

Use GradeMark to Provide Overall Feedback and Mark

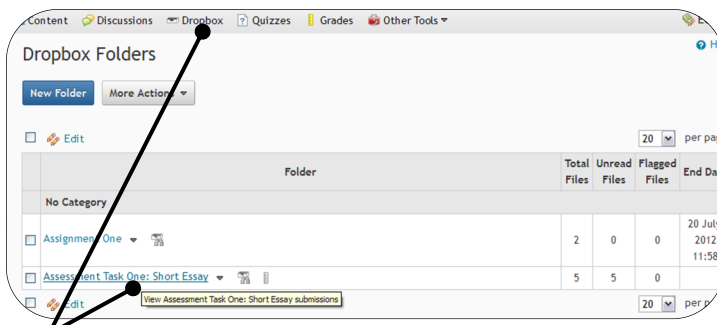
No need to download assignments: By using GradeMark to provide feedback on student assignments, you can eliminate downloading and uploading (as well as printing and scanning) from your assignment marking workflow.

The following steps cover both leaving feedback and assigning a mark within GradeMark.

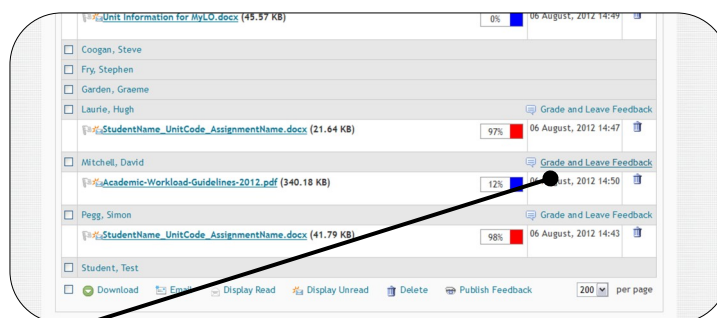
From your unit homepage:

Click on the **Dropbox** tool in the navbar.

Click on the name of the assignment you wish to mark.



Select **Grade and Leave Feedback** to open and view the assignment submission.

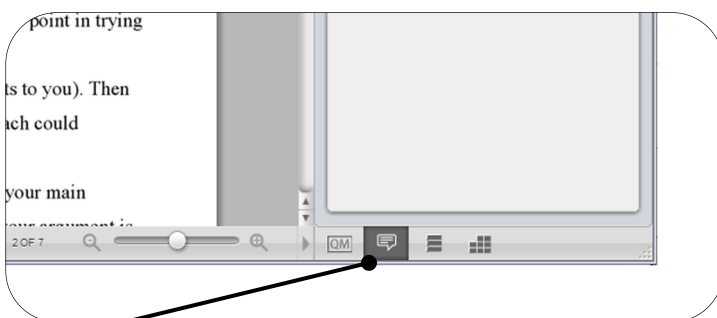


Click on the **Markup Document** icon to open the assignment in Grademark.

The assignment may open in a new tab / window.



Click on the **View/edit a general comment for this entire paper** icon at the bottom of the window.

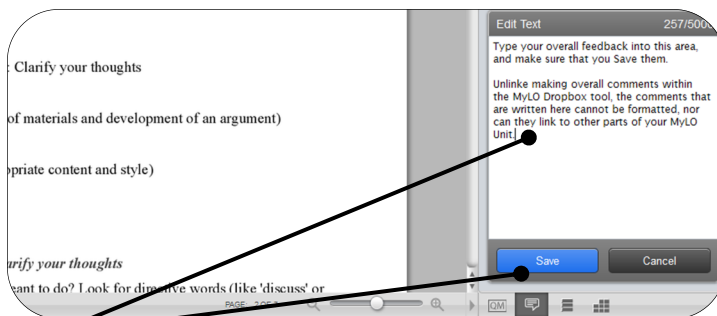


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To leave text feedback:

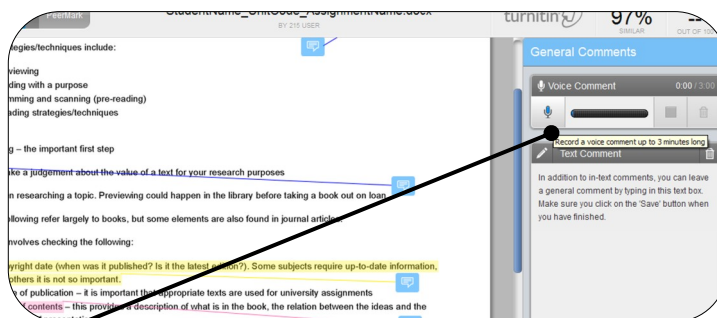
Type your feedback into the **Edit Text** area.

Click on the **Save** button.



To leave oral feedback:

Click on the **Record a voice comments up to 3 minutes long** icon.

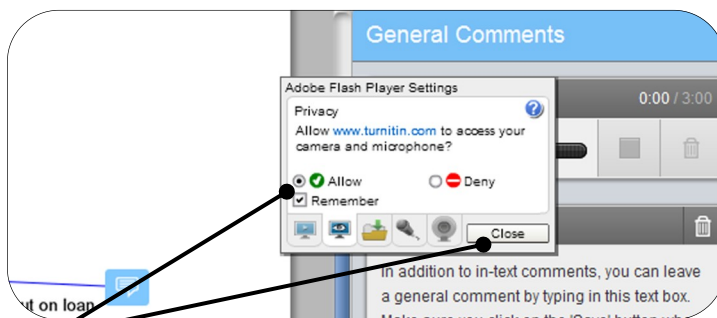


If an **Adobe Flash Player Settings** box pops up:

Select **Allow**.

Click on the **Close** button.

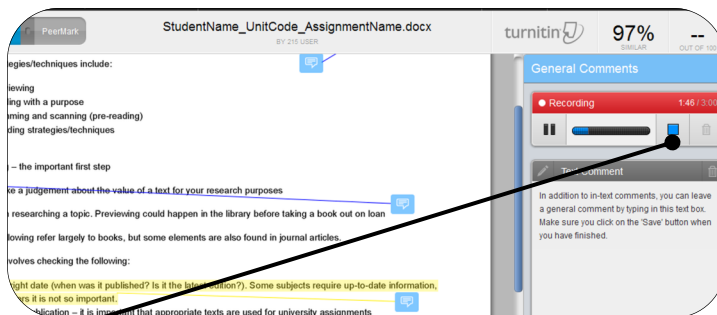
*To avoid seeing this every time, select **Remember**.*



Use a headset microphone to record your overall comments.

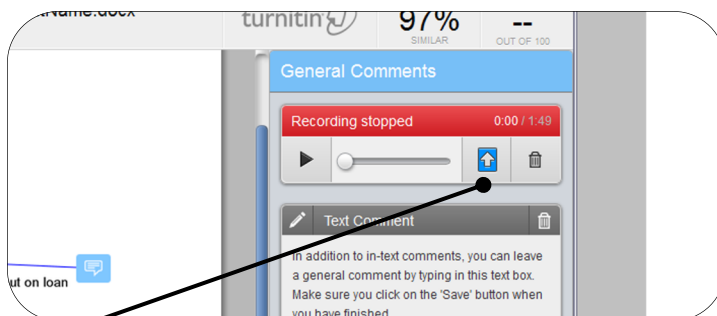
Click on the **Stop recording** button when you have finished.

You can pause and continue recording using the button on the left.



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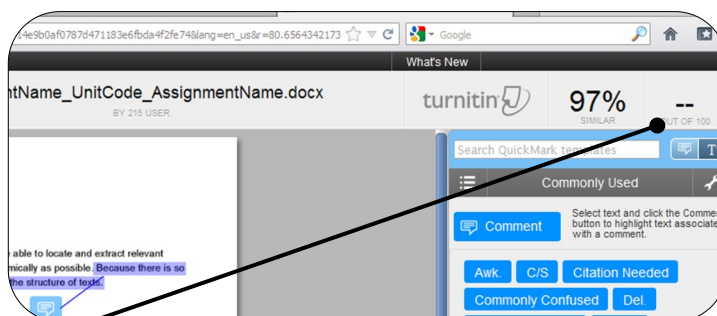
Click on the **Save recording** button.



To assign a mark:

Click on the double line next to the originality percentage.

Type in the mark for the assignment.

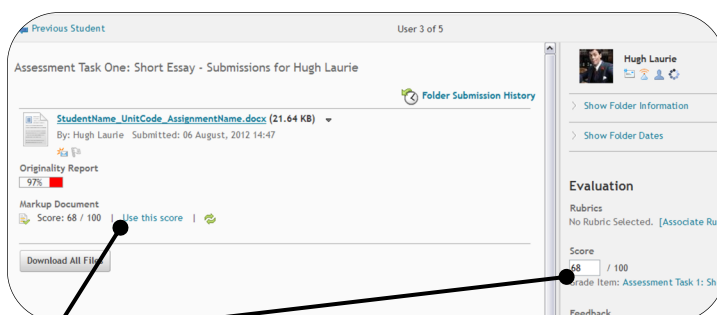


To send Mark to Dropbox & Grade Book:

Return to the MyLO **Leave Feedback** page and **Refresh**.

Click on **Use this score**.

The mark will now appear in the **Score** box.



To block students from viewing comments until release:

Edit the **Dropbox** folder and uncheck **Allow submitters to see Originality Reports**.

When ready to publish assignments and marks, this box will need to be checked.

