Blackboard Assessments: Delegated Grading

You can assign specific users in your course to grade particular sets of student assignment submissions. Grades and feedback from more than one grader helps to promote reliability and remove bias. The users who help the instructor to grade are called "delegated graders" and they provide "provisional grades." Delegated graders follow the same steps as instructors, but the groups of assignment attempts 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. To further promote fair grading practices, you can combine delegated and anonymous grading (see Anonymous Grading documentation). With Anonymous Grading, student names are hidden while viewing delegated submissions.

Delegated Grading is an option in the assignment settings, so it can be enabled during the creation of an assignment, or you can edit an existing assignment to enable the feature. These instructions describe the process to enable the feature in an existing assignment. For more about the process of creating a Blackboard Assignment, see the Creating an Assignment documentation.

Enable Delegated Grading:

1. Login to Blackboard.
2. Open the course within which you wish to work.
3. Navigate to the assignment for which Delegated Grading is to be enabled.
4. Mouse over the assignment name and click the gray circle icon that appears.
5. Select Edit from the resulting menu.
6. On the Edit Assignment page, scroll down to the fourth section, titled “Grading,” and click the Grading Options link to expand the section.
7. Check the box to Enable Delegated Grading (as well as Anonymous Grading, if you wish).
8. Once Delegated Grading is enabled, additional options will appear:

![Delegated Grading Options](image-url)
9. Use the **Show** drop-down list to filter the display of potential graders. Choose to show "All Possible Graders" (as shown above), "All Assigned Graders," or "All Unassigned."

10. To delegate submissions to a possible Grader, select an option from the **Submissions to Grade** drop-down list to the right of that Grader:
   a. **All Submissions**
   b. **Random Set**: Assign 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.
   c. **Groups**: Grade all students who are part of the selected course group (groups must be created first).
   d. **None**

11. Check the box in the **View Settings** column to allow non-instructors (e.g. Teaching Assistants) to view all students' scores, feedback and notes, instead of just those assigned to them.

   **NOTE**: Users with the Instructor role can see all grading information, regardless of the Delegated Grading assignments.

12. The blue icon in last column, **Reconcile Grades**, indicates which users are able to finalize the scores assigned by the delegate grader(s). All Instructors can reconcile grades.

13. Click **Submit** to save.

### Viewing Assigned Submissions:

When Delegated Grading is enabled, a delegate is notified when an assigned student submits to the assignment and can only see the submissions of those students assigned to him or her. For assignments that do NOT have Delegated Grading enabled, all potential graders can see all student submissions. After a delegate enters a Provisional Score, the **Needs Reconciliation** icon appears in the grade cell:

The provisional scores will not be visible to students until an instructor reconciles the grades. For more about the process of grading a Blackboard Assignment, see the **Accessing Student Assignment Submissions** documentation.

### Reconciling Grades:

After the grading delegates enter their provisional scores, the instructor must approve, or reconcile, the grades so that students can view them. For each submission, the instructor may accept a provisional score, or review scores assigned by multiple graders and set a final score.

1. Open the Full Grade Center or the Smart View for the column containing provisional grades.
2. To reveal the column menu, click the **gray circle** icon that appears when hovering the mouse over the column name cell.
3. Select **Reconcile Grades** from the column menu.
4. On the Reconcile Grades page, you will see a list of the attempts, along with the grader and the provisional grade for each. Provisional scores with a comment icon include feedback. Filter the
list by status and Grader. The Final Grade column will display the *Needs Reconciliation* icon (in blue):

5. Click the **Show Grader Progress** button (yellow arrow above) to view the progress of all graders, the average score each grader granted for the assignment, and the number of attempts.

6. Click the **Show Detail View** button (circled in yellow above) to the right of the student name in the *Attempts* column in order to view existing grades, feedback and view a rubric if one is associated with the assignment. From this Detail View, the Instructor can hide all the graders' feedback, add new feedback, and determine the final grade:

7. Either on the **Detail View** (for individual attempts only) or back on the main *Reconcile Grades* page (for individual and all attempts in bulk), the instructor can reconcile grades in the *Final Grade* column:
   a. Click the **down arrow** to the right of an individual's *Needs Reconciliation* icon to open the grade entry field and either enter a specific score, or, if an attempt was assigned multiple provisional grades by different graders, you can choose to select the Highest, Lowest, or Average of the provisional grades:
b. To finalize all attempt grades, click the **down arrow** in the *Final Grade* column header to choose Highest, Average, or Lowest provisional grade for all attempts:

![Down Arrow in Final Grade Column](image)

8. Once a finalized grade is entered or selected, the system will automatically save the change. To exit an attempt Detail View, click the **X** in the upper right corner of the detail window. To return to the Grade Center, click the **Return to Grade Center button** in the lower right of the Reconcile Grades page.

**After Reconciling Grades:**

After reconciling the grades, the *Needs Reconciliation* icons are replaced with the finalized scores and students can view them. Instructors can still view the provisional grades and feedback each delegated grader assigned by viewing the Grade History found on the Grade Details page:

![Grade Details Page](image)