Delegated Grading

Instructors can use the delegated grading feature in assignments to allow feedback from other instructors, graders, or teaching assistants in the course.

Delegated graders are assigned a group of attempts to grade. The delegated graders provide provisional grades and instructors review the provisional grades and reconcile the grades. Delegated grading can be used with Anonymous Grading. To learn about Anonymous grading see our Anonymous Grading document.

On the Create Assignment page, you can select the graders to assist with grading attempts.

1. In the Grading Options section, select the Enable Delegated Grading check box.

2. After you Enable Delegated Grading, you can view a list of the potential graders in the course by clicking on the Show dropdown menu.
3. Next to each grader, you can use the dropdown list in the Submissions to Grade Column to select the submissions to grade:
   a) **All Submissions**
   b) **Random Set:** This allows an instructor to grade a random set of students. If multiple people are assigned to grade a random set, the students will be distributed evenly before being included in multiple random sets.
   c) **Groups:** This will allow a grader to grade all students who are part of selected groups in the course.
   d) **None**

![Table showing delegated grading options]

**Note:** All instructors in a course can see the grades submitted by other graders. Other roles can see scores, feedback, and notes by checking the box in the View Settings column.

4. The **Reconcile Grades** column allows you to see who determines the final grade and feedback for each student attempt. All instructor users have the ability to reconcile grades.
Notifications

Delegated Graders are notified of assignments which need grading in the following locations:

- Needs Grading Page
- Full Grade Center
- Notification modules

Accessing assignment Submissions

Graders will only see the specific assignments delegated to them, not assignments delegated to others.

Graders can grade student attempts as they normally do. Instructors can view the provisional scores, feedback, and notes. Graders and Teaching Assistants cannot see this unless it is enabled.

![Grading interface](image)

After a grader provides a grade, the **Needs Reconciliation** icon will appear in the Grade Center cell. A score will not appear until an instructor reconciles the grade.
**Needs Reconciliation Notifications**

After the delegated graders submit provisional grades, instructors will receive notification that the grades need reconciling. Notifications will appear in the following areas:

- Needs Grading Page
- Full Grade Center
- Notification Modules

All users with grading roles will see the Needs Reconciliation icon, but only users with the instructor role can reconcile grades and access the Reconcile Grades page.

**Reconcile Grades**

An instructor can get to the Reconcile Grades page from the Needs Grading Page by clicking on the Needs Reconciliation button.

After the instructor clicks on the assignment name the Reconcile Grades page will appear.

An instructor can also get to the Reconcile Grades page from the Full Grade Center column by clicking on the down arrow in the column heading and selecting Reconcile Grades from the pop-up window.
On the **Reconcile Grades** page, an instructor can view the preliminary grades and see who still needs to grade student attempts.

If the instructor clicks on the **Show Grader Progress** button, it will display the progress of all graders, the average grade for the assignment, and number of attempts.

![Reconcile Grades image](image)

Clicking on the **Show Detail View** icon will display existing grades, feedback, and show a rubric if one was associated.

Clicking on the **Add Grader** icon will allow the instructor to add more graders for the student.
To reconcile a grade, click on the down arrow to the right of the **Needs Reconciliation** icon.

![Final Grade](image)

Then enter the grade in the **Final Grade** box. The reconciled grade will appear in the **Grade Details** and **Grade History** page in the grade center.

Students will see the reconciled grades in **My Grades**. They can view all of the feedback from graders on the **Review Submission History** page by clicking on the name of the assignment.

**Note:** Delegated graders and settings will be copied when a course is copied into a new course. The delegated grading setting will be enabled for existing delegated grading assignments. The instructor copying the course will be able to grade all submissions and reconcile grades. Any instructors in the new course will also be set to grade all submissions by default.

If instructors have further questions or need assistance, please email bb@hunter.cuny.edu or contact the Technology Resource Center (Thomas Hunter 402) at 212-772-4357.