QuickMark^{SM} Comments

The QuickMark comments are commonly used or standard editing marks that instructors can utilize when editing and grading papers. The number and type of the QuickMark comments added to each paper in an assignment is tracked by the *Statistics* assessment tool available within the paper information window.

These marks are stored in sets found in the QuickMark Manager. The marks are added to a student paper from the QuickMark Sidebar. The GradeMark system automatically provides four QuickMark sets consisting of commonly used ed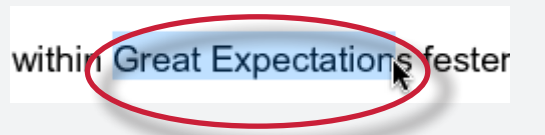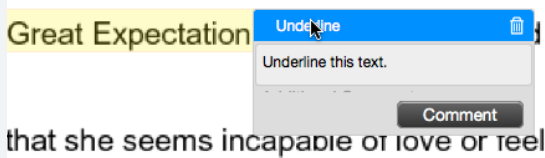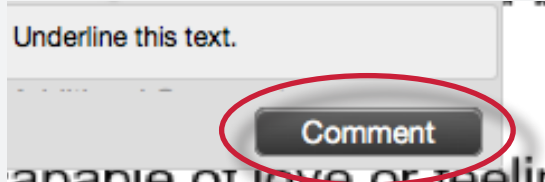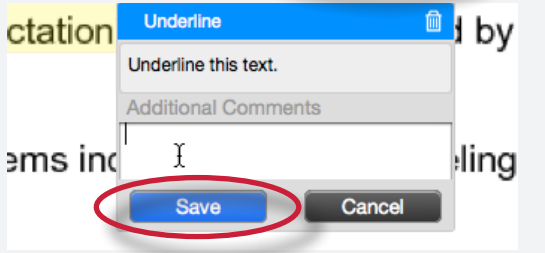iting marks and standard corrections. Instructors can use these sets, create sets of their own, access a set shared by the Turnitin account administrator, upload a set provided by another teacher, or draw from a combination of sets.

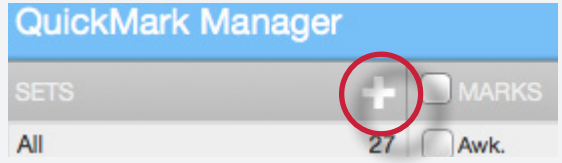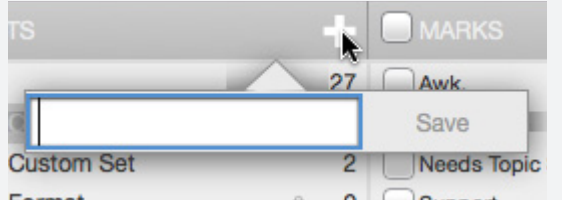| To select the active QuickMark set for the QuickMark sidebar:	
1. Click on the QuickMark Manager icon	ch QuickMark templates My Marks Comment — Select text and click the Comment button to highlight text associated with a comment.
2. The active set has the circle next to its name filled in with blue. Click on the name of the set to add to the sidebar	● Composition — 21 ● Composition Marks — 9 ● Format — 23 ● My new set — 3
3. Click the *Make this the active set* link in the far right column	Format Make this the active set
4. Close the library by clicking on the *Close* link in the bottom right corner of the QuickMark Manager. The QuickMark comments within the active QuickMark set will now be displayed in the QuickMark sidebar	Close

To change the active QuickMark set without opening the QuickMark Manager, click on the QuickMark set list icon to the left of the active set name and select the set to use to mark up the paper.
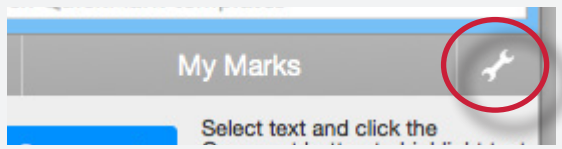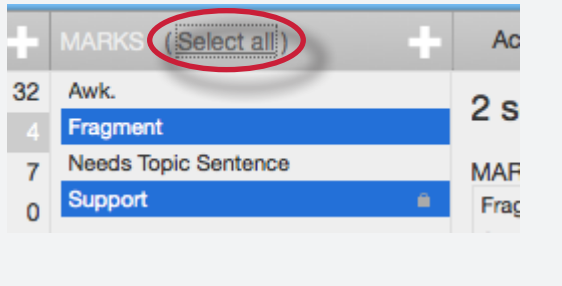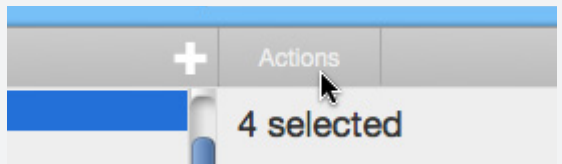
Composition Marks
Commonly Used
Composition
✓ Composition Marks
Format

Select text and click the Comment button to high associated with a comm

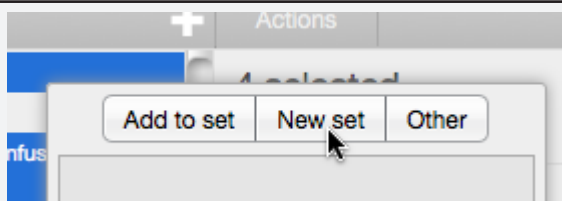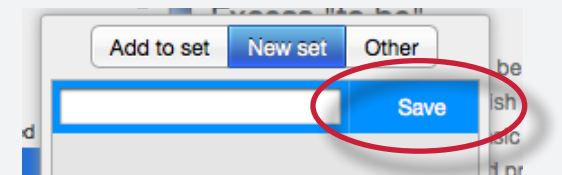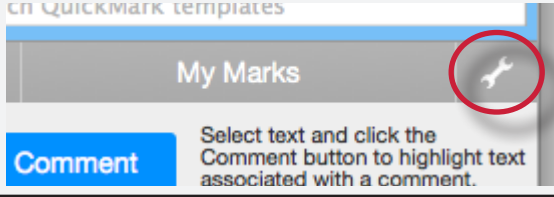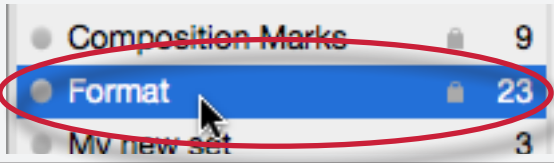|	
To add a QuickMark editing mark to a paper:	
1. If the QuickMark sidebar is not open, Click on the *QuickMark* button below the sidebar	
2. Click the QuickMark comment to add it to the center of the paper or click and drag the comment to the desired location on the paper. Hovering over a QuickMark will display the description of the mark in the blue tinted area below the QuickMark sidebar	
3. To associate a highlight with a QuickMark comment, select the text on the paper and then click on the QuickMark comment on the sidebar	
4. The QuickMark comment will automatically be placed at the end of the highlight	
5a. (Optional) Instructors can add additional comments to a QuickMark by clicking on the Comment button while hovering over a QuickMark comment	
5b. (Optional) Enter the comment in the text box and click *Save* to add the additional comment to the QuickMark	

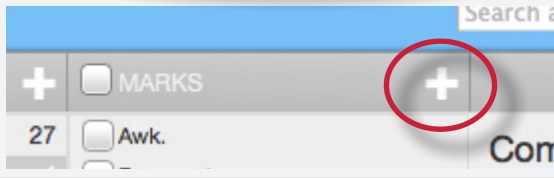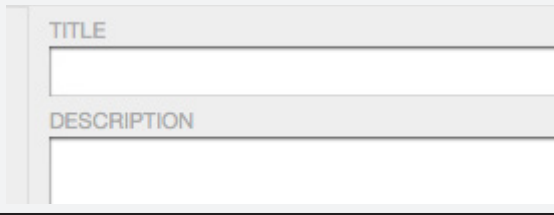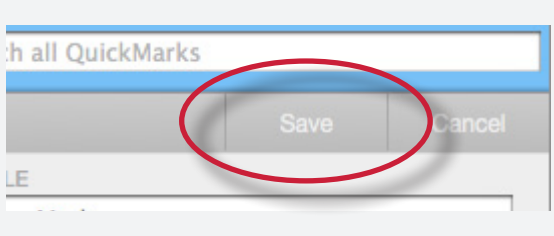## Creating QuickMark Sets

To create a new empty QuickMark set:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
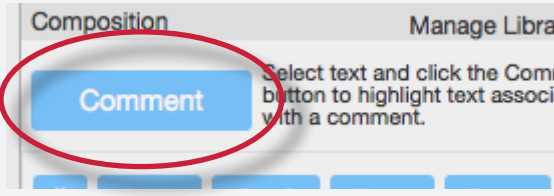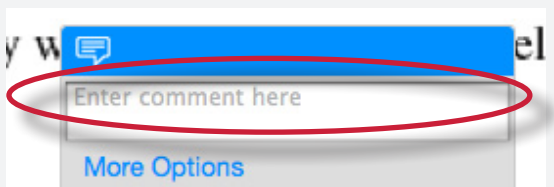
To create a new empty QuickMark set:	
2. Click on the "+" icon to the right of the SETS column header	
3. Enter the title for the new QuickMark set and then click *Save*	

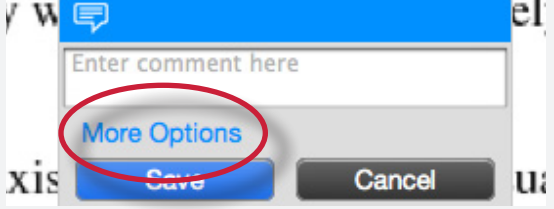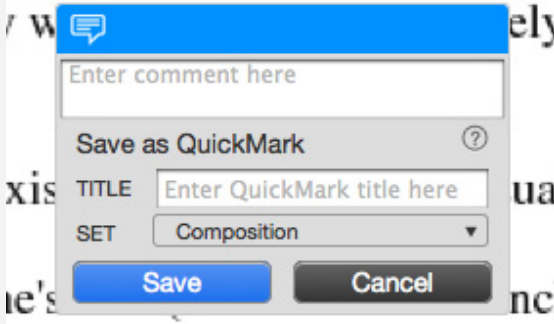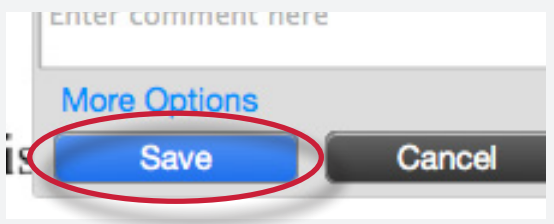| To create a new set from selected marks:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on *All* above the set names	
3. Every QuickMark throughout all sets will be listed within the MARKS column. Select the Marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the *Select all* link	
4. Click on the Actions link to the right of the MARKS column	
5. Click on the *New set* button	
6. Enter a name for the new set and then click on the *Save* button. The new set will be created with the marks that were selected	

Creating QuickMark Comments

Instructors can create their own QuickMark comments in the QuickMark Manager or transform a regular comment on a paper into a QuickMark. This allows instructors to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.
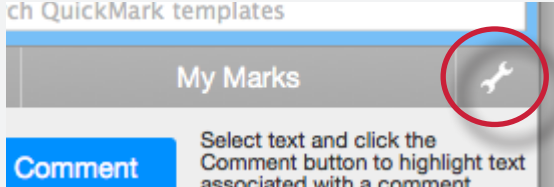
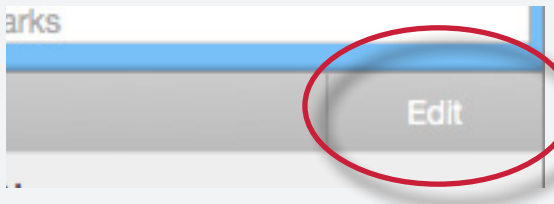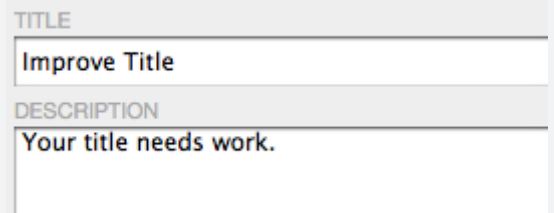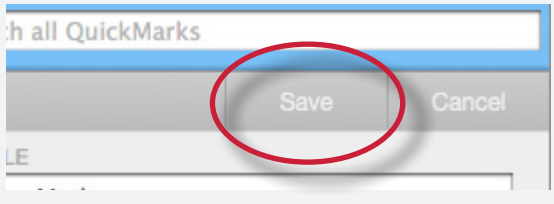| To create a new QuickMark:	
1. Click on the QuickMark Manager icon from the QuickMark sidebar	
2. Click the name of the set to add a new QuickMark to	
3. Click the "+" icon next to the MARKS column header	
4. Enter the following information for the new mark: • a title • a description	
5. Click *Save* to save the new QuickMark symbol into the selected set	

To create a new QuickMark from a regular comment made to a paper:	
1. Click on the *Comment* button on the side bar or click anywhere on the paper to add a comment to the paper	
2. Enter the comment description within the text field	

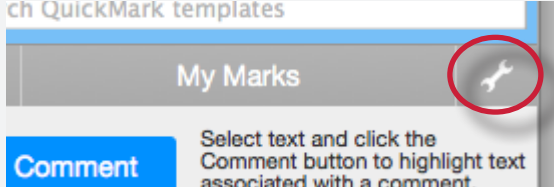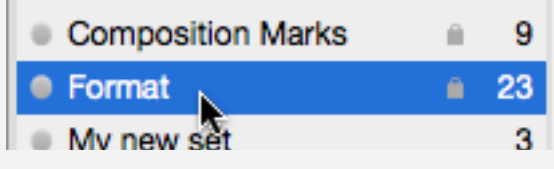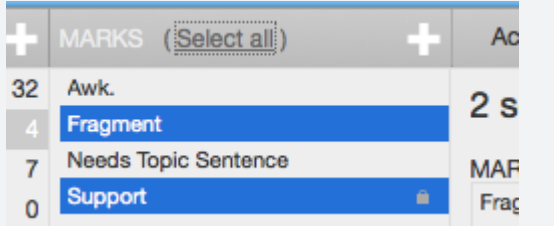|	
To create a new QuickMark from a regular comment made to a paper:	
3. Click on the *More Options* link	
4. Enter a title for the QuickMark. This title will be displayed on the paper. Select a set to add this QuickMark to by clicking on the drop down menu below *Add to set:* Note: QuickMark comments that are not added to a set will be located within *All* in the QuickMark manager	
5. Click *Save* to save the new QuickMark comment	

Editing QuickMark Comments

QuickMark comments can be edited from within the QuickMark Manager. Any edits that are made to a QuickMark are applied to every instance where this mark appears in your students' papers.
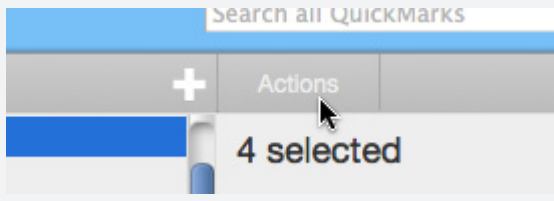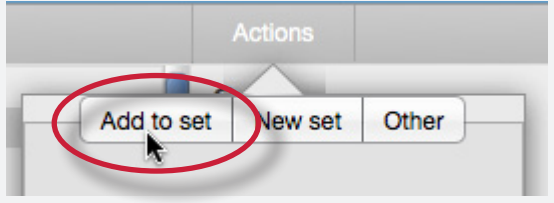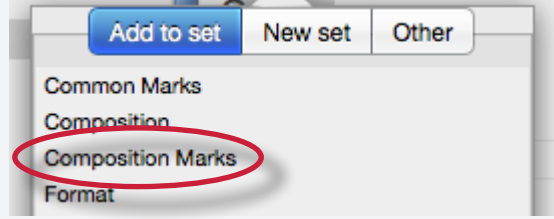
To edit a QuickMark comment:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of the QuickMark set containing the mark to edit. Then click on the QuickMark you would like to edit Note: If a lock icon appears next to a QuickMark within the Marks list it cannot be edited. A lock icon indicates a QuickMark that is either shared by the account administrator or is provided by Turnitin.	

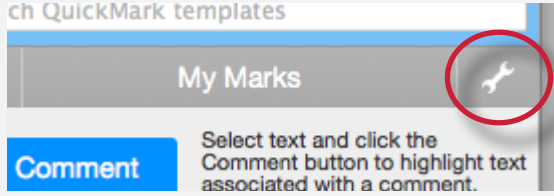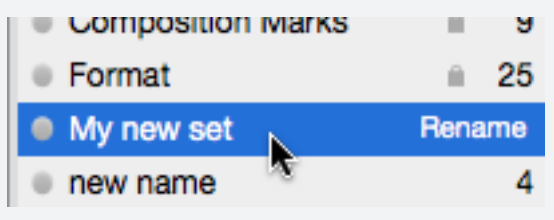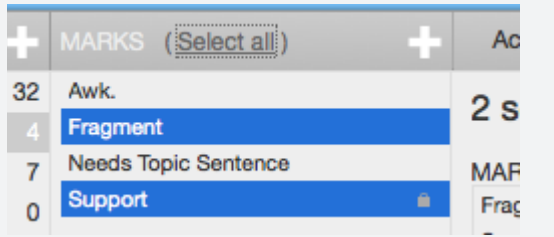| To edit a QuickMark comment:	
3. An *Edit* button will appear in the top right corner of the QuickMark manager. Click the *Edit* button to edit the QuickMark	*arks* ... Edit
4. Edit the information for the mark	TITLE Improve Title DESCRIPTION Your title needs work.
5. Click *Save* to save the changes made to the mark in this QuickMark set	:h all QuickMarks Save Cancel LE

Copying Marks to an Existing Set

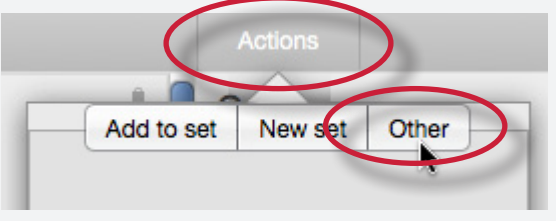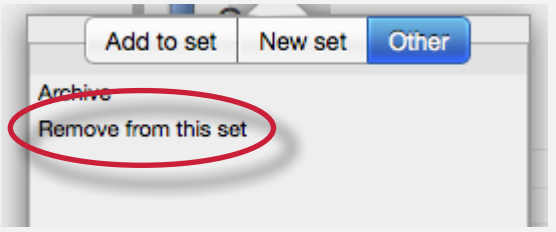Marks within a QuickMark set can be copied to existing QuickMark sets.

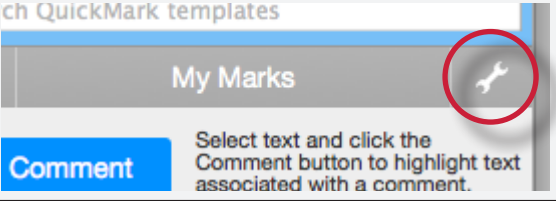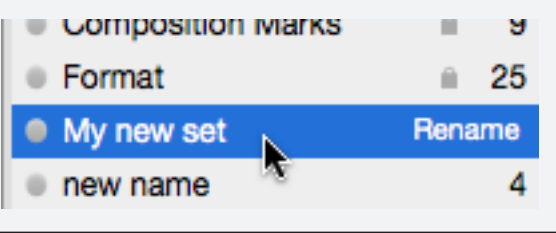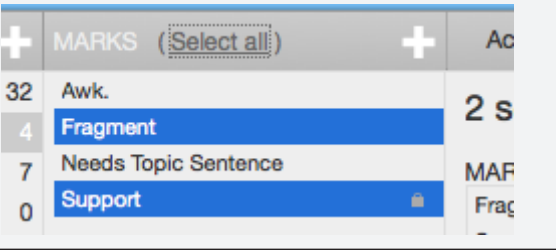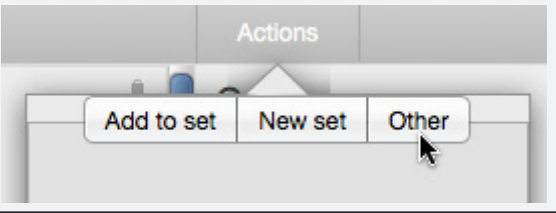| To copy a mark to an existing QuickMark set:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	ch QuickMark templates My Marks Comment Select text and click the Comment button to highlight text associated with a comment.
2. Click the name of the QuickMark set containing the mark (s) to copy	Composition Marks 🔒 9 Format 🔒 23 My new set 3
3. Select the marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the *Select all* link	+ MARKS (Select all) + Ac 32 Awk. 2 s 4 Fragment 7 Needs Topic Sentence MAF 0 Support 🔒 Fra
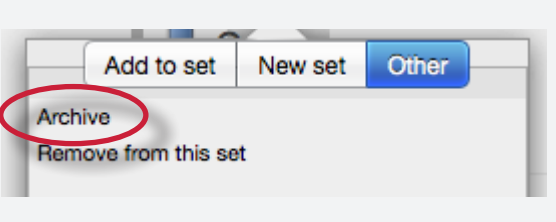
To copy a mark to an existing QuickMark set:	
4. Click on the *Actions* link under the search field	
5. Click on the *Add to set* button	
6. Select the set from the list that you would like to add the marks to	

Archiving or Removing a QuickMark from a Set

A QuickMark can not be completely deleted from the system but may be removed from all active sets and archived.

To remove marks from a QuickMark set:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	

To remove marks from a QuickMark set:	
4. Click on the *Actions* link to the right of the Marks column header and click on the *Other* button	
5. Click on the *Remove from this set* option	

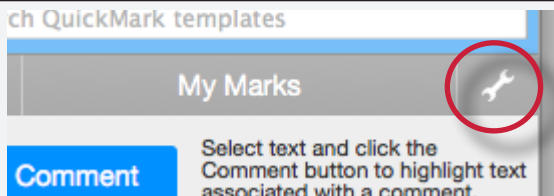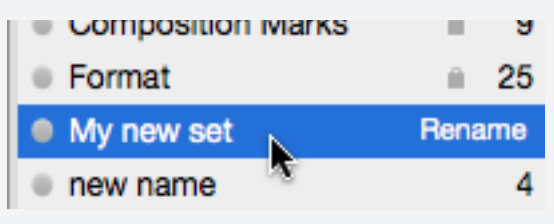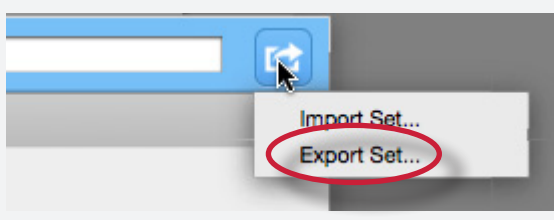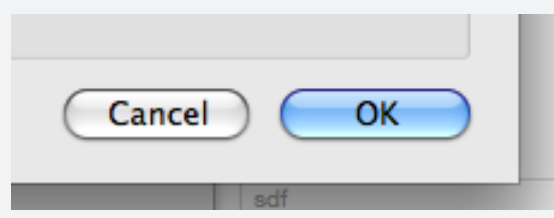| To remove a QuickMark from all sets and archive it:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	
4. Click on the *Actions* link to the right of the Marks column header and click on the *Other* button	
5. Click on the *Archive* option	

📄 **Note**: A QuickMark with a lock symbol to the right of its name in the MARKS list cannot be removed from the Turnitin provided sets: Composition, Format Punctuation, and Usage.
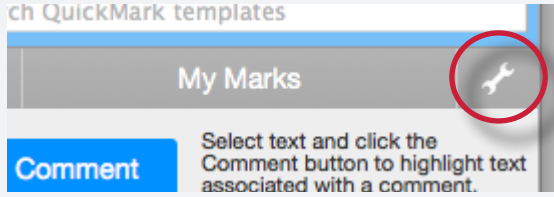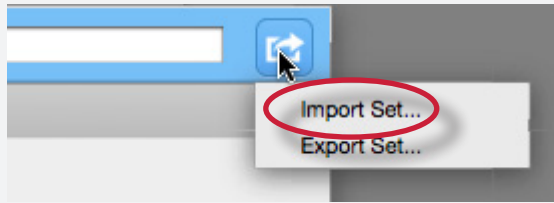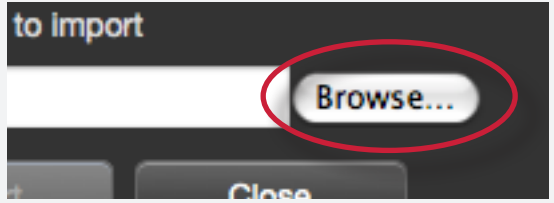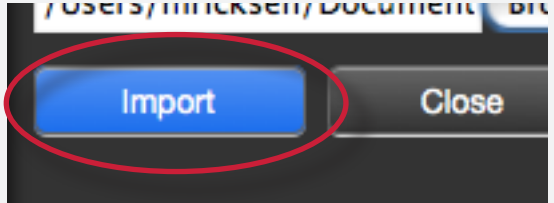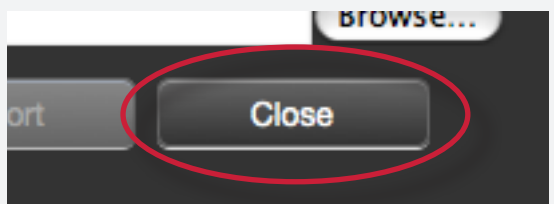
⚠ **Warning**: Archiving a QuickMark will remove it from all QuickMark sets in the QuickMark Manager.

⚠ **Warning**: Instructors may only add, delete, copy, or edit QuickMark sets and marks that they own. QuickMark sets with a lock icon to the right of the set name cannot be modified and are provided by Turnitin or the account administrator.

Exporting and Importing QuickMark Sets

Within the QuickMark Manager instructors can export QuickMark sets to share with other instructors or import QuickMark sets to use when grading papers with GradeMark. Unlike sharing, once a QuickMark set has been imported into an account it is then owned by that instructor who may then make any desired changes to the QuickMark comments.

To export QuickMark sets:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set to export	
3. Click on the import/export button and select *Export Set...* from the drop down menu	
4. A prompt will appear asking if you would like to save the file, click OK to save the file. The file name will be the QuickMark set name with .qms appended.	

To import QuickMark sets:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the import/export button and select *Import Set...* from the drop down menu	
3. Click on the *Browse* button and locate the QuickMark set file on your computer. Only .qms file types may be imported into the QuickMark manager	
4. Click on the *Import* button	
5. To import additional QuickMark sets repeat steps 3-4.	
6. Click the *Close* button to return to the QuickMark Manager	