



UNIVERSITY OF
WATERLOO

Department of Statistics
and Actuarial Science

HOW TO (CROWD)MARK

CREATED BY SAS TA PROGRAM
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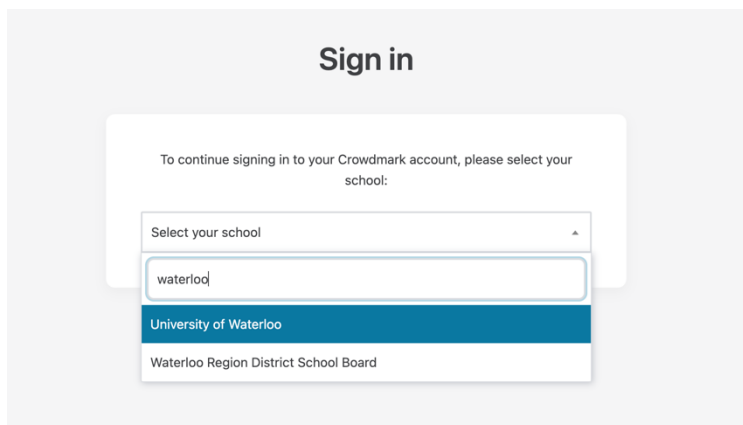
WHAT IS CROWDMARK?

[Crowdmark](#) is an online tool to facilitate grading in a collaborative way. From the perspective of a teaching assistant (TA), Crowdmark is a platform that allows for simple and efficient grading of student assessments. The interface allows easy navigation through the different assessments and includes many features that allow for grading to be completed in an efficient manner. For a more detailed explanation, please see the [help center](#) on the Crowdmark website.

This document will provide a brief overview of how to use Crowdmark to evaluate an assessment. For more information, visit the [grading help center](#).

SIGNING INTO CROWDMARK

To sign into Crowdmark, click the sign in button in the top right corner of the main page. You will be prompted to select your institution, where you will select University of Waterloo.









The image shows a 'Sign in' interface. At the top, it says 'Sign in'. Below that, a message reads: 'To continue signing in to your Crowdmark account, please select your school:'. There is a search box containing the text 'waterloo'. Below the search box, a dropdown menu is open, showing two options: 'University of Waterloo' (which is highlighted in blue) and 'Waterloo Region District School Board'.



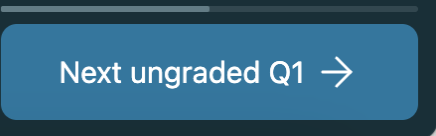
Then you may sign in with Learn using your University of Waterloo credentials. For more detailed instructions read the Crowdmark [sign in instructions](#).

NAVIGATION

First, navigate to the term/course of interest. Then, select the assessment you need to mark. This is the screen you should now see once you are in the assessment.

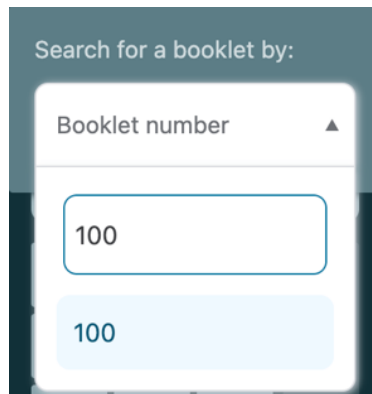
Questions	Graders	Progress	
Q1		0% graded (170 left)	
Q2		0% graded (169 left)	
Q3		0% graded (158 left)	

There are a few ways to navigate between booklets within an assessment.

 Overview grid	In the top right corner, use the overview grid to select specific booklet numbers.
 Booklet 1	In the top right corner, there are left and right arrows which will bring you to the previous or next booklet. This option does not account for booklets that do not have an uploaded assessment (i.e., it will bring you to blank booklets).
 Next ungraded Q1 →	In the bottom right corner, you can navigate to the next ungraded booklet using the “Next ungraded Q#” button. This button specifically skips blank booklets. There is also a progress bar above the button that lets you know how many booklets have been graded by hovering your mouse over the bar.

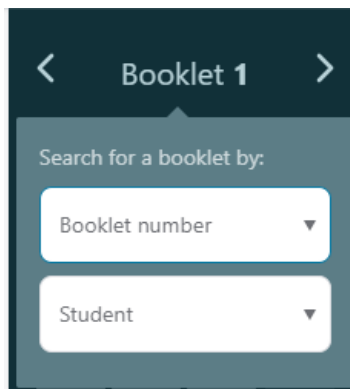
Navigating to a specific booklet

You may be assigned a subset of booklets to grade (e.g. Booklets 100 to 200). There are two options to go to a specific booklet. The first method is to click overview grid in the top right corner and scroll down until you find the booklet numbers you were assigned. The second method would be to click “Booklet 1” (assuming you are currently on the first booklet), then click the drop down icon on the right. From here, type the booklet number you would like to be directed to and hit enter.



Looking up students








You may be asked to review a regrade request for a particular student. To look up students on Crowdmark, navigate to the right sidebar and click on “Booklet #”. Search for a booklet by student by typing in the student’s name or student’s ID.



Note that you must have a “Facilitator” role to look up students. If you are instructed to look up students to review their work, then you should contact the instructor/ISC to change your role from “Grader” to “Facilitator” on Crowdmark.

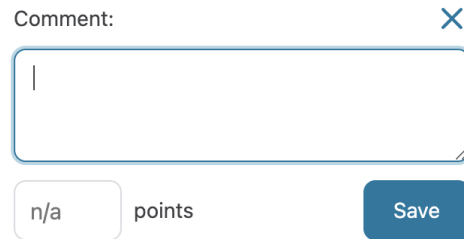
GRADING TOOLS

Now that we can navigate through the booklets, we are ready to evaluate one. The grading tools are found on the left side.

	Comments	leave a comment with the option to add/subtract marks
	Annotations	freely draw/annotate on the assessment
	Stamps	stamp a checkmark, X, or question mark on the assessment
	Highlight	highlight an aspect of the document you wish to emphasize
	Delete	delete any annotations, highlights, or stamps
	Colour Palette	change the colour palette
	Comment Library	open a library of all the comments you have used on a particular question

COMMENTS

Now let's take a closer look at [adding comments](#). Once we click the comment tool, we can click anywhere on the assessment to add a comment. This will bring up the following box:



Comment: ✕

|

n/a points Save

You now simply write your comment in the text box, where we have the option to **bold** or *italic* any text. The text box also supports LaTeX and Markdown; to write any mathematical expression using LaTeX, enclose the expression in '\$\$'. For example, $x=1$ for inline and
$$x=1$$
 for a separate line. To include code chunks, use:

```
```\n[code here]\n```
```

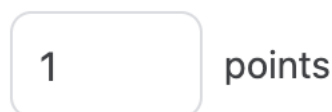
Once you have written a comment, you have the option to assign points to it.

To deduct points, we place a minus sign in front of the numerical assignment.



-1 ▾ points

To add points, we just assign a number in the points box.



1 points

It is recommended not to mix comments with deductions and additions. Typically, you would choose one method (i.e., adding or deducting points) and stick with that method. However, in the Department of Statistics and Actuarial Science we generally prefer to use deductions, where using point additions are appropriate if the student got perfect. The instructor(s) and/or Instructional Support Coordinator(s) (ISCs) will provide clarification on whether you should use point deductions or additions.

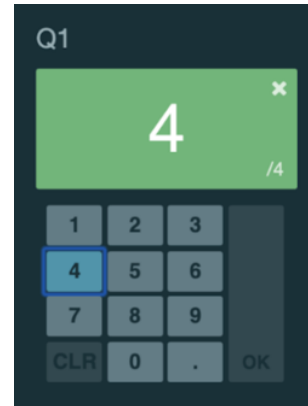
Once the comment is completed, click save. If you would like to edit or delete this comment later, click on the comment to reopen the text box. This time, a delete option will be visible as well.



If you do not like where the comment is placed, you can click and drag the comment to a more appropriate place.

Note that you can add an overall grade using the keypad on the right.

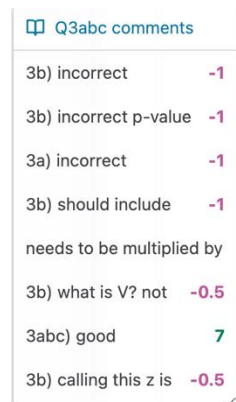
However, we do not use this function in our department. It is much preferred to assign points solely through comments.



If you do accidentally enter a number, click CLR in the bottom right to remove it.

## COMMENT LIBRARY

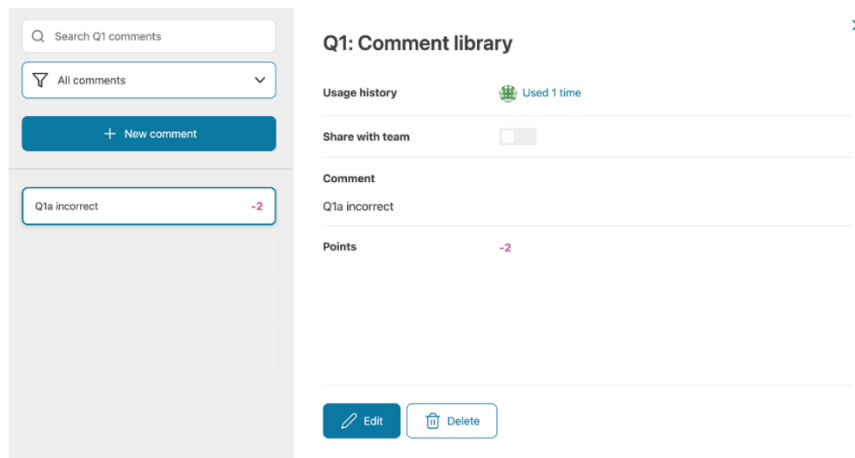
Once you use a comment, it is saved in your comment library. You can access this library through the comment library icon on the toolbar on the left. A drop-down list of all the comments you have used will appear.



Dragging: from this drop-down menu, you can click and drag a comment from the list to the assessment. This will paste the comment you have already used on the current booklet.

This menu stays open from booklet to booklet if you do not close it, making it easy to use the same comments quickly.

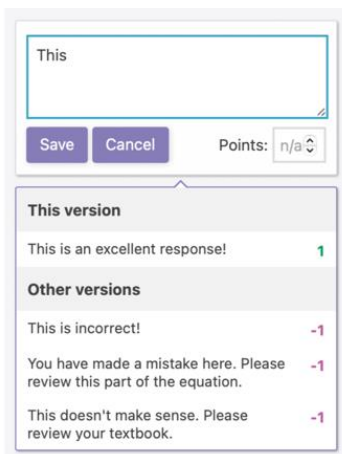
If you click the heading at the top, this expands the comment library, and you will see:



From here, you can edit comments by clicking edit. This allows you to change the text or numerical point assigned to the comment. If this comment is used multiple times, it will change all instances of that comment. You can also click and drag comments in the comment library to sort them – this is helpful when you want to move the most common comment(s) to the top for easier access.

Filter comments: The number of times a comment is used is stated beside **Usage history**. Clicking the “Used # times” will show you all booklets using this specific comment. If you do not see the option to click “Usage history”, it’s because the instructor did not change the assessment settings to “Allow graders to see each other’s evaluations”. In this case, the TA should inform the instructor/ISC and they can enable this feature.

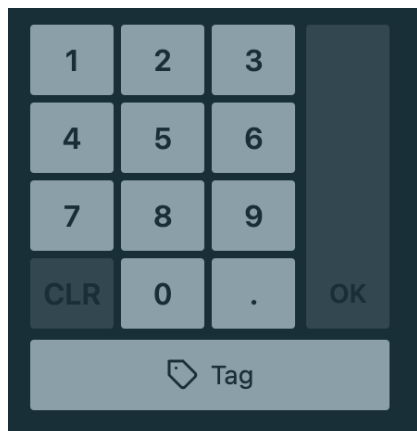
Searching for comments: Done in two ways. The first way is using the expanded comment library, where there is a search bar in the top left corner. The second way is through the comment box, where once you open a comment box and start typing the suggested comments will appear. From here, you can select the comment you were looking for.





Whichever way you search for a comment is up to personal preference. If you have limited comments, it will likely be fastest to keep the drop-down comment library open and drag the necessary comments over.

## TAGGING EVALUATIONS



To tag an evaluation, click the tag button at the bottom of the numerical keypad. The student cannot see if you tag their assessment. This is helpful for instructors to sort through different issues, such as academic misconduct or illegible assessments. This is also helpful from a TA perspective to tag any booklets you would like to come back. For example, you may be waiting for clarification from an instructor/ISC on how to grade a particular question.

Once you click this button, you will be prompted to name the tag. Once completed, click the '+' button and this will add the tag to the assessment.

## SHORTCUTS

Found at the bottom of the [grading tools help page](#). These shortcuts are helpful in making the grading process more efficient.

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### Keyboard shortcuts

<b>Navigating</b>	<b>Image/PDF Questions</b>
<code>enter</code> — Next ungraded	<code>z</code> — Annotation mode
<code>l</code> or <code>shift + ←</code> — Next booklet	<code>c</code> — Checkmark mode
<code>h</code> or <code>shift + →</code> — Previous booklet	<code>x</code> — X mode
<code>j</code> or <code>shift + i</code> — Next question in booklet	<code>q</code> — ? mode
<code>k</code> or <code>shift + r</code> — Previous question in booklet	<code>s</code> — Shape mode
<code>r</code> — Rotate pages clockwise	<b>Text Questions</b>
<code>shift + r</code> — Rotate pages counterclockwise	<code>m</code> — Cursor mode
<b>Evaluations</b>	<code>h</code> — Highlighter mode
<code>e</code> — Next evaluation	<code>-</code> — Strikethrough mode
<code>n</code> — New evaluation	<b>All Questions</b>
<code>shift + c</code> — Clone evaluation	<code>v</code> — Comment mode
<code>p</code> — Make primary	<code>shift + enter</code> — Save comment
<b>Scoring</b>	<code>esc</code> — Cancel
<code>0-9</code> , <code>.</code> — Assign grade	<code>d</code> — Delete mode
<code>enter</code> — Save grade	
<code>t</code> — Add a tag	

Comments support emoji 🤔, Markdown, and LaTeX for math and chemical equations.

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## GRADING ACTIVITY

Now that we know the basics of how to use Crowdmark, we need to become more familiar with it by grading an assessment. Please navigate to the “SAS TA Orientation” Crowdmark page that you were given access to and complete the following instructions **before** attending the TA training workshops.

## INSTRUCTIONS

Please navigate to the assessment “How to (Crowd)Mark Activity”. Note that there are six “students” enrolled in this assessment, but only two have submitted a solution. Review the [navigation section](#) to recall how to navigate to booklets with uploaded solutions.

The solutions and marking guide needed to grade this assessment have been given to you. As you are grading, you must perform the following tasks to familiarize yourself with the functionalities of Crowdmark.

### Tasks:

- Use the highlight or annotation tool to point out an error
- Use the comment tool to write a comment with LaTeX
- Use the comment tool to write a comment that has a 0.5 mark deduction
- Write a comment and delete it (i.e., you changed your mind)
- Delete a highlight or annotation
- Edit a comment after it has been placed
- Drag a comment from the comment library located on the left
- Write a comment that could be used on both booklets
- Use the same comment on both booklets and open the comment library to revisit all booklets that used the comment
- Edit this comment using the comment library to change the comment for every instance it used
- Verify this comment has changed on both booklets through visual inspection