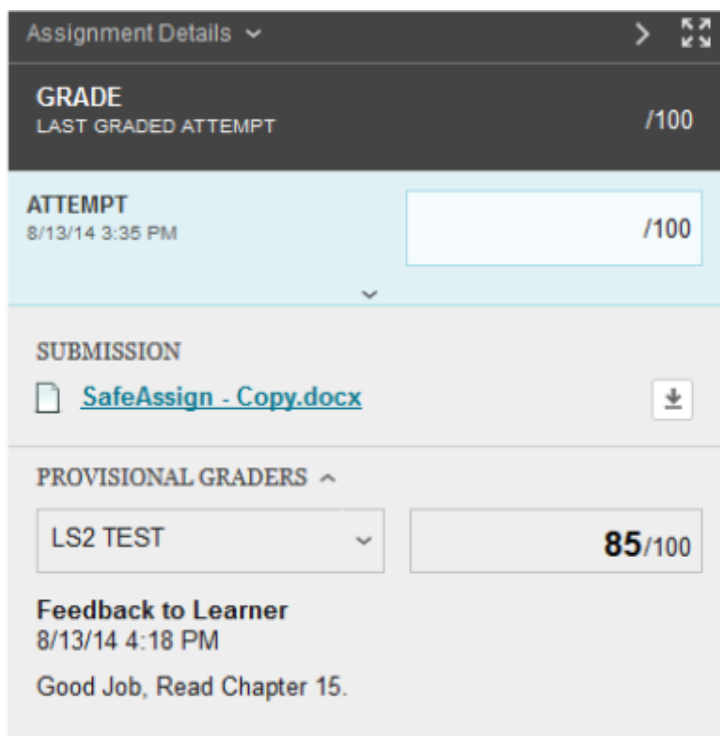# Delegated Grading

Instructors can delegate grading tasks amongst instructors, TAs and graders. After all delegated graders provide grades and feedback, one or more instructors review the grading to determine a final grade or reconcile it. **A grade will NOT appear until instructor roles reconcile the grade.**

*Note: Once delegated grading is set in the assignment grading options, it cannot be undone.*

## Access Submissions

You can access assignment submissions that you are assigned to grade in the Grade Center and on the Needs Grading page as you would any other graded assignment. Each instructor has the ability to view what other graders provided for scores, feedback, and notes.
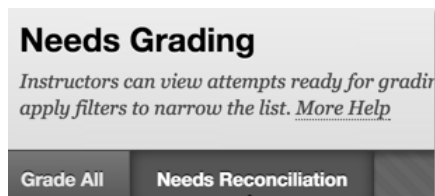


Note: After you provide a grade, the Needs Reconciliation icon  appears in the Grade Center cell. **No score appears until instructor roles reconciles the grade.**
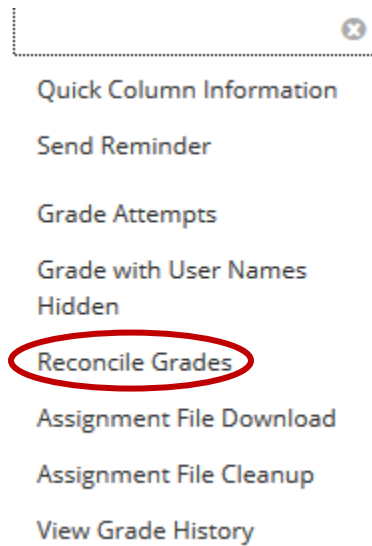
## Reconcile Grades

The instructors **must** review all grades and feedback made by graders, and determine the final grades. Regardless of how many student attempts an instructor role is assigned or even if none are assigned, all instructors can reconcile grades.

The *Reconcile Grades* page is accessible from several locations, including the *Needs Grading* page

and the *Full Grade Center.* Select **Reconcile Grades** from the grade column's contextual menu by clicking on the grey drop down arrow next to the column name.

Quick Column Information

Send Reminder

Grade Attempts

Grade with User Names Hidden

Reconcile Grades

Assignment File Download

Assignment File Cleanup

View Grade History

On the *Reconcile Grades* page, the instructor can view all the grades that all graders assigned and see graders' progress. For large classes, instructor can filter the list by status and by grader. Scores that appear with a comment icon have feedback. On this *Reconcile Grade*s page, instructors can accept the grades set by another - OR- review grades assigned by graders and set the final grades for students.



**Show Grader Progress:** Click to view the progress of all graders, what the grader assigned for the average grade for the assignment, and the number of attempts.
**Show Detail View:** Click the icon to view existing grades, feedback, and view a rubric if one has been associated. From this view, you can hide all the graders' feedback, add new feedback, and determine the final grade.

**Add Grader:** Click the icon to open a pop-up window to add one or more graders for this student.



**Determine Final Grade:** Use the drop-down lists to assign a final grade for each student.



Or, use the *Final Grade* drop-down menu in the column header to reconcile grades in bulk selecting Highest, Lowest, or Average of the graders' scores.



When reconciling grades, instructors have the option to hide delegated graders' feedback to students and provide their own.

After you reconcile grades, the *Needs Reconciliation* icons are replaced with the scores you assigned in the Grade Center. You can view the scores and feedback each grader assigned on the student's *Grade Details* page in the *Grade History* tab. Students see their reconciled scores and feedback in **My Grades**. Students can also click the name of the assignment to view the feedback from all graders on the *Review Submission History* page.

**When you copy or import a course content into an existing course, the delegated setting is brought over as enabled for all existing delegated grading assignments. All current users who can reconcile are also set to grade all submissions.**