



UNIVERSITY OF
WATERLOO

Department of Statistics
and Actuarial Science

HOW TO (CROWD)MARK

CREATED BY SAS TA PROGRAM
UPDATED SEPTEMBER 2026

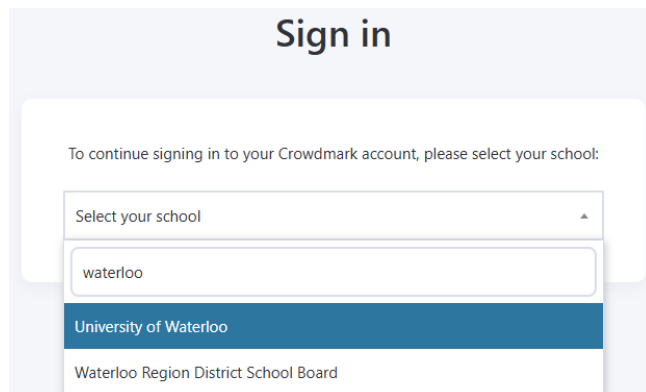
Contents

Signing in to Crowdmark.....	3
Navigation	3
<i>Navigating to a specific booklet</i>	<i>4</i>
<i>Looking up students.....</i>	<i>5</i>
Grading Tools	5
<i>Comments.....</i>	<i>6</i>
<i>Comment Library.....</i>	<i>7</i>
<i>Tagging Evaluations</i>	<i>9</i>
<i>Shortcuts</i>	<i>9</i>
Best Practices	10
Grading Activity.....	11

[Crowdmark](#) is an online tool to facilitate collaborative and efficient grading of student assessments. In the Department of Statistics and Actuarial Science, most assignments, quizzes, tests, and final exams are graded through Crowdmark.

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 in to Crowdmark

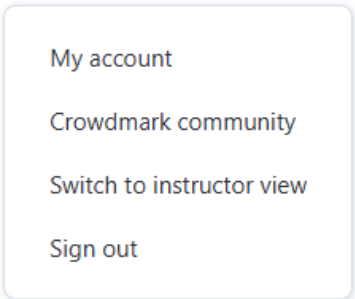


Click the sign in button in the top right corner of the [Crowdmark](#) main page.

You will be prompted to select your institution. Choose University of Waterloo.

Sign in with your LEARN University of Waterloo credentials (e.g. j2smith@uwaterloo.ca). For more detailed instructions, read the Crowdmark [sign in instructions](#).

After signing in, you may need to click on your account name in the top right corner and choose “Switch to instructor view”.



- My account
- Crowdmark community
- Switch to instructor view
- Sign out

Navigation

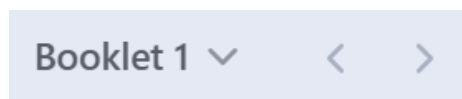
First, navigate to the term/course of interest. Then, select the assessment you need to mark. This is the screen you should see once you are in the assessment. Click on a question to view booklet submissions.

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

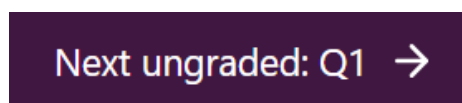
There are a few ways to navigate between booklets within an assessment.



In the top right toolbar, use the overview grid (button with four squares) to select specific booklet numbers.



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).



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.

Navigating to a specific booklet

You may be assigned a subset of booklets to grade (e.g. Booklets 100 to 200). There are two ways to go to a specific booklet.

Overview grid

	MCQ1-3	MCQ4-5	Q6a	Q6b	Q6c
1	✓	✓	✓	✓	✓
2					
3	✓	✓	✓	✓	✓
4	✓	✓	✓	✓	✓
5	✓	✓	✓	✓	✓

Click overview grid (button with four squares) in the top right toolbar. Scroll down until you find the booklet numbers you were assigned.

Go to booklet

×

Q

Search by booklet #

1

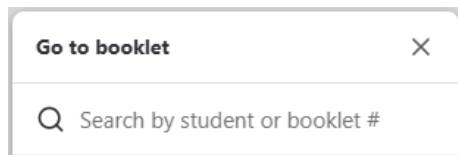
2

3

Click “Booklet 1” (assuming you are currently on the first booklet) in the right sidebar. Type the booklet number you would like to be directed to.

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 WatIAM user 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.

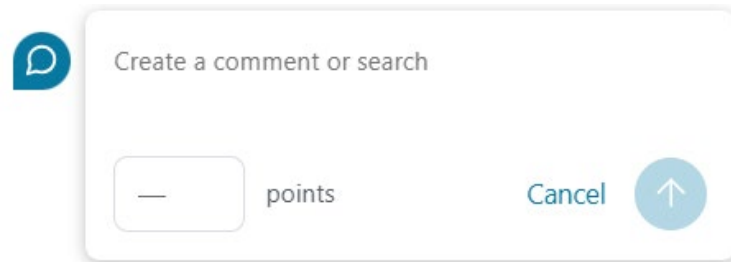
The grading tools are found on the toolbar in the bottom centre of your grading screen.

	Comments	leave a comment with the option to add/subtract marks
	Annotations	freely draw/annotate on the assessment
	Highlight	highlight an aspect of the document you wish to emphasize
	Stamps	stamp a checkmark, X, or question mark on the assessment
	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

*Note: The Comment Library button is accessed in the top right toolbar.

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:



Simply type your comment in the text box, where you 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.

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

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

It is NOT recommended to mix comments with deductions and additions. Typically, you would choose one method (i.e., only adding or only 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 a perfect score. 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 the arrow button to 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 available by pressing the ellipses.



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 by typing the score or using the keypad on the right.

If you do accidentally enter a number, use the backspace icon to clear it.

However, we do not use the manual score entry function in our department. It is much preferred to assign points solely through comments so that scores are automatically computed.

1 Q1		
Manual	Booklet 1	< >
1	2	3
4	5	6
7	8	9
.	0	⌫

## Comment Library

Once you use a comment, it is saved in your comment library.

On an ungraded booklet, the comment library is accessible in the right sidebar. Here, you can click and drag a comment from the list to apply it on your booklet.

Although some submissions require unique comments, the goal is to build a library of **reusable** comments. You can grade faster by **clicking and dragging comments** from the library onto the booklet instead of typing new comments each time.

- 1 A) You should compute interest rate for each year and use...
- 0.5 A) calculation error in solving for  $A(0)$
- 1 B) i. You should set up  $1 + 3i = (1.02)(1.045)(1.07)$
- D B) i. OK - carry forward error of accumulation factor from A)
- 1 B) ii. did not solve for  $d^{(2)}$
- 0.5 B) ii. calculation error in solving for  $d^{(2)}$
- D B) ii. OK - carry forward error of principal from part A)

The comment library can also be accessed in the top right toolbar (button with the book). A drop-down list of all the comments you used will appear.



Library ×

Q1a Q Sort: Points ▾

Points ▾	Comment	Usage ⓘ
+2	Good!	19 ...
-0.5	answers in decimal form	2 ...
-1	Denominator should be $P(X = 6) = 0.25$ for both probabilities.	1 ...
-1	Need to divide each probability by $P(X = 6) = 0.25$ .	1 ...
-2	Need to calculate $P(Y = y X = 6)$ for $y = 0, 1$ ; should have $P(Y = 0 X = 6) = 0.8$ and $P(Y = 1 X = 6) = 0.2$	3 ...
+ Add comment		

In the library, you can search, sort, edit, and filter comments.

**Search comments:** In the top right corner, you can click on the magnifying glass button to find a specific comment in the library

**Sort comments:** In the top right corner, you can sort the comments by points, usage, alphabetical, or custom.

- If you choose to sort by usage, this will move the most frequent to the top so they are easier to access when grading.
- If you choose to sort by custom, you can click and drag the comment library to reorder them however you like.

Organizing the comment library can make it easier to find comments to click and drag onto booklets while grading.

**Edit comments:** Beside the comment, click the ellipses and choose “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.

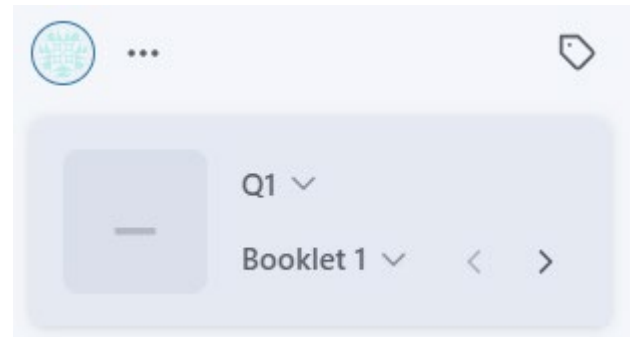
This is helpful if, for example, you deducted 1 mark for a particular error across multiple booklets and the instructor/ISC asked you to reduce the penalty of that error to only 0.5 mark. You can change the numeric point assigned to that comment and it will change all instances of that comment.

**Filter booklets by comments:** The number of times a comment is used is indicated. Beside the comment, click the ellipses beside the comment and choose “View usage”. This will show filtered booklets where this comment was applied.

## Tagging Evaluations

To tag an evaluation, click the tag button in the top corner. Click the ‘+’ button, name the tag, and press the checkmark to add the tag to the assessment.

The student cannot see if you tag their assessment. Tags are useful to flag booklets for instructors/ISCs or TAs to review.



For example, if you are seeking clarification from an instructor/ISC on how to grade a particular question, you can add a tag with a brief description of the issue and then inform them. After, you can revisit your tagged booklets by using the “Filter” button in the top right toolbar.

## Shortcuts

In the top left of the screen, click the assessment dropdown menu and select “Shortcuts” to see the list of shortcuts. These shortcuts can help speed up your grading.

### Shortcuts to grade image submissions

Comment tool	V	Checkmark tool	C	Save comment	
Draw tool	Z	Checkmark plus	C	Assign score	0 to 9
Highlight box tool	S	Cross mark tool	X	Delete annotation	D
Question mark tool	A	Cross mark tool	X		

### Shortcuts to grade text submissions

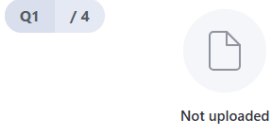
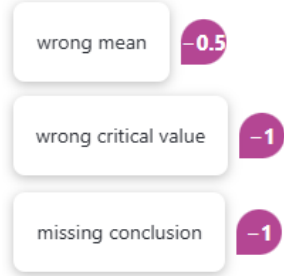
Cursor tool	M	Save comment	
Highlight tool	V	Assign score	0 to 9
Strikethrough tool	S	Delete annotation	D

### Shortcuts to navigate

Next ungraded		Next question	J or  ↓	New evaluation	N
Next booklet	L or  →	Previous question	K or  ↑	Clone current evaluation	N
Previous booklet	H or  ←	Rotate image left or right	[ or ]	Manage tags	'

## Best Practices

Remember these tips and features when grading on Crowdmark.

<b>Skip blank booklets</b>	If there is an empty booklet without any submitted file, do not enter a score. Leave blank booklets ungraded. Use the “Next ungraded” button to skip to the next submission for grading.	
<b>Automatic score calculations</b>	Do not manually enter marks in the overall score box. Rather, use comments with associated points so that the score is automatically calculated.	
<b>Assign points to comments</b>	When creating a comment, check that you assigned the intended point deduction or addition.	
<b>Create reusable comments</b>	Each error should have its own comment with its own point deduction. For example, if a submission has three errors, apply three <i>separate</i> comments. If you attempt to create only one comment that describes all three errors together, then that one large comment is not as reusable as the three specific comments.	
<b>Do not mix deductions and additions</b>	Stick to using only comments with point deductions, or only comments with points additions. Mixing comments with deductions and additions within a question may result in an incorrect automatic calculated score.	
<b>Modify comments</b>	When you modify a comment in the comment library, remember that it updates all instances in which that comment was used.	
<b>Carry forward error</b>	If a student made an error in one part that is used for a following part, do not deduct extra marks in those following parts. If the answer follows the correct process and is correct based on the values from the prior parts, then full marks should be provided.   For example, if the student incorrectly computed an estimate in part a), you should apply an appropriate deduction. In part b), if they constructed the confidence interval using their incorrect estimate from part a) but followed the rest of the procedure correctly, they should obtain full marks for part b).	
<b>Revisit tagged booklets</b>	Remember to revisit tagged assessments before finalizing grading.	

## 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 complete this grading activity **before** attending the SAS TA training workshop.

### Instructions

Navigate to the “SAS TA Orientation” Crowdmark page that you were given access to.

Go 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 go 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 right
- ☐ 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 through visual inspection that the updated comment appears correctly on both booklets.