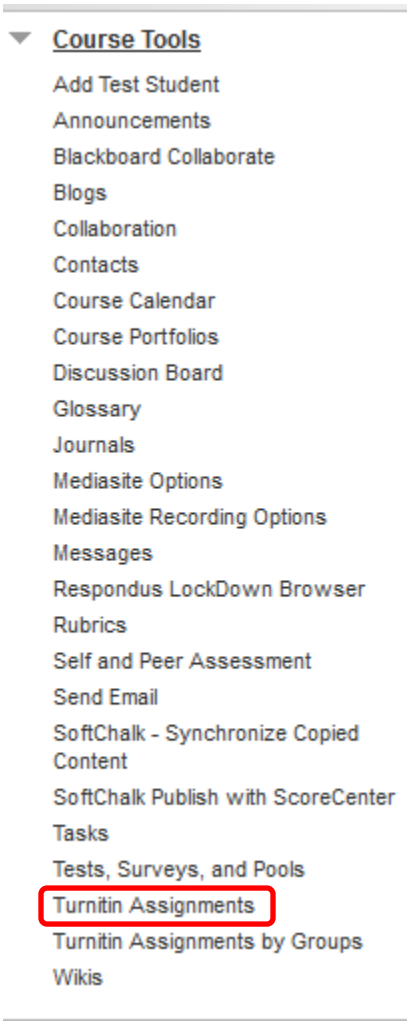
Topic 3: Grademark > How to Add Comments

As the instructor, you can use Grademark to write personalized comments for each student paper.

Follow the steps below to access Grademark in Turnitin:

1. In the control panel at the bottom left of the screen, choose Course Tools and select the option for Turnitin Assignments.



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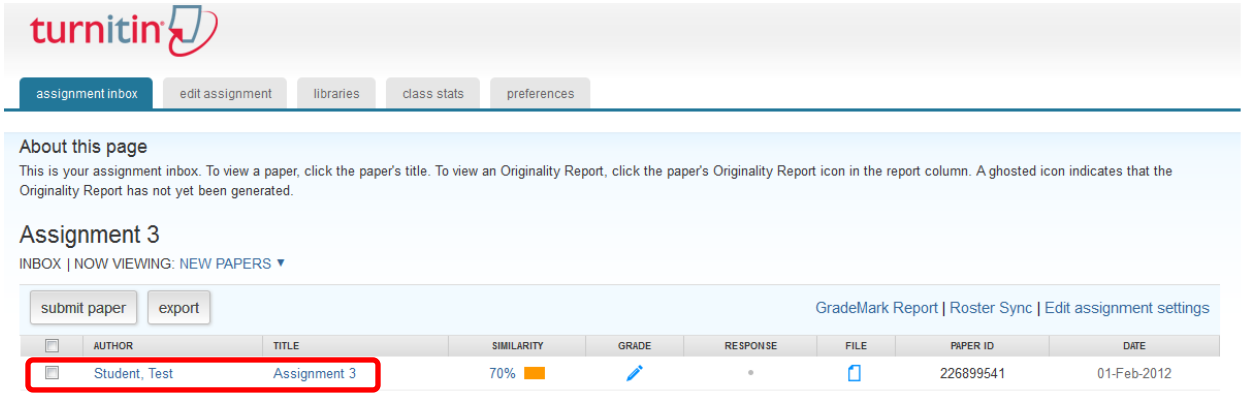
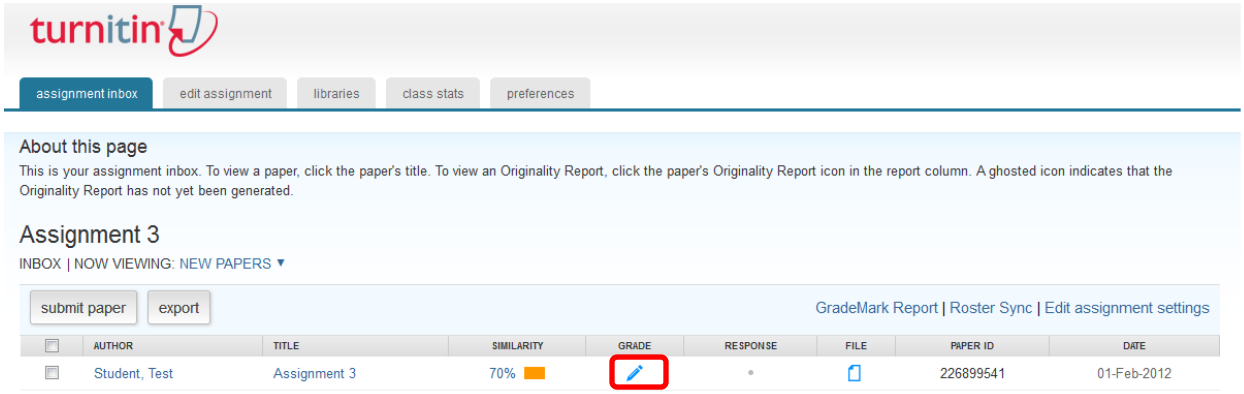
2. From there, select the correct assignment. It will take you to an assignment inbox as pictured below.

3. Locate the name of the student whose paper you would like to grade.



4. Click on the pencil icon in the Grade column.



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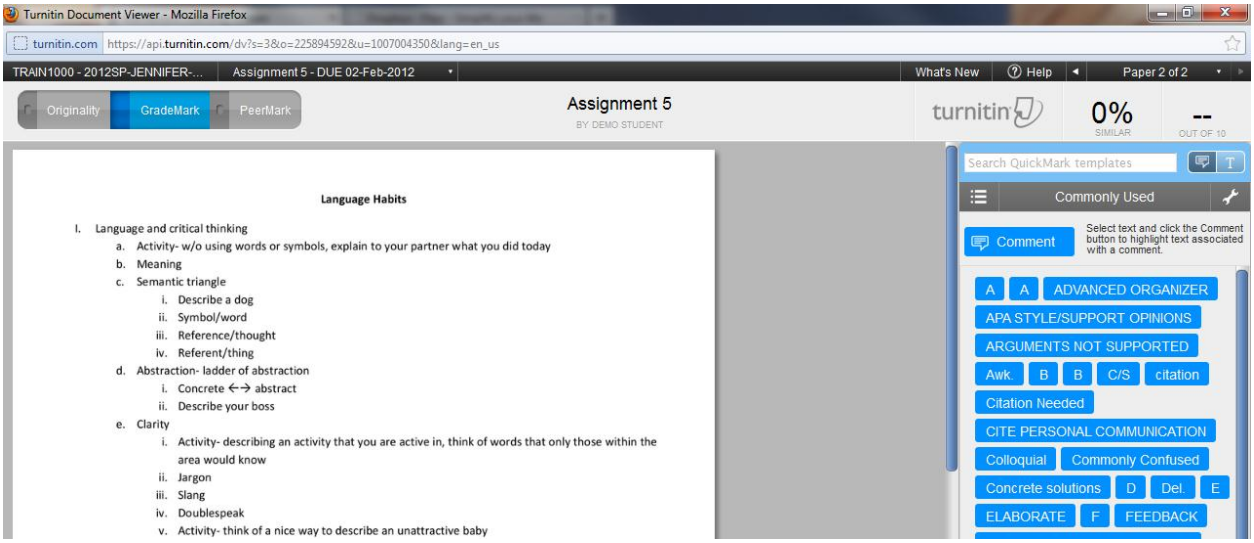
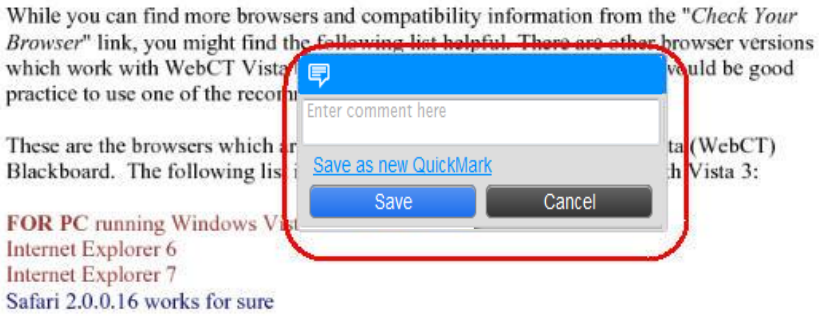
5. The Grademark window will appear as a pop-up window on your screen.



6. Comments can be placed in any area of the body of the student paper. To place a comment inside the paper, click on the area of the paper where you would like to leave a comment. A small window will appear on the screen.



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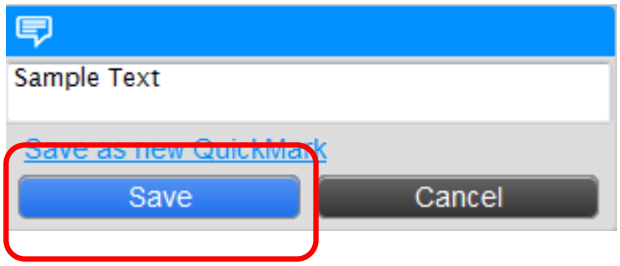
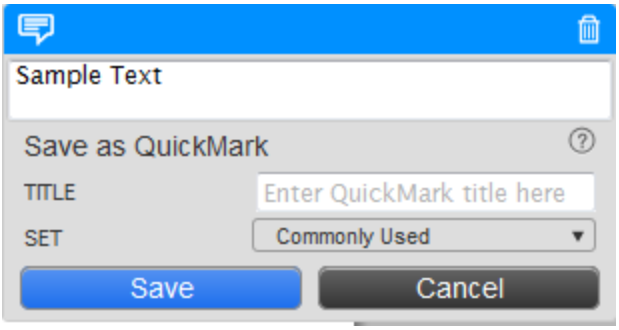
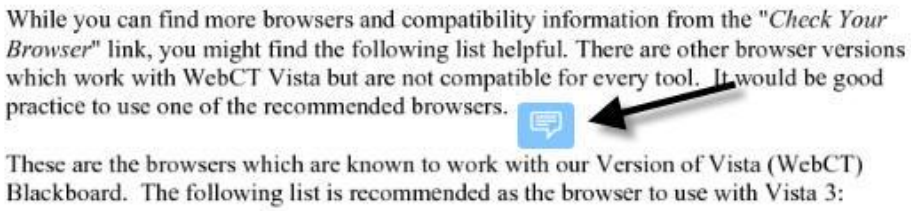
7. Inside the small window, type your comment and then click the Save button.



If you would like to save the comment to use again, you can choose to save as new Quick Mark. When you do that, the window will expand as shown below to allow you to title the error and choose where to save it.



8. The completed comment will appear as a bubble in the body of the paper. Rolling over the bubble with your mouse arrow will display the comment for both you as the instructor and the student.


While you can find more browsers and compatibility information from the "*Check Your Browser*" link, you might find the following list helpful. There are other browser versions which work with WebCT Vista but are not compatible for every tool. It would be good practice to use one of the recommended browsers.

These are the browsers which are known to work with our Version of Vista (WebCT) Blackboard. The following list is recommended as the browser to use with Vista 3:

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9. You can also choose to add a Commonly Used comment by choosing one of the comments located in the menu to the right. Choose the appropriate comment button and drag it over to the paper position where you found the error.

10. To add a comment that applies to the entire paper, click on the bubble icon located in the bottom right corner of the Grademark webpage.

11. Click on the Edit button located above the bubble icon.

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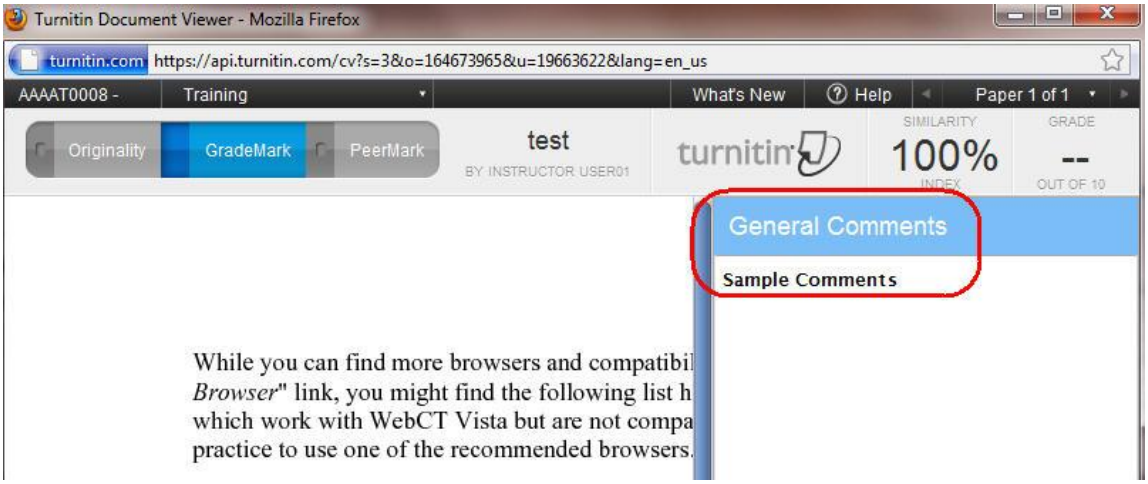
12. Type all comments in the 'General Comments' section which is located to the right of the student paper.



13. Click the Save button at the bottom of the page.

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