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.
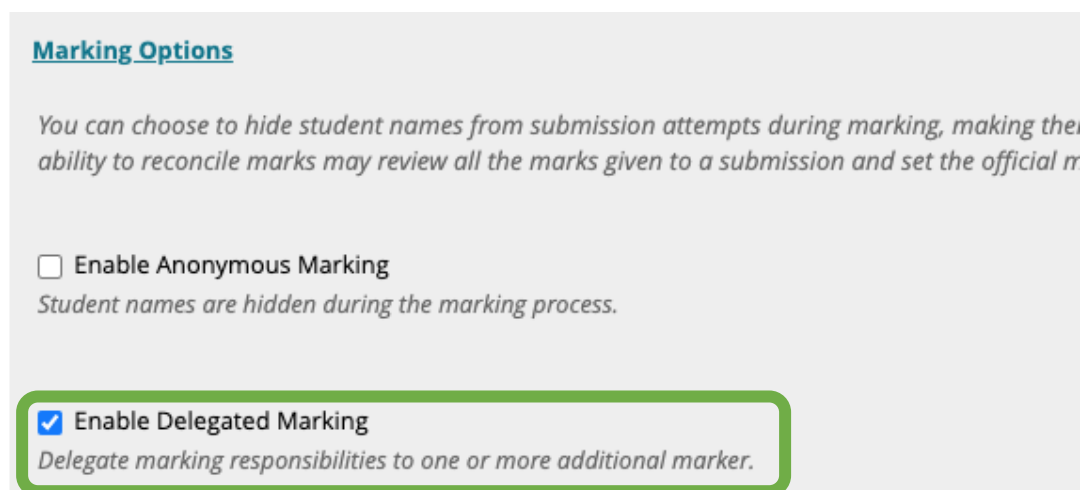
When to use it

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**.
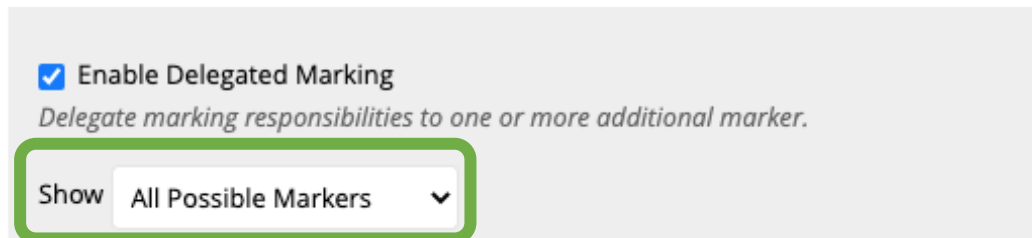

3. Use the drop-down menu to show **All Possible Markers**.

4. In the **Submissions to Mark** column, use the drop-down menu to assign work to markers.
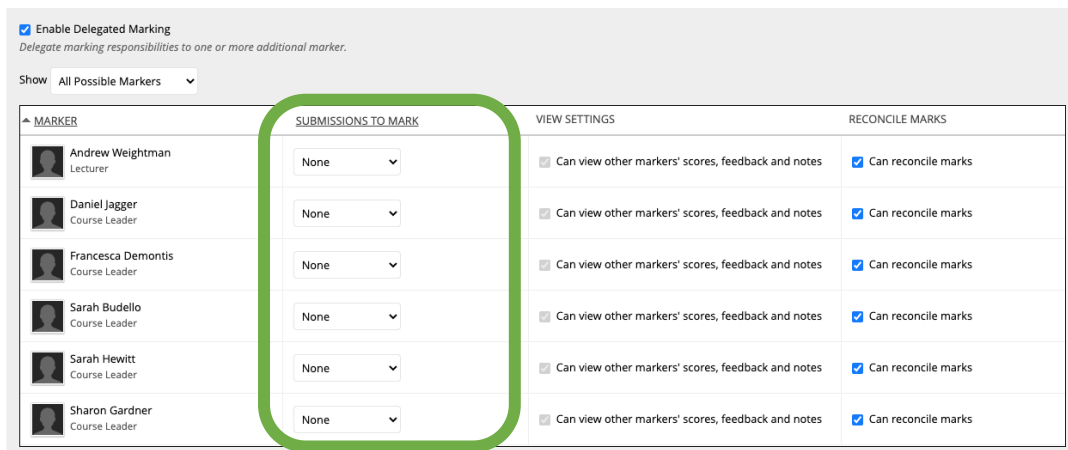
None, Groups and All Submissions can be used to allocate submissions. **Random Set must be avoided.**

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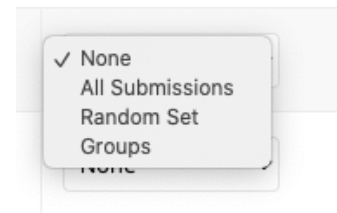
Allocating submissions by Groups is recommended. When Groups is selected, a list of existing groups will appear. Highlight the relevant group(s) by clicking on the relevant group(s). To highlight multiple groups, hold down the Shift or Ctrl (Cmd for Mac users) key and click to select.

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.

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.

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