

## Delegated Grading

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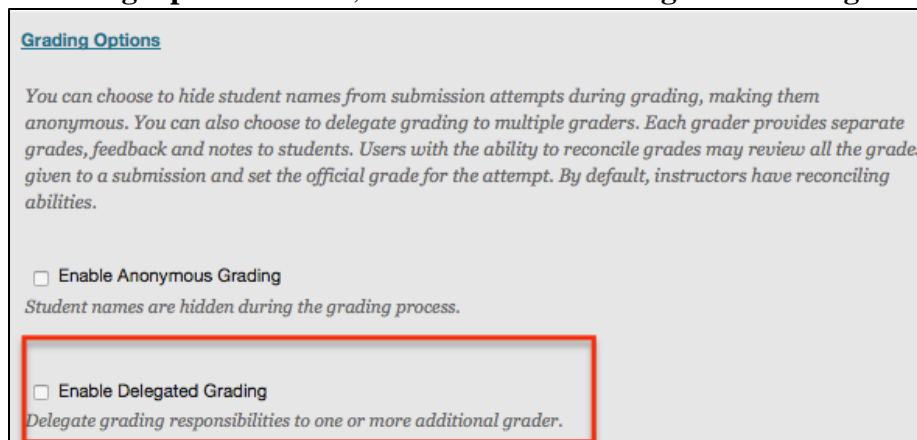
Instructors can use the delegated grading feature in assignments to allow feedback from other instructors, graders, or teaching assistants in the course.

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.



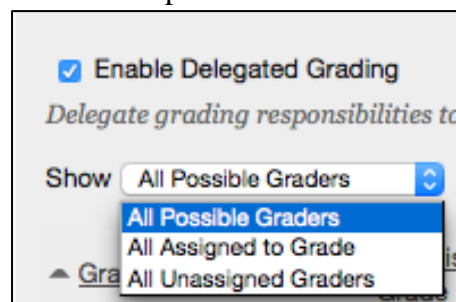
**Grading Options**

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

Enable Anonymous Grading  
*Student names are hidden during the grading process.*

Enable Delegated Grading  
*Delegate grading responsibilities to one or more additional grader.*

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



Enable Delegated Grading  
*Delegate grading responsibilities to*




Show

- All Possible Graders
- All Assigned to Grade
- All Unassigned Graders

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**

**Enable Delegated Grading**  
*Delegate grading responsibilities to one or more additional grader.*

Show

▲ Grader	Submissions to Grade	View Settings	Reconcile Grades
 Instructor	<input type="text" value="All Submissions"/>	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	<input type="checkbox"/>
 Instructor	<input type="text" value="All Submissions"/>	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	<input type="checkbox"/>
 Instructor	<input type="text" value="Random Set"/> <input type="text" value="25"/>	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	<input type="checkbox"/>

**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.


The screenshot displays the 'Assignment Details' interface. At the top, it shows 'GRADE' and 'LAST GRADED ATTEMPT' with a score of '/100'. Below this, the 'ATTEMPT' section shows a date and time of '2/24/14 4:54 PM' and a score of '85/100'. The 'FEEDBACK - SHOWN TO LEARNER' section contains the text 'Need to work on your calculations.' and a grade of 'A'. There are buttons for 'Add Notes', 'Cancel', 'Save Draft', and 'Submit'. The 'SUBMISSION' section shows 'Submission Text'. A red box highlights the 'PROVISIONAL GRADERS' section, which includes a dropdown menu for 'Cathy Chu' and a score of '87/100'. Below this, the 'Feedback' section shows the text 'Your conclusion is missing for the second part of the calculations.'

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

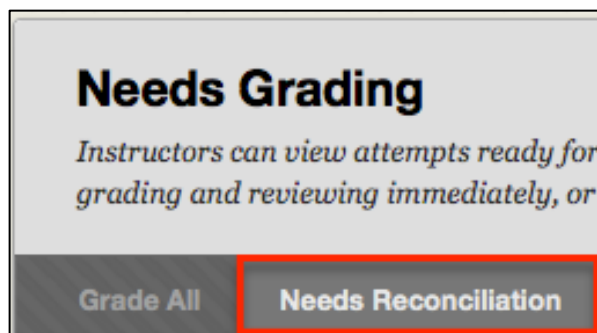
After the delegated graders submit provisional grades, instructors will receive notification that the grades need reconciling. Notifications will appear in the following areas:

- 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.

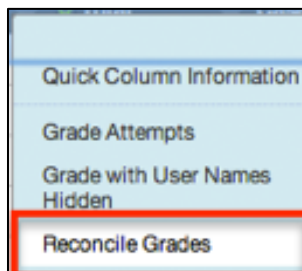
## Reconcile Grades

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



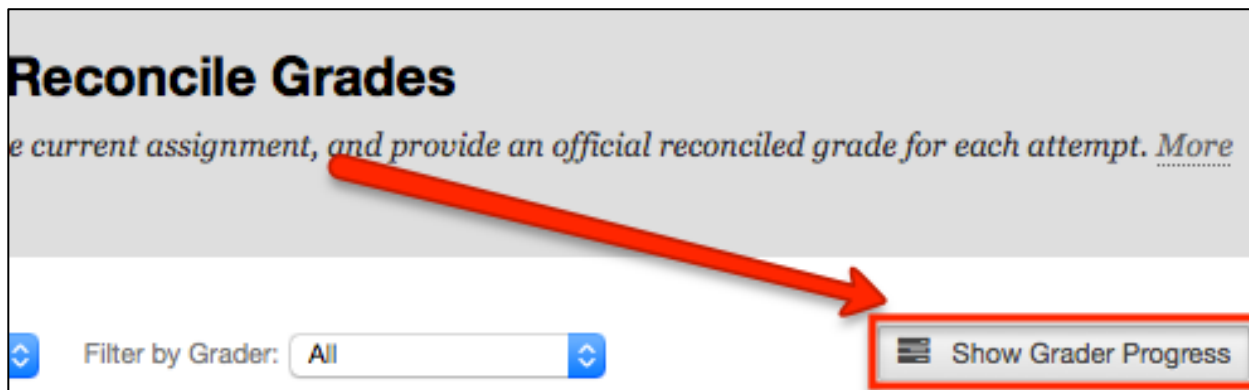
After the instructor clicks on the assignment name the **Reconcile Grades** page will appear.


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.



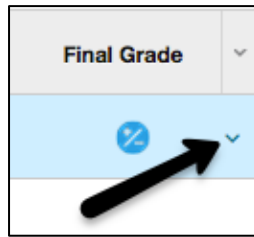
Clicking on the **Show Detail View** icon  will display existing grades, feedback, and show a rubric if one was associated.

Clicking on the **Add Grader** icon  will allow the instructor to add more graders for the student.

The screenshot shows the main content area of the 'Reconcile Grades' page. It includes filters for 'Filter by Status: All' and 'Filter by Grader: All', and a 'Show Grader Progress' button. Below is a table with columns for 'Attempts', 'Graders', and 'Final Grade'. The first row shows a student named 'Hunter Stu...' with a grade of 5.00. The 'Student name' cell in the 'Attempts' column is highlighted with a red box.

Attempts	Graders	Final Grade
Student name	Hunter Stu... 5.00	5.00

To reconcile a grade, click on the down arrow to the right of the **Needs Reconciliation** icon.



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 you have further questions, faculty members can email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).