

Using GradeMark inline comments

Inline comments enable you to add comments directly into an assignment. The text appears in a text box rather than as a bubble.

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 **T** at the top of the right hand pane to switch to inline comments. Do not click the Comment button as this will change the comment to the bubble format.

Fill in the Title box (this is the title of the quiz not the question from the box marked Q. Add the question to question type from the drop down menu (Quiz will delete this option). Click on the Save icon when you have finished.

Multiple-choice

My comment

Add the answer options to the Answers box and any feedback to the Feedback boxes. Choose the correct answer by putting a tick in the appropriate Settings for you want to add more options use the arrow buttons to scroll down the page.

Click in the assignment where you want to add your inline comment. A small text box will appear which you can then start typing into. Once you have added some content a **Delete** icon will appear next to the text box.

You can use this to remove the inline comment. If you have deleted an inline comment by mistake you can reinstate it using the **Undo** button which will appear at the bottom of the left hand pane.

Inline comments can be moved by clicking and dragging the comment box to a new location. To edit or amend an inline comment, simply click in the box and start typing again. Once you have finished typing the inline comment click elsewhere on the assignment pane to save it.

You cannot add inline comments to QuickMark sets and you cannot format the text colour as you can with bubble comments. Bear this in mind if there are several markers working on the same assignment.

