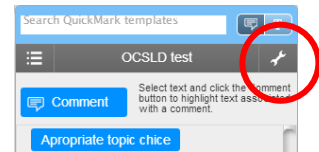# Editing QuickMark comments

Open the GradeMark interface by clicking on the pencil icon in the Submission inbox. Make sure that the **QM** button is selected at the bottom of the right hand pane.

Click on the spanner icon to access the **QuickMark Manager** area.

Click on either **All** or the title of the set containing the mark that you want to edit in the **Sets** column. Click on the **Title** of the mark that you want to edit in the **Marks** column. Click on the **Edit** button.

Please note: If a padlock icon shows next to a mark it cannot be edited. It is either a default mark from Turnitin or a shared mark within the institution. Currently we do not have any of these but this is likely to change with the increased use of GradeMark at OBU.
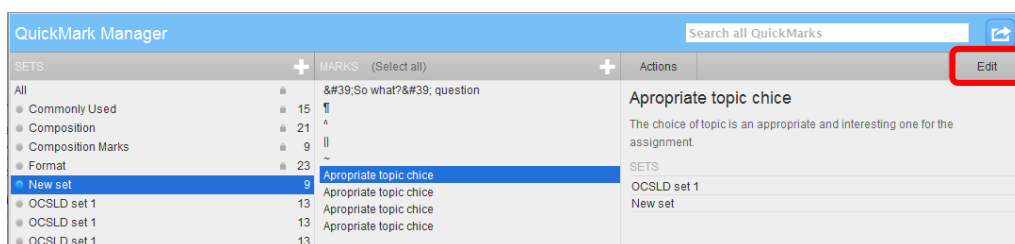
Make your changes in the **Title** and **Description** boxes and then **Save** your changes.
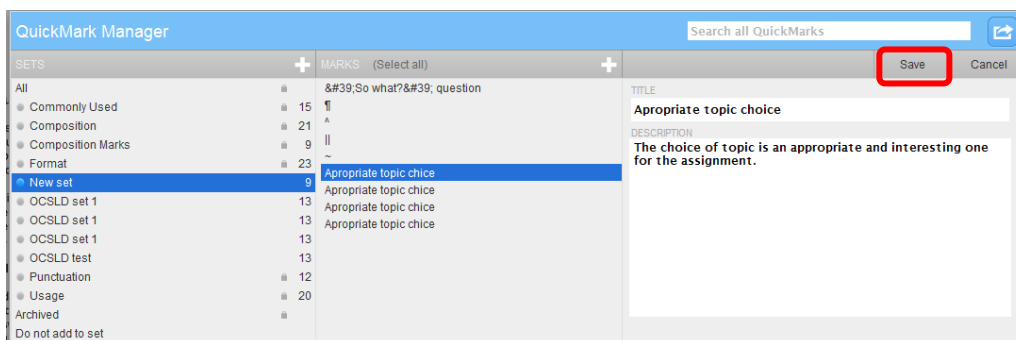
Please note: These changes will be reflected everywhere you have used this comment (not just in this particular assignment). Although the changes will not be reflected in your colleagues' QuickMark sets they will be reflected in ALL OF YOURS. If in doubt create a new QuickMark set with new marks.

Abigail Ball, Digital Services

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