

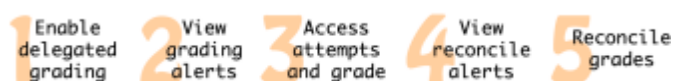
DELEGATED GRADING

You can assign specific users in your course to grade particular sets of student assignment submissions.

Using grades and feedback from more than one grader helps to promote reliability and remove bias. For large classes, you can divide up the grading tasks among TAs and other graders. Roles with default grading privileges include instructor, teaching assistant, and grader.

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.

DELEGATED GRADING WORKFLOW



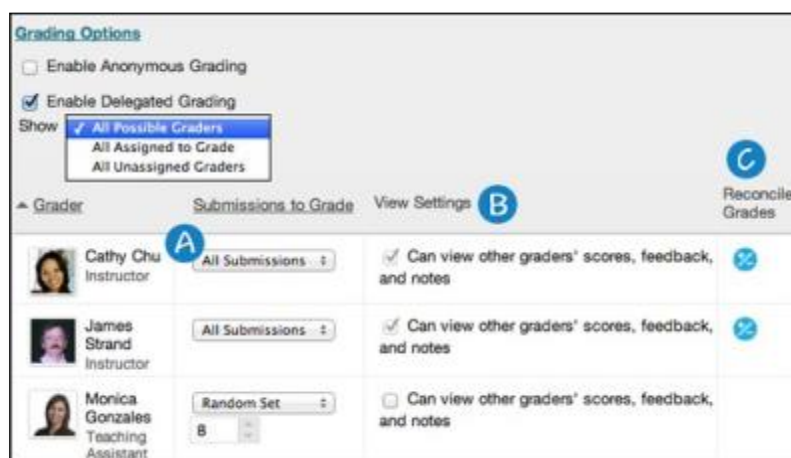
You can combine delegated and anonymous grading. When viewing submissions you are assigned to grade, student names are hidden.

To view examples of setting up some delegated grading scenarios, see Best Practice: [Delegated Grading Examples](#).

1. 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 Grading**, 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.

To help with accuracy and consistency of grading, have all delegated graders use a rubric when providing grades. A rubric is an assessment tool listing evaluation criteria for an assignment.

2. 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:

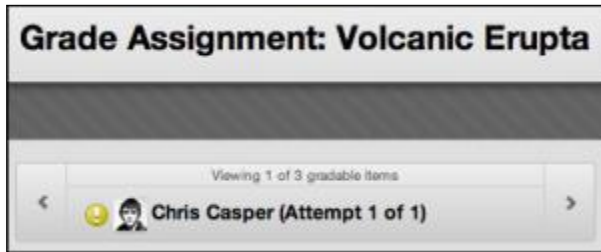
- **Needs Grading** page
 - You only see the specific assignments delegated to you, not assignments delegated to others.
- Grade Center grid
 - The needs grading icon appears in the cells for the grader assigned to the delegated assignment submissions.
- Notification modules
- My Blackboard on the **Updates**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

3. ACCESS SUBMISSIONS

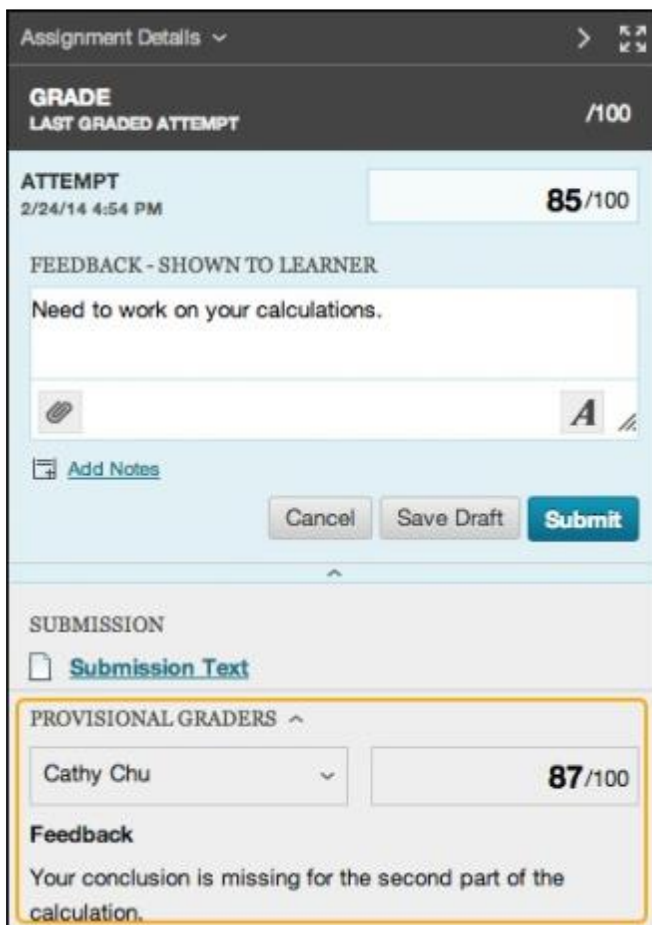
You can access assignment submissions that you are assigned to grade in the Grade Center and on the **Needs Grading** page. If anonymous grading is also enabled, see Access Anonymous Submissions to see how submissions appear in the two areas.

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.



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 Center cell. No score appears until the instructor role reconciles the grade.

4. NOTIFICATIONS FOR GRADES TO RECONCILE

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

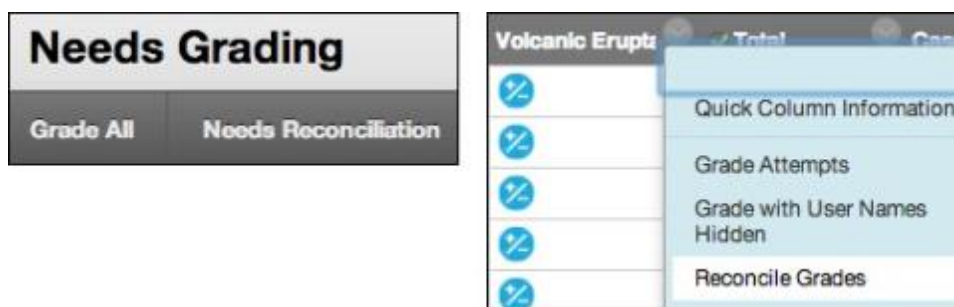
- **Needs Grading** page
 - **Needs Reconciliation** appears on the action bar.
- My Blackboard on the **Updates** page
- Grade Center grid
 - The **Needs Reconciliation** icon appears in the cells.
- Notification modules
- Individual email notifications, if enabled
- Daily-digest email notifications,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

5. 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 Center.

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 Center, 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.

Volcanic Erupta: Reconcile Grades

Filter by Status: All Filter by Grader: All

A
Show Grader Progress

Attempts	Graders	Final Grade	
Andy Farrell	Cathy Chu 95.00	%	%
Bruce Lopez	Cathy Chu 99.00	%	%
Chris Casper	Cathy Chu 98.00	James Stra... 87.00	/100
Dwight Paul	Cathy Chu 89.00	Monica Go...	98.00 Highest
Henry Wagner	Cathy Chu 87.00		92.50 Average
			87.00 Lowest

Reconcile All Unreconciled By:

Highest

Average

Lowest

1. **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.
2. **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.
3. **Add Grader:** Click the icon to open a pop-up window to add one or more graders for this student.
4. **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 **Mei Wong (mwong)** < > Column **Volcanic Erupts (Assignment)** < >

Current Grade: 97.00 out of 100 points **Exempt**
 Grade based on Last Graded Attempt
 Due: None
 Calculated Grade 97.00
[View Attempts](#)

Attempts | Manual Override | Column Details | **Grade History**

Date	Last Edited by	Value	Comments
Mar 10, 2014 11:13:17 AM	Cathy Chu	Reconciled Grade Attempt: 97	
Mar 10, 2014 10:11:45 AM	James Strand	Provisional Attempt Grade 96	Feedback to Learner Excellent calculations section. Also, one of the best introductions to explain the set up. GOOD WORK!
Mar 7, 2014 10:55:11 AM	Monica Gonzales	Provisional Attempt Grade 97	Feedback to Learner Excellent second part of the calculations.
Mar 6, 2014 4:15:35 PM	Cathy Chu	Provisional Attempt Grade 98	

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)**
- Archive/restore, as users and their settings are part of an archived course

WITHOUT ENROLLMENTS

When you copy a course without enrollments 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 enrollments 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.

BEST PRACTICE: DELEGATED GRADING EXAMPLES

You can delegate grading by assigning specific users in your course to grade particular sets of student submissions.

WHY USE DELEGATED GRADING?

Delegated grading enables you to combine settings to accomplish your assignment grading goals and meet institutional requirements.

DIVIDE AND CONQUER

For large classes, you can divide the grading tasks among TAs and other graders, as in the following examples:

- For a class of 400 students, assign graders to a random subset of assignment submissions. This automatically divides the grading tasks among the number of graders you have.
- For a merged course with 100 students in each section, assign each grader a class section. You can also assign a random subset of submissions.

ENSURE RELIABLE GRADING

Grading and feedback from more than one grader promotes reliability, improves consistency, and removes bias. You can assign blind graders, who cannot see each other's ratings, to the same set of submissions to obtain more than one critique of the same sample of work. You can use all of the blind graders' ratings to determine the assignment's final grade.

Whenever fairness and impartiality in grading are an institutional requirement or a concern for any reason, use blind graders to control bias among graders as much as possible. For example, using multiple graders can enhance your credibility when recommending students for jobs or admission to higher levels of education. This may be especially important when children of alums or donors are also being endorsed.

ALLOW GRADERS TO COLLABORATE

You can allow graders to view each other's grades and feedback. This is useful when graders know your students well, and their growth and past performance *should* influence grading. Collaborative grading is also appropriate for small classes where students are encouraged to discuss the assignment at all stages of creation. The goal is collaboration at all levels, including grading.

USE RUBRICS IN DELEGATED GRADING

Rubrics can improve accuracy and consistency among delegated graders. A rubric is an assessment tool that describes evaluation criteria for an assignment. Each criterion is scored individually, with the sum of the ratings of all criteria making up the total grade.

Rubrics ensure that graders' standards remain the same over the grading time span. Provide a clear and detailed set of criteria that describes the weighted importance of the objectives of the assignment.

ADDITIONAL ASSIGNMENT SETTINGS

At the time of assignment creation, you can also enable anonymous grading so that graders do not see students' identities, and the SafeAssign option to prevent plagiarism.

DELEGATED GRADING EXAMPLES

Use the following examples to help you choose how to use delegated grading in your course.

Review each description, click the title to go to the example, and follow the steps to set up that version of delegated grading in your course.

[Parallel Graders](#)

Two graders grade the same submissions. They can view each other's grades and discuss the final grades.

[Blind Parallel Graders](#)

Two graders grade the same submissions. They cannot see each other's grades or discuss them.

[Sample Double Graders](#)

Two graders: Grader 1 grades all of the submissions. Grader 2 grades a random set, but can view what Grader 1 assigned for grades and feedback.

[Sample Double Blind Graders](#)

Two graders: Grader 1 grades all of the submissions. Grader 2 grades a random set of submissions. They cannot see what the other assigned.

[Instructor + Colleague Grader](#)

The lead instructor grades all of the submissions, and then views a colleague's feedback about a sampling of grades. When providing the final grades, the lead instructor reviews the comments and decides whether to accept the colleague's suggestions.

Note: Some grading roles may require reconciling of grades—the determination of the final grades by the instructor.

PARALLEL GRADERS

The lead instructor assigns two graders to grade assignment submissions. Both graders grade all submissions. The graders can view each other's grades and discuss what to assign for the final grades. The lead instructor only contributes if needed to "break a tie."

- If the grades are similar, the graders assign students an average of both grades for the final grade -OR- they agree on a final grade.
- If the grades differ significantly -OR- the graders can't agree on a final grade, the lead instructor reviews the two sets of grades and assigns a final grade. She has no grading responsibilities other than reconciling grades.

SELECT OPTIONS FOR GRADERS

Enable delegated grading during assignment creation and select options for graders.







Grader 1	Grader 2	Lead Instructor
Grades all submissions.	Grades all submissions.	Grades no submissions.
Can view other graders' scores, feedback, and notes.	Can view other graders' scores, feedback, and notes.	Can view other graders' scores, feedback, and notes.
Can reconcile grades.	Can reconcile grades.	Can reconcile grades.

Grading Options

Enable Anonymous Grading

Enable Delegated Grading

Show All Possible Graders

▲ Grader	<u>Submissions to Grade</u>	View Settings	Reconcile Grades
 Cathy Chu Instructor	None	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
 Monica Gonzales Teaching Assistant	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
 Porter Durand Teaching Assistant	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	

BLIND PARALLEL GRADERS

The lead instructor assigns two graders to grade assignment submissions *independently* of each other. They both grade all of the assignment submissions, but each does not see what the other assigned for grades or feedback. The lead instructor reviews the two sets of grades and assigns the final grades.

- If the grades are similar, the lead instructor assigns an average of both grades for the final grades.
- If the grades differ significantly, the lead instructor assigns the final grades -OR- enlists Grader 3 to "break a tie" before reconciling grades. On the **Reconcile Grades** page, you can add Grader 3 directly to attempts. The lead instructor has no grading responsibilities other than reconciling grades.

SELECT OPTIONS FOR GRADERS

Enable delegated grading during assignment creation and select options for graders.

Grader 1	Grader 2	Optional: Grader 3	Lead Instructor
Grades all submissions.	Grades all submissions.	Grades only those attempts where grades differ significantly and the lead instructor wants more input.	Grades <i>no</i> submissions.
May <i>not</i> view other graders' scores, feedback, and notes.	May <i>not</i> view other graders' scores, feedback, and notes.	May <i>not</i> view other graders' scores, feedback, and notes.	Can view other graders' scores, feedback, and notes.
--	--	--	Can reconcile grades.

Grading Options

Enable Anonymous Grading

Enable Delegated Grading

Show All Possible Graders

▲ Grader	Submissions to Grade	View Settings	Reconcile Grades
Cathy Chu Instructor	None	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
Monica Gonzales Teaching Assistant	All Submissions	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	
Porter Durand Teaching Assistant	All Submissions	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	

SAMPLE DOUBLE GRADERS

The lead instructor assigns two graders to grade assignment submissions. Grader 1 grades all of the submissions. After Grader 1 has finished grading, Grader 2 begins grading a random set of submissions. He can view what Grader 1 assigned for grades and feedback.

The lead instructor reviews the two sets of grades and assigns the final grades. She has no grading responsibilities other than reconciling grades.

SELECT OPTIONS FOR GRADERS

Enable delegated grading during assignment creation and select options for graders.





Grader 1	Grader 2	Lead Instructor
Grades all submissions.	Grades a random set.	Grades <i>no</i> submissions.
May <i>not</i> view other graders' scores, feedback, and notes.	Can view other graders' scores, feedback, and notes.	Can view other graders' scores, feedback, and notes.
--	--	Can reconcile grades.

Grading Options

Enable Anonymous Grading

Enable Delegated Grading

Show All Possible Graders

▲ Grader	Submissions to Grade	View Settings	Reconcile Grades
 <p>Cathy Chu Instructor</p>	None	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
 <p>Monica Gonzales Teaching Assistant</p>	All Submissions	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	
 <p>Porter Durand Teaching Assistant</p>	Random Set 20	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	

SAMPLE DOUBLE BLIND GRADERS

The lead instructor assigns two graders to grade assignment submissions *independently* of each other. Grader 1 grades all of the submissions. Grader 2 grades a random set of submissions. The graders cannot see what the other has assigned.

The lead instructor reviews the two sets of grades and assigns the final grades. She has no grading responsibilities other than reconciling grades.

SELECT OPTIONS FOR GRADERS

Enable delegated grading during assignment creation and select options for graders.

Grader 1	Grader 2	Lead Instructor
Grades all submissions.	Grades a random set.	Grades <i>no</i> submissions.
May <i>not</i> view other graders' scores, feedback, and notes.	May <i>not</i> view other graders' scores, feedback, and notes.	Can view other graders' scores, feedback, and notes.
--	--	Can reconcile grades.

Grading Options

Enable Anonymous Grading

Enable Delegated Grading

Show All Possible Graders

▲ Grader	Submissions to Grade	View Settings	Reconcile Grades
Cathy Chu Instructor	None	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
Monica Gonzales Teaching Assistant	All Submissions	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	
Porter Durand Teaching Assistant	Random Set 20	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	

INSTRUCTOR + COLLEAGUE GRADER

The instructor grades all assignment submissions. A colleague provides feedback about a sampling of grades. When providing the final grades, the instructor reviews the comments and decides whether to accept the colleague's suggestions.

When reconciling grades, the instructor can hide his colleague's comments so students cannot view the grading suggestions.

- On the **Reconcile Grades** page, click the **Show Detail View** icon in a student's row and clear the check box for **Show Graders' Feedback and Rubrics (if applicable) to student**.
- From this page, the instructor can add feedback to accompany the reconciled grade.

SELECT OPTIONS FOR GRADERS

Enable delegated grading during assignment creation and select options for graders.




Instructor	Colleague
Grades all submissions.	Provides feedback for a random set.
Can view other graders' scores, feedback, and notes.	Can view other graders' scores, feedback, and notes.
Can reconcile grades.	--

Grading Options

Enable Anonymous Grading

Enable Delegated Grading

Show All Possible Graders

▲ Grader	<u>Submissions to Grade</u>	View Settings	Reconcile Grades
 Cathy Chu Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
 James Strand Instructor	Random Set 15	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	