

# How to set up Delegated Marking

## *A Quick Guide for Staff*

This guide will help staff set up Delegated Marking to enable the double marking of Blackboard Assignments.

### What is Delegated Marking

Delegated Marking is a Blackboard Assignment feature that can be used to facilitate the delegation of marking to multiple markers when double marking is required.

When Delegated Marking is enabled, the first and second marker can work in parallel to mark a submission and provide separate marks and feedback to students. Provisional marks can then be reviewed and reconciled by a nominated member of staff to produce a final grade. Delegated Marking can also be used to allocate third markers where moderation of marking is required.

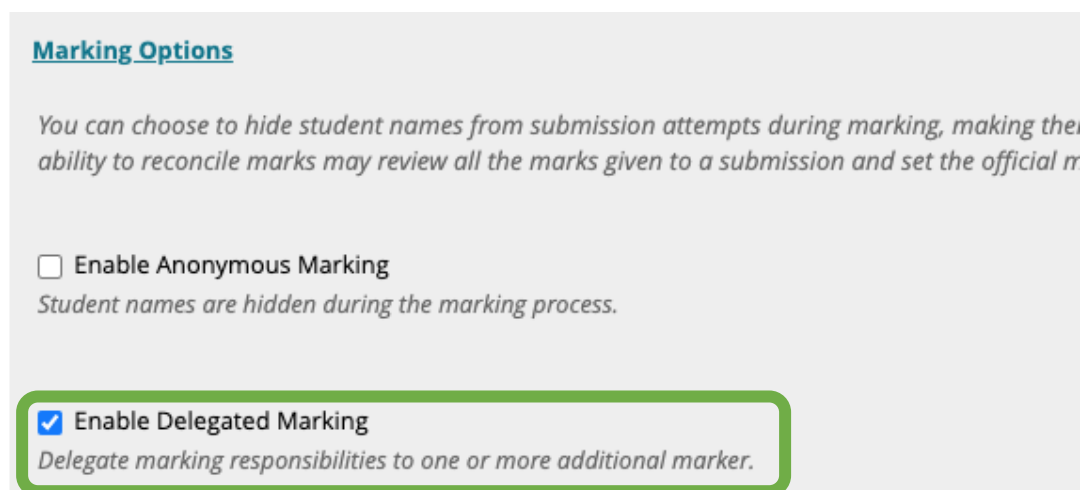
### When to use it

Delegated Marking should only be enabled if **double marking is required**.

### Set up Delegate Marking: Quick Steps

Follow the steps below to enable Delegated Marking and allocate work to markers.

1. **Create** a new Blackboard Assignment or edit an existing one.
2. On the Edit Assignment page, expand the **Marking Options** section and tick **Enable Delegated Marking**.



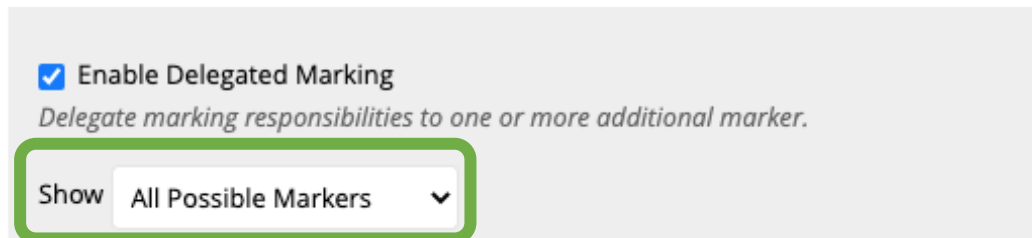
**Marking Options**

*You can choose to hide student names from submission attempts during marking, making the ability to reconcile marks may review all the marks given to a submission and set the official mark.*

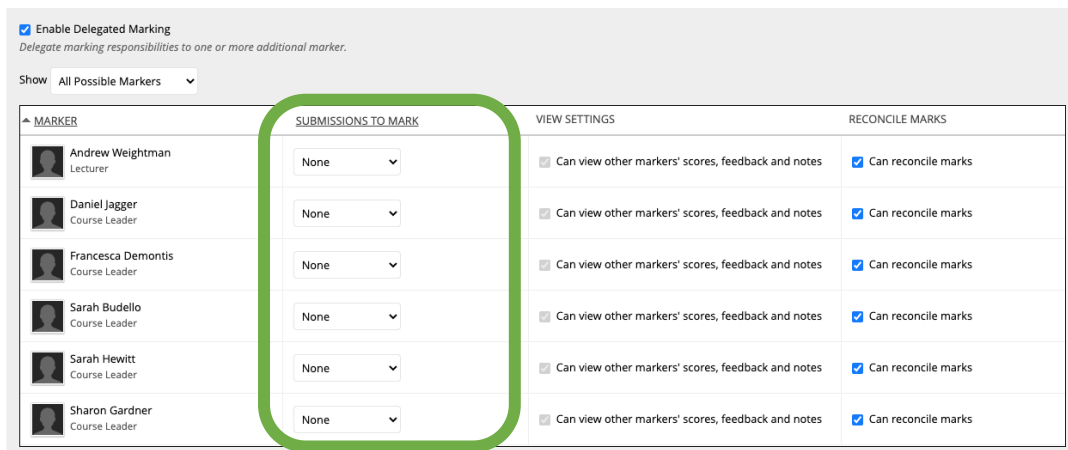
**Enable Anonymous Marking**  
*Student names are hidden during the marking process.*

**Enable Delegated Marking**  
*Delegate marking responsibilities to one or more additional marker.*

3. Use the drop-down menu to show **All Possible Markers**.

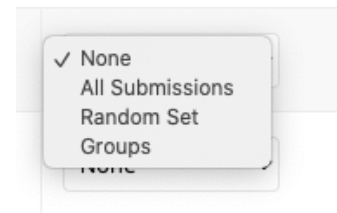


4. In the **Submissions to Mark** column, use the drop-down menu to assign work to markers.



None, Groups and All Submissions can be used to allocate submissions. **Random Set must be avoided.**

- For **staff who will be marking**, select either All Submissions or Groups\*.
- For **administrators and reconcilers**, select All Submissions.
- For any **other staff**, select None.



Allocating submissions by Groups is recommended. When Groups is selected, a list of existing groups will appear. Highlight the relevant group(s) by clicking on the relevant group(s). To highlight multiple groups, hold down the Shift or Ctrl (Cmd for Mac users) key and click to select.

Please note that only groups that are visible to students can be selected. Groups' availability settings can be checked or modified from the Groups page, under Control Panel > Users and Groups > Groups.

5. In the **Reconcile Marks** column, choose who can reconcile provisional marks and determine the final mark and feedback for each student.

- **Select** Can reconcile marks **for reconcilers only**.
- Unselect Can reconcile marks for any user other than reconcilers.

Enable Delegated Marking  
Delegate marking responsibilities to one or more additional marker.

Show All Possible Markers

MARKER	SUBMISSIONS TO MARK	VIEW SETTINGS	RECONCILE MARKS
Andrew Weightman Lecturer	None	<input checked="" type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks
Daniel Jagger Course Leader	None	<input checked="" type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks
Francesca Demontis Course Leader	None	<input checked="" type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks
Sarah Budello Course Leader	None	<input checked="" type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks
Sarah Hewitt Course Leader	None	<input checked="" type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks
Sharon Gardner Course Leader	None	<input checked="" type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks

6. In the **View Settings** column, choose who can see the scores and feedback given to a submission by other markers.

- **Select** Can view other markers' scores, feedback and notes **for administrators, reconcilers and third markers only.**
- **Unselect** Can view other markers' scores, feedback and notes for other markers.

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Show All Possible Markers

MARKER	SUBMISSIONS TO MARK	VIEW SETTINGS	RECONCILE MARKS
Andrew Weightman Lecturer	None	<input type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks
Daniel Jagger Course Leader	None	<input type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks
Francesca Demontis Course Leader	None	<input type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks
Sarah Budello Course Leader	None	<input type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks
Sarah Hewitt Course Leader	None	<input type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks
Sharon Gardner Course Leader	None	<input type="checkbox"/> Can view other markers' scores, feedback and notes	<input checked="" type="checkbox"/> Can reconcile marks

7. Click **Submit** to save the changes.