

Adding Comments while Marking

The GradeMark system contains several tools and types of mark that lecturers can use in grading and assessing papers. These include:

- comments
- inline comments
- QuickMark comments
- rubric scorecards (Avondale is not using this as part of the Pilot Project)
- general comments

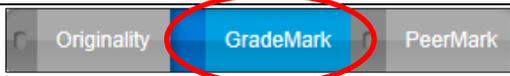
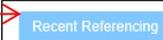
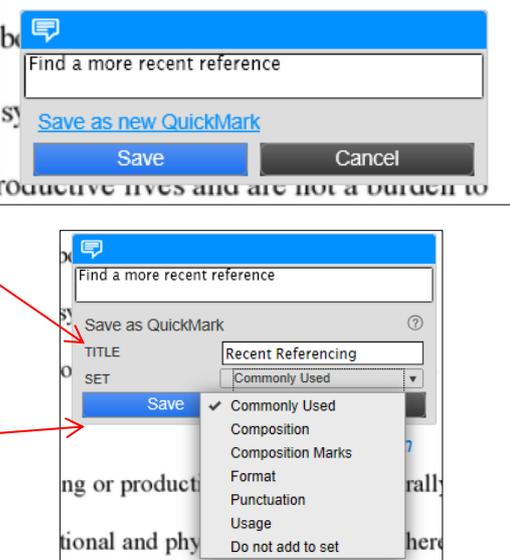
Comments

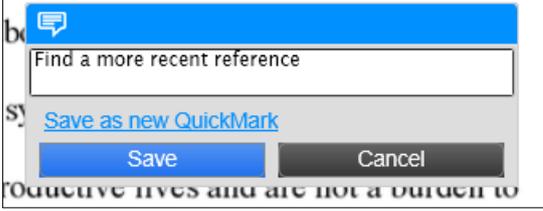
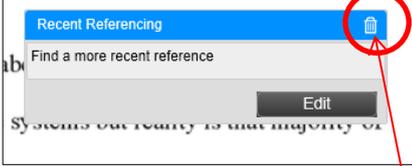
A comment is equivalent to the notes that a lecturer may write in the margins of a paper. A comment might be:

“Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper.”

A comment may be up to one thousand characters in length.

ADDING A COMMENT TO A PAPER:

<p>Click on the "GradeMark" icon for a submission to access the interface</p>	
<p>Click on the Comment icon to type your own comment</p> <p>Click on the point on the paper to add the comment to</p>	
<p>Enter text into the text field of the comment bubble (you can click and drag the comment to reposition it)</p> <ul style="list-style-type: none"> - (Optional) If you would like to make this comment into a reusable QuickMark comment, click on 'Save as new QuickMark' - (Optional) Enter a title for the QuickMark. This title will be displayed on the paper.  - Select a set to add this QuickMark to by clicking on the "Set" drop down menu. - Click "Save" to save the comment as a QuickMark (Note: QuickMark comments that are not added to a set will be located within "All" in the QuickMark manager) 	

<p>If you have not chosen to create your comment reusable - Click the "Save" button to save the comment</p> <p>The comment will be added to the paper and appear as a 'comment mark'.</p> 	
<p>The comment can be edited at any time by hovering the cursor over the mark for the comment and then clicking the "Edit" button. Edit the comment and click "Save" to save any changes made to the comment.</p> <p>To move a comment, click and hold on the mark symbol and drag the icon to a new location.</p>	

DELETING A COMMENT

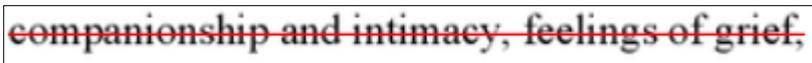
A comment and the associated mark can be deleted by clicking on the mark symbol on the paper. Click on the trash can icon at the top right of the comment bubble to delete the mark from the paper.

ADDING A COMMONLY USED COMMENT

<p>GradeMark includes a selection of commonly used comments.</p>	
<p>Each Commonly Used category/set includes its own selection of comments</p> <p>To view the actual comment hover the mouse over each comment title and view the comment at the bottom of the GradeMark sidebar.</p>	

STRIKING THROUGH TEXT

A lecturer can strike through text within GradeMark by first selecting the text and then hitting either "delete" or "backspace" on the keyboard. To delete the strikethrough hover over the strikethroughed text and then click on the trash can icon that appears.



HIGHLIGHTING TEXT FOR A COMMENT

A lecturer can associate a highlighted section of text with a comment to reference a specific area of text.

Within the GradeMark interface select the text of the paper (like you would in Microsoft Word)

Click anywhere within the highlighted text to open up a comment bubble

The selected text will be highlighted and the comment is placed where the highlighted section of text was clicked. Enter the comment into the text field of the comment bubble. Select the highlight color from the 5 color options. Yellow is the default color for highlights

Click the "Save" button to save the comment

The comment icon will appear where the highlight was clicked. The comment icon can be moved away from the highlight and still be associated with the highlight by a connecting line

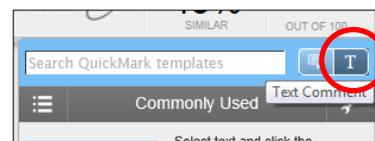
To move the comment icon click on the icon and drag it to the new location, release the held click



INLINE COMMENTS

Inline comments allow lecturers to add marks directly onto the paper. The inline comment appears as text overlaid on the paper.

To add an inline comment, click on the Text tool button within the sidebar.



Click on the paper where the comment should begin. The inline comment will show up as a light gray highlighted box over which typing may be done. When finished, click elsewhere on the paper. The inline comment will appear as blue text directly on the paper. To edit an inline comment, click directly on the inline comment's text and adjust the comment accordingly.

An inline comment can be deleted by moving the cursor over the comment and then clicking on the trash can icon that appears above of the inline comment. Deleted comments can be recovered by clicking on the "Undo" button at the bottom of the document viewer.

GENERAL COMMENTS

A lecturer is able to write a general comment or leave a voice comment regarding a paper. The general comment tool allows for a longer, less area-specific feedback to be provided to the paper's author.

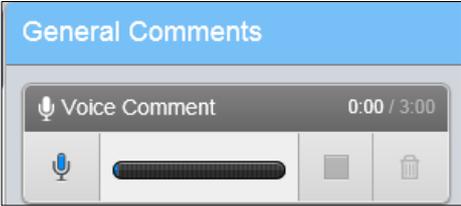
TO ADD A GENERAL COMMENT:

<p>Click on the general comments icon at the bottom of the GradeMark sidebar.</p>	
<p>Click on the pencil icon or within the text field to add your comment</p> <p>Type in the comment within the text field</p> <p>Click "Save" to save your comment</p>	
<p>The general text comment will be part of the printable version of the GradeMark page for student users.</p> <p>Note: The General Comments sidebar is the default sidebar that students see when they open up their paper in GradeMark.</p>	

VOICE COMMENT

Lecturers are able to leave a voice comment on the student's paper from within the General Comments sidebar. Just like the written general comment the voice comment allows the instructor to leave an extended comment about the paper as a whole. To leave a voice comment the instructor must first navigate to the General Comment sidebar and have a computer microphone available.

TO ADD A VOICE COMMENT:

<p>Click on the general comments icon at the bottom of the GradeMark sidebar.</p>	
<p>Click on the "record" button to begin recording the voice comment</p> <p>Note: An Adobe Flash player settings pop-up will appear asking for permission to allow Turnitin to use the computer's microphone. Select allow to be able to record a voice comment</p>	
<p>Once you have finished recording your voice comment click on the "stop" button to stop recording</p> <p>Note: A voice comment can be up to three minutes long. The length of the recording is noted in the top right corner of the Recording section</p> <p>To play back the recording before saving it click on the "play" button</p> <p>To save the voice comment click on the "save" icon</p> <p>If you would like to rerecord a voice comment after a voice comment was already saved, you must first delete the current voice comment by clicking on the trash can icon and then repeat steps</p>	

OVERVIEW OF ALL COMMENTS ADDED TO ASSIGNMENT

As comments are added to the assignment they are tracked and recorded for easy access by both the lecturer and the student.

<p>Click on the 'View all QuickMarks' icon at the bottom of the GradeMark sidebar.</p>	
<p>The Comments List provides a ready summary of how many comments have been recorded on specific pages</p>	
<p>Expand each page to view comments (this icon toggles between expanding and contracting)</p> <p>NOTE: The top icon will collapse all page summaries that are open</p>	

MOVING TO ANOTHER PAPER FOR GRADING

All papers submitted to this assignment can be readily access from the navigation bar located at the top right hand corner.

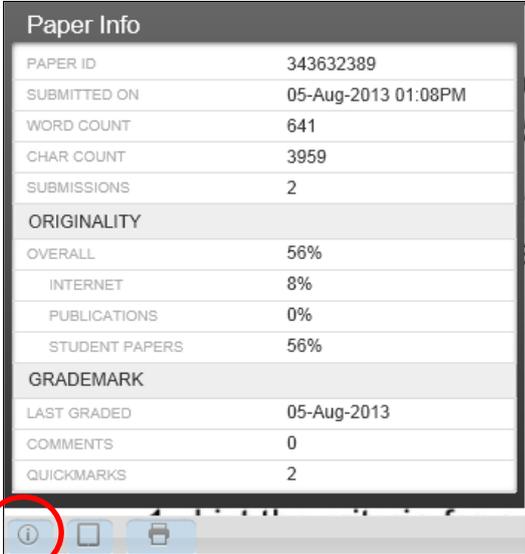


Use the directional arrows to move to the next (or previous) paper.

Use the small downward facing arrow to view all papers and to select a specific paper.

VIEWING THE DATA FOR THIS STUDENT'S PAPER

Click the Information icon located at the bottom left hand corner to view all details associated with this paper.



Paper Info	
PAPER ID	343632389
SUBMITTED ON	05-Aug-2013 01:08PM
WORD COUNT	641
CHAR COUNT	3959
SUBMISSIONS	2
ORIGINALITY	
OVERALL	56%
INTERNET	8%
PUBLICATIONS	0%
STUDENT PAPERS	56%
GRADEMARK	
LAST GRADED	05-Aug-2013
COMMENTS	0
QUICKMARKS	2