The GradeMark® digital mark-up tool allows instructors to mark and grade papers online in a paperless environment. Instructors are able to create custom sets of comments and marks for grading as well as use rubric scorecards that feature quick scoring of student papers against a list of scaled criteria created by the instructor or educational institution.

Once the post date of a paper has passed, students are able to access the marked version of the paper and view any grades, comments, marks, or requested changes noted by the instructor.

Tip: If the GradeMark icon is not available, the post date of the assignment has not been reached or the instructor has not yet graded or marked the paper. Contact the instructor for further information.

Viewing Marked Papers

To view a marked paper, the student user will need to click on the blue "View" button next to the assignment. The student GradeMark paper view will open in a separate window in which the student may view or print the grade and comment information. Not all browsers will be able to display the complete features of the GradeMark product. If a browser that is not fully supported is being used, a notification will inform the user.

GradeMark Contents

GradeMark consists of:

- **Document viewer frame**: shows the grade, the title and author of the paper. The similarity index will be displayed if the instructor has allowed students to view the Originality Report for the assignment.
- **Paper Text**: the full content of the submitted paper, including images, as well as any marks made by the instructor.
- **The GradeMark Sidebar**: displays the comment/mark list, general comments, and rubric scorecard information for the paper being viewed.

Paper Information

The paper information can be viewed by clicking on the "Information" icon at the bottom left of the common viewer.

The paper information contains: the paper ID, the date the paper was processed, the word count, the character count, the number of submissions to the assignment. The Similarity Indices will only be displayed if the instructor has allowed students to view Originality Reports for the assignment.

Marks

Marks added to a student submission appear in the body of the paper. The types of marks that an instructor can make on a student submission is a combination of any of the following:

- **Comments**: a comment is equivalent to the note an instructor would write in the margins of a paper.

- **QuickMark(SM)**: QuickMark comments may be used by an instructor to easily place notice of a complex or frequently used grammar, punctuation, or formatting issue.
- **a Rubric**: the "rubric scorecard" icon located at the bottom of the sidebar allows a student to view any rubric scorecard information added to the paper by the instructor.
- **General Comments**: a general comment can be added to a paper by the instructor to write a longer statement or overall review and assessment in greater depth without reference to specific marks on the paper.

Viewing Marks

Student users are able to view the full information of a comment or QuickMark editing mark in multiple ways.

The primary method is using the mouse. The student will need to locate and click on a comment bubble on the paper. This will select the mark in question and open the comment attached to it, as well as emphasizing any highlight associated with the comment.

To view a QuickMark editing mark, the student user must move the mouse pointer over the mark to view the full information of the text associated with the mark.

When a student opens a paper in GradeMark the general comments is the default sidebar view.

To view a full list of comments the student user must click on the "Comment List" icon located at the bottom of the sidebar.

Clicking on the "Comment List" icon opens a scrollable window of all comments or marks placed on the paper within the sidebar. To view the location of a mark on the paper, hover over a comment or mark in the comment list and click on the "Show on Paper" link that appears.

To view the rubric scorecard for the paper click on the "Rubric" icon.

The grade is displayed in the top-right corner of the document viewer. If students are allowed to view the Originality Report for the assignment the Similarity Index will be displayed in the top-right corner as well.