

Delegated Grading

Assign specific users in your course to grade particular sets of student assignment submissions.

Delegated Grading Video



Direct URL: <https://youtu.be/x0h9Py2kH3I?t=73>

Video Description: When creating an assignment, you can enable anonymous grading to ensure impartiality. You can also share grading responsibilities with teaching assistants, graders, and other instructors. Additionally, you can allow multiple graders to grade the same assignment to further promote reliability in grading.

This tutorial will show you how to add an assignment, enable anonymous grading, and delegate grading responsibilities.

Note: Video opens in new window

Delegated Grading Instructions

The users who help you grade are called delegated graders and they provide provisional grades. Delegated graders follow the same grading steps that you do, however, the group of assignment attempts that they see are based on the options you choose. After all, delegated graders provide grades and feedback, one or more instructors review the grading to determine a final grade or reconcile it.

You can combine delegated and anonymous grading. When viewing submissions you are assigned to grade, student names are hidden.

Enable Delegated Grading

On the *Create Assignment* page, choose the graders to help with grading tasks.

In the *Grading Options* section, after you select the check box for *Enable Delegated Marking*, you can view a list of potential graders. Use the *Show* drop-down list to filter the list.

1. Use the drop-down list next to each grader's name to assign submissions to grade:

- All Submissions
- Random Set: Grade a random set of the selected number of students. If multiple graders are assigned to grade a random set, students are distributed evenly before any student is included in multiple random sets.
- Groups: Grade all students who are part of the selected course groups.
- None

2. All instructors in a course can see what other graders assigned. If you want other roles to also view scores, feedback, and notes added by others, select the check box in the View Settings column.

3. In the Reconcile Grades column, view who can determine the final grade and feedback for each student. All instructors can reconcile grades.

Notifications

Example: If you select two delegated graders and assign each grader a random set of submissions, each grader is notified and only sees attempt submissions that are part of their individual random sets.

You are notified of needs grading status for assignments you have been delegated in the following areas:

- Needs Grading page: You only see the specific assignments delegated to you, not assignments delegated to others.
- Grade Centre grid: The needs grading icon appears in the cells for the grader assigned to the delegated assignment submissions.
- Notification modules
- My Blackboard on the Updates page
- Individual email notifications, if enabled
- SMS, voice, and daily-digest email notifications, if enabled

Access Submissions

You can access assignment submissions that you are assigned to grade in the Grade Centre and on the Needs Grading page.

The Grade Assignment Page

Both access options take you to the Grade Assignment page where you view submissions and grade inline as you normally do. On the action bar, each grader can view how many gradable items are in the queue.

Category	Item Name	User Attempt	Date Submitted	Due Date
Tutorials (Self Assignment)	Assignment 1	Andrew Stewart	28 August 2014 13:26:00	
Tutorials (Self Assignment)	Assignment 1	Adam Stone	05 September 2014 15:00:00	
Assignment	Assignment 2	Adam Stone	05 September 2014 15:21:24	28 September 2014
Assignment	Assignment 3	Adam Stone	05 September 2014 15:21:40	
Assignment	Assignment 3	Adam Stone	05 September 2014 15:22:24	02 December 2014

Each instructor has the ability to view what other graders provided for scores, feedback, and notes. Other graders do not see this information unless enabled.

After you provide a grade, the Needs Reconciliation icon appears in the Grade Centre cell. No score appears until the instructor role reconciles the grade.



Notifications for Grades to Reconcile

After delegated graders begin providing grades, instructors receive notifications that grades need reconciling. These notifications appear in the following areas:

- Needs Grading page
- *Needs Reconciliation* appears on the action bar.
- My Blackboard on the *Updates* page
- Grade Centre grid
- The *Needs Reconciliation* icon appears in the cells.
- Notification modules
- Individual email notifications, if enabled
- SMS, voice, and daily-digest email notifications, if enabled

Reconcile Grades

The instructor role reviews all grades and feedback made by graders, and determines the final grades. Regardless of how many student attempts an instructor role is assigned or even if none are assigned, all instructors can reconcile grades. The *Reconcile Grades* page is accessible from several locations, including the *Needs Grading* page and the Full Grade Centre.

Access Reconcile Grades Page

The instructor role selects *Reconcile Grades* from the grade column's contextual menu. Other grader roles who have graded attempts see the *Needs Reconciliation* icon in the Grade Centre, but do not have access to the *Reconcile Grades* page.

Reconcile Grades Page

On the Reconcile Grades page, the instructor role can view all the grades that all graders assigned and see who has grading to perform. For large classes, filter the list by status and grader. Scores that appear with a comment icon have feedback.

On this page, you accept the grades set by another -OR- review grades assigned by multiple graders and set the final grades.



A. Show Grader Progress: Click to view the progress of all graders, what the grader assigned for the average grade for the assignment, and the number of attempts.

B. Show Detail View: Click the icon to view existing grades, feedback, and view a rubric if one has been associated. From this view, you can hide all the graders' feedback, add new feedback, and determine the final grade.

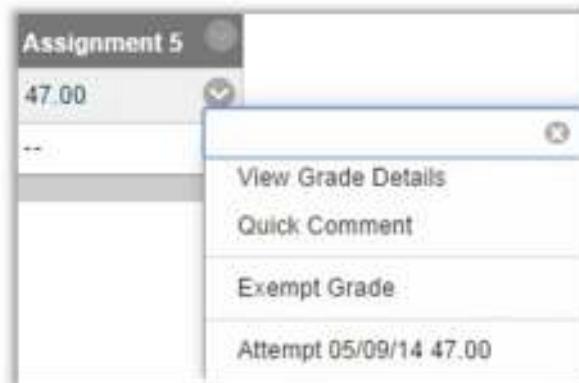
C. Add Grader: Click the icon to open a pop-up window to add one or more graders for this student.

D. Determine Final Grade: Use the drop-down lists to assign a final grade for each student. Or, use the *Final Grade* drop-down list in the column header to reconcile grades in bulk for highest, lowest, or average of the graders' scores.

Reconciled Grades Appear

After you reconcile grades, the Needs Reconciliation icons are replaced with the scores you assigned. You can view the scores and feedback each grader assigned on the student's Grade Details page in the Grade History tab. Students see their reconciled scores and feedback in My Grades. They can also click the name of the assignment to view the feedback from all graders on the Review Submission History page.

Note: When reconciling grades, instructors have the option to not show delegated graders' feedback to students and provide their own.



Grade Details

User **A. Student (00001)** < > Column **Assignment 5 (Assignment)** < >

Current Grade: **47.00** out of 50 points **Exempt**
Grade based on Last Graded Attempt
Due: 05-Sep-2014
Calculated Grade -47.00
[View Attempts](#)

[Attempts](#) [Manual Override](#) [Column Details](#) [Grade History](#)

Date	Last Edited by	Value	Comments
08-Sep-2014 09:25:15	A Student	Reconciled Grade Attempt 47	
05-Sep-2014 16:45:42	A Student	Provisional Attempt Grade 45	Feedback to Learner Very good attempt

[View Complete History](#)

Delegated Grading and Content Exchange

Delegated graders and settings are carried over to the new course when you use the following content exchange functions:

- Copy Course with Users (Exact Copy)
- Copy Course Materials into a New Course and select the check box for Include Enrolments in the Copy
- Archive/restore, as users and their settings are part of an archived course

Without Enrolments

When you copy a course without enrolments into a new course, the delegated setting is brought over as enabled for all existing delegated grading assignments. The instructor copying the course is set to grade all submissions and reconcile grades.

When you copy or import a course without enrolments into an existing course, the delegated setting is brought over as enabled for all existing delegated grading assignments. All current users who can reconcile are also set to grade all submissions.