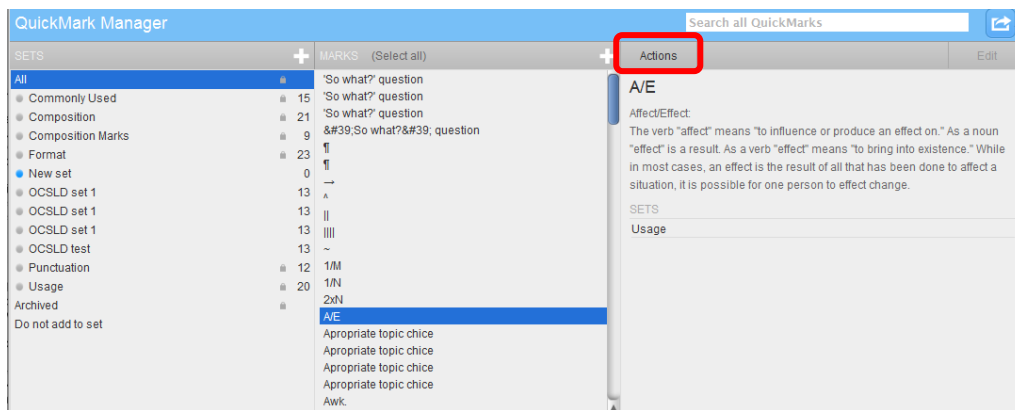# Copying marks to an existing QuickMark set

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 title of the set containing the mark that you want to copy in the **Sets** column. Click on the **Title** of the mark that you want to copy in the **Marks** column (you can choose more than one 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 **Add to set** button then choose the set that you want to copy the marks to from the drop down list.

Abigail Ball, Digital Services

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