

Creating, editing and sharing QuickMark sets in Turnitin

QuickMarks are commonly used comments or editing instructions that tutors can easily drag and drop onto the student's paper from the GradeMark sidebar. Grademark automatically provides several sets of QuickMarks grouped by theme, for example, punctuation, composition etc. Tutors can use these sets of comments as they are, but you can also create your own QuickMarks and QuickMark sets.

This skill sheet goes beyond adding an existing QuickMark comment to a paper, to show how to edit QuickMark sets, and create and share your own QuickMark sets.

To begin, open a student's paper from the [Turnitin submission inbox](#). For all of the below instructions:

- Ensure the **Grademark interface** is active (top-left corner, above the student's paper)
- Ensure you are in **QuickMark view** (bottom-right corner)



Contents

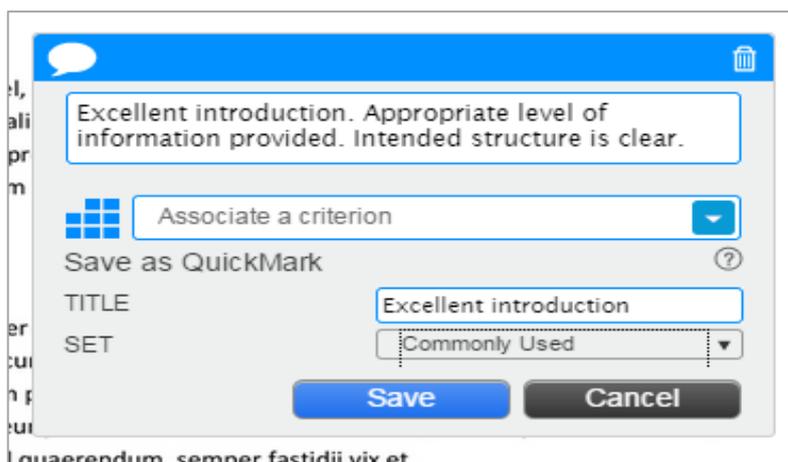
Create a new QuickMark from a commonly used comment.....	1
Create a new QuickMark set	2
Create a new QuickMark set using existing QuickMarks.....	2
Add a new QuickMark to a Set	3
Edit a QuickMark comment	4
Archiving or removing QuickMarks from a Set.....	5
Sharing QuickMark sets	6

Create a new QuickMark from a commonly used comment

If you are regularly repeating the same bubble comment, you may wish to save it as a QuickMark, In order to drag and drop the comment into place whenever you need it.

1. The next time you add the bubble comment to a paper, enter the comment text and select the **Save as new QuickMark** link before clicking **Save**.
2. Provide a recognisable **Title** for the QuickMark and assign it to an appropriate QuickMark **Set** (grouping). Click **Save**.



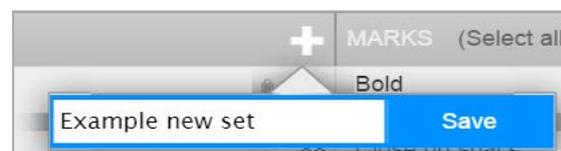


Create a new QuickMark set

You may want to create a QuickMark set to suit your way of working. You can either create a new empty set and add new comments to it, or create a set based on a new grouping of existing QuickMarks

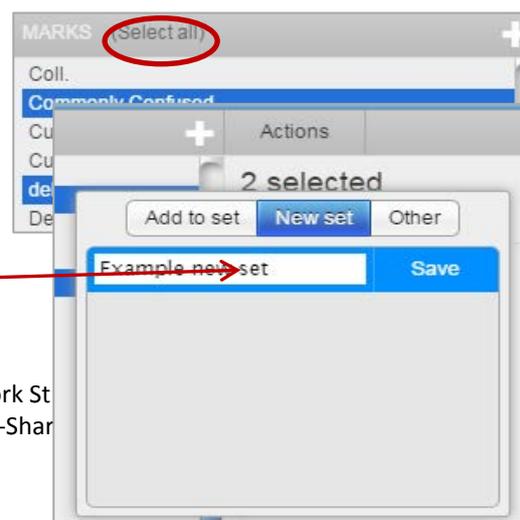
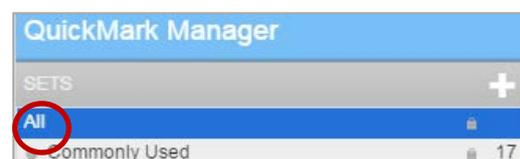
Create a new empty QuickMark set

1. Click on **the QuickMark Manager (spanner)** icon in the side-pane.
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**.



Create a new QuickMark set using existing QuickMarks

1. Click on **the QuickMark Manager (spanner)** icon in the side-pane.
2. In the **Sets** column, click **All**, just above the list of Sets.
3. All QuickMarks from all sets will be listed within the **Marks** column. Select the QuickMarks to copy. You can select multiple QuickMarks by holding the command button (for Mac users) or control button (for PC users) while selecting the marks. Click on the **Select all** link if you want to use all of the QuickMarks.
4. Click on the **Actions** link to the right of the Marks column.



- Click **New Set** from the pop-out menu.
- Enter a name** for the new set and click **Save**.

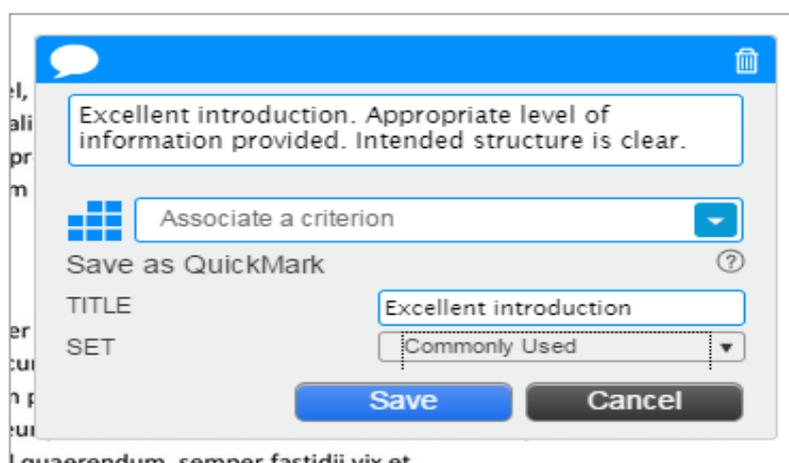
Add a new QuickMark to a Set

There are multiple ways you can add a QuickMark to a set.

A. Add a QuickMark as you create it on a student's paper

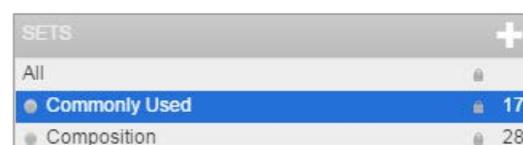
If you are regularly repeating the same bubble comment, you may wish to save it as a QuickMark, in order to drag and drop the comment into place whenever you need it.

- The next time you write the comment, select the **Save as new QuickMark** link before clicking **Save**.
- Provide a recognisable **Title** for the QuickMark and assign it to an appropriate QuickMark **Set** (grouping).
- Click **Save**.



B. Add a QuickMark from within a Set

- Click on the **QuickMark Manager (spanner)** icon in the side-pane.
- In the **Sets** column, select the Set you would like the new QuickMarks to appear in.
- In the **Marks** column, click the '+' icon beside the column header.

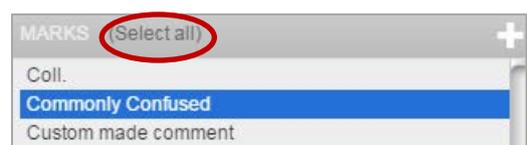
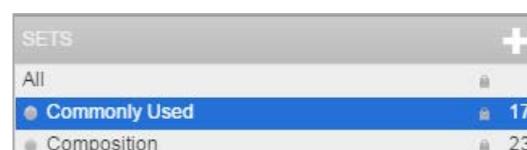


- In the right-hand column, click into the white boxes to add your **title** for the QuickMark and the **description** of the QuickMark comment's text. Click **Save** when you are finished.

C. Copying QuickMarks between existing Sets

You may want to copy existing QuickMarks to another QuickMark set, for example, if you have created a new empty QuickMark set and want to populate it using some of Turnitin's own QuickMarks.

- Click on the **QuickMark Manager (spanner)** icon in the side-pane.
- In the Sets column, click on the set containing the QuickMark(s) to be copied.
- Select the QuickMarks to copy. You can select multiple QuickMarks by holding the command button (for Mac users) or control button (for PC users) while selecting the marks. Click on the **Select all** link if you want to use all of the QuickMarks.
- Click on the **Actions** link to the right of the Marks column (under the search field).
- Click on the **Add to Set** button.
- Select the set** which you would like the QuickMarks to be added to.



Edit a QuickMark comment

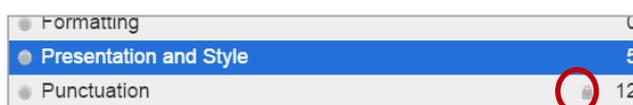
Note: Tutors may only add, delete, copy, or edit QuickMark sets and marks that they own. A padlock icon beside the QuickMark Set means QuickMarks from that Set cannot be removed or archived, as they have been provided by Turnitin.

Important: Any edits made to a QuickMark comment are applied to every instance where this mark appears in your students' papers. To edit a QuickMark for an individual student, it would be better to use the **Additional Comments** box when you drag and drop a QuickMark onto the paper.

- Click on the **QuickMark Manager (spanner)** icon in the side-pane.



2. In the **Sets** column, click on the name of the QuickMark set containing the comment to edit. **Note:** A padlock icon beside the QuickMark Set means it cannot be edited as it is one that has been provided by Turnitin.



3. In the **Marks** column, click on the QuickMark to edit. The QuickMark text will display in the right-hand column.



4. Click the **Edit** button above the QuickMark's text.

5. Update the QuickMark as required and click **Save**. Click **Close** in the bottom right-corner to return to the student's paper.

Archiving or removing QuickMarks from a Set

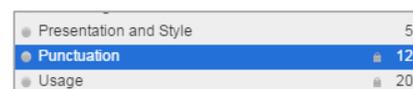
QuickMarks cannot be completely deleted but can be removed from all active QuickMark Sets and archived.

Note: Tutors may only add, delete, copy, or edit QuickMark sets and marks that they own. A padlock icon beside the QuickMark Set means QuickMarks from that Set cannot be removed or archived, as they have been provided by Turnitin. You can remove Turnitin-provided QuickMarks from a Set you have created yourself and copied them into, but you may not archive them, as this function removes them from all Sets.



1. Click on the **QuickMark Manager (spanner)** icon in the side-pane.

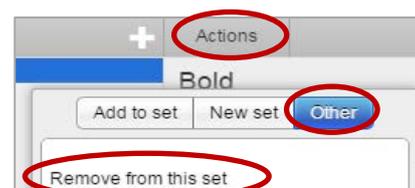
2. In the **Sets** column, click the name of the set containing the QuickMarks to be removed.



3. In the **Marks** column, select the QuickMarks to be removed. You can select multiple QuickMarks by holding the command button (for Mac users) or control button (for PC users) while selecting the marks. Click on the **Select all** link if you want to use all of the QuickMarks.



4. Click on the **Actions** link to the right of the Marks column header (just below the Search form). Click on the **Other** button.



5. Click on **Remove from this set**.

- If the QuickMark is one that you created yourself, you will also see the option to **Archive** the selected QuickMark(s). Select this option if you want to remove the QuickMark from all Sets.



Sharing QuickMark sets

Tutors can export their own QuickMark Sets to share with another tutor, or can import Sets shared with them by another tutor.

A. Export your QuickMark set for someone else's use

- Click on the **QuickMark Manager (spanner)** icon in the side-pane.
- In the Marks column, click on the QuickMark Set to be exported.
- Click on the **Import/Export button (blue and white arrow button)** in the top-right corner. Select **Export Set** from the drop-down menu.
- When the prompt appears, click **OK** to save the file. The file name will be the same as the QuickMark Set's name, ending with .qms
- Share that file with the appropriate person via email/shared drive etc.



B. Import someone else's QuickMark set

- Click on the **QuickMark Manager (spanner)** icon in the side-pane.
- Click on the **Import/Export button (blue and white arrow button)** in the top-right corner. Select **Import Set** from the drop-down menu.
- Click on the **Choose file** button and locate the QuickMark Set file on your computer. The file must be a .qms file type (this will be the file type it was downloaded in by the person who shared it with you).
- Click on the **Import** button. If you want to import multiple Sets, repeat Step 3.
- Click **Close** to return to the QuickMark Manager screen.

