Assignment Grading Options: Enable Anonymous Grading

Specific users in your course (instructor, TA and grader) can be assigned to grade particular sets of student assignment submissions. Using the delegated grading is a five-step process, where a delegated grader provides a “provisional grade,” then an instructor will reconcile the grade.

1. Enable Delegated Grading
2. View Grading Alerts
3. Access Attempts and Grade
4. View Reconcile Alerts
5. Reconcile Grades

Essentials:

1. On the Create Assignment page, click on Grading Options.

2. Place a checkmark in the box to Enable Delegated Grading

3. Choose from:
   - All Possible Graders
   - All Assigned to Grade
   - All Unassigned Graders

4. Use the drop-down list next to each grader’s name to assign submissions to grade:
   - None
   - All Submissions
   - Random Set
   - Groups
5. **View Grading Alerts**: only the delegated graders that have been assigned to grade submissions will see the submissions in Needs Grading or in the full Grade Center.
   - Needs Grading page

6. **Access Attempts and Grade**: the grading process has not changed.
7. **Notifications** can be seen by the instructor in the Full Grade Center that grades need to be reconciled. The reconcile icon will appear in the full Grade Center for the submissions that have been graded by the delegated grader.

8. Click the action link and select **View Attempt**
   *If you choose to have more than one grader per submission, the icon will only show when ALL graders have completed the grading.*

9. **Reconciling grades** will be completed by the instructor. The instructor will review all grades and feedback made by the graders, and determines the final grades.

10. Choose **Reconcile Grades**

11. **Enter final grade** after you review the submission and the grader’s grade and feedback.
12. **Verification** that the final grade has been saved.

**Best Practices:**

- To help with accuracy and consistency of grading, have all delegated graders use a rubric.
- Delegated and Anonymous grading can be combined, so graders can be assigned to grade certain students’ submissions, but not see those students’ names.
- For more information concerning Delegated Grading visit Blackboard.