



Open Feedback Studio

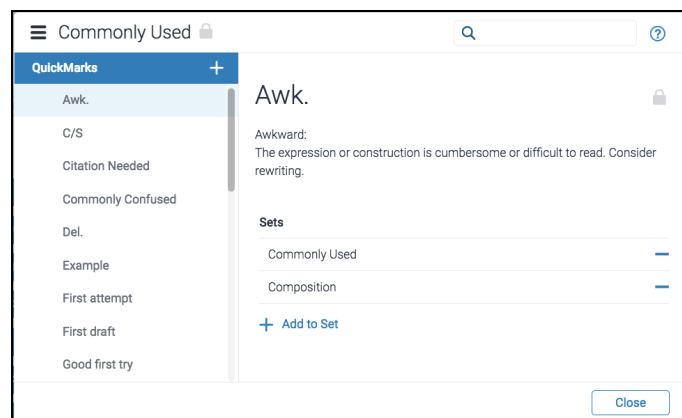
Open Feedback Studio from a specific student assignment submission in a course in your Learning Management System. The Document Viewer will open.

Open QuickMark Manager


In Feedback Studio, QuickMark Manager can be accessed in either one of two ways: the Document Viewer QuickMark button or QuickMarks in the righthand panel.

Document Viewer QuickMark Button

- 1) Click anywhere in the document viewer.
- 2) Click the **QuickMark** button .
- 3) Click **Settings**  in the upper righthand corner. QuickMark Manager will open in a popup window.




Righthand Panel

- 1) Click **QuickMark**  in the Instructor Feedback Layer Group.
- 2) Click **Settings** in the upper righthand corner. QuickMark Manager will open in a popup window.

Manage QuickMarks


The manager menu is located in the upper lefthand corner of the popup.

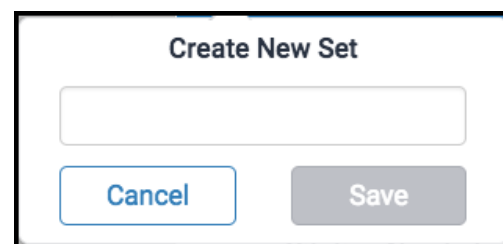
Click **Menu**  to reveal menu Options. Options include: Create New Set, Upload Set, Rename Set, Delete Set, Download Set. These options will be followed by a list of QuickMark Sets already configured in QuickMark Manager.


NOTE: Some of the options listed are greyed out. All users (instructors/admins) have the ability to create a new set and upload a set. However, users can only rename, delete, and download those sets that they themselves have created. If a set is selected which cannot be edited, a lock will appear to the right of set name.



Create a New Set

- 1) Click **Menu** .
- 2) Select **Create New Set**.
- 3) Type the **Name** of set in the text field.
- 4) Click **Save**. The set now appears in the **Menu** dropdown.



NOTE: If the set is selected, the lock is replaced by an edit button. Click **Edit** to rename the set. Click **Menu**  to reveal more options. Options that were greyed out for sets created and shared by other users are available for the newly created set.


Add an Existing QuickMark to a Set

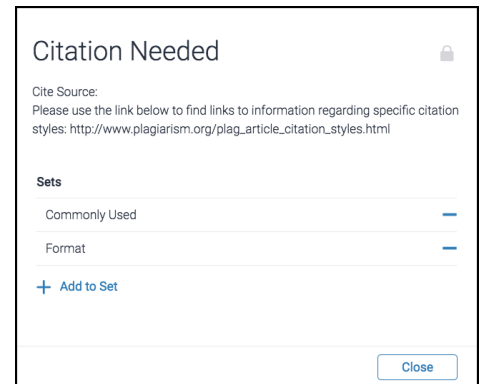
Quick Marks can be added to multiple sets. To add an existing QuickMark to a set, locate the QuickMark

Specific QuickMarks are accessed by selecting the set to which the QuickMark belongs and then selecting the specific mark OR selecting **All** (which reveals all QuickMarks) and finding the QuickMark in the long list that appears.



Search: Another way to access a specific QuickMark is to use the **Search** field. Search is scanning the description field of all QuickMarks to return search results.

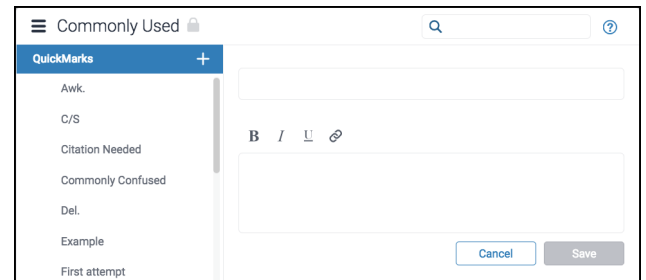


- 1) Select a QuickMark. The details for that mark appear in the QuickMark Viewer.
- 2) Click **Add to Set**, then select a set from the list. The set will appear in the QuickMark Set list. **NOTE:** To delete a QuickMark from a set, click the **Minus Sign**  to the right of the set name. To archive a QuickMark, add the QuickMark to the **Archive** set and remove it from all other sets.



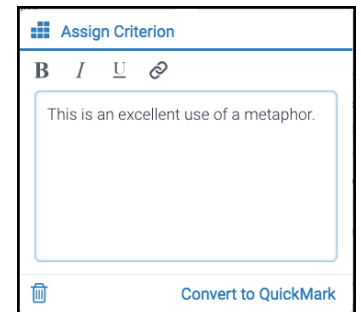
Create a New QuickMark

- 1) Click **Menu** .
- 2) Select the **Set** to which you would like to add the QuickMark.
- 3) Click **Add**  at the top of the QuickMark list.
- 4) Type in **QuickMark Title** and **Description**.
- 5) Click **Save**. To cancel the creation of the mark, click Cancel.





NOTE: Remember that QuickMarks can be easily created while adding comments to student papers.

Anytime that a comment is added to a paper that will be reused, click **Convert to QuickMark**.



Share QuickMarks

Sets that have been created by a user can be shared by that user with other users.

Download	Upload
<ol style="list-style-type: none"> 1) Select Menu . 2) Select the Set from the Menu. 3) Click Menu again. Select Download Set. A .qms file will download to your computer. 	<ol style="list-style-type: none"> 1) Select Menu . 2) Select Upload Set. 3) Drag and Drop or Locate and Open a .qms file.

NOTE: .qms files cannot be opened by users. These files should be saved to send to other users for uploading.