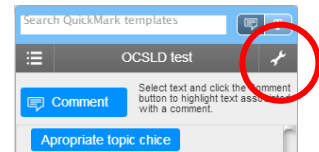


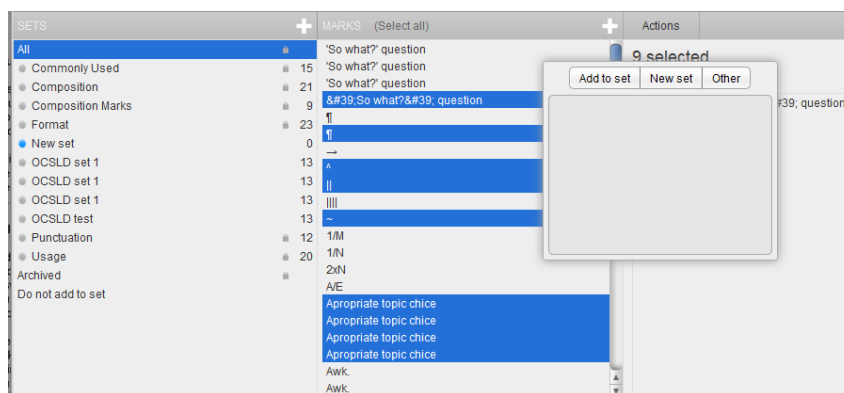
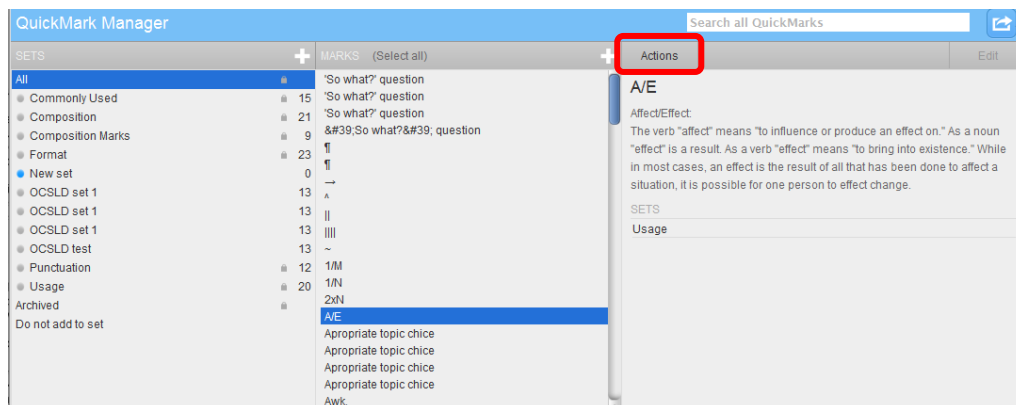
Archiving or removing a QuickMark from a set

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 archive or remove in the **Sets** column. Click on the **Title** of the mark that you want to archive or remove 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 **Other** button then choose either **Archive** or **Remove from this set** from the menu that is displayed.

Archiving a QuickMark will remove it from ALL QuickMark sets.

Removing a QuickMark will remove it from THE ACTIVE QuickMark set. Individuals can only archive or remove their own QuickMarks. It is not possible to delete QuickMarks. If you are part of a marking team we recommend that you do not archive or remove QuickMarks.

Please note: If a padlock icon shows next to a mark it cannot be archived or removed. It is either a default mark from Turnitin or a shared mark within the institution. Currently we do not have any of these but this is likely to change with the increased use of GradeMark at OBU.