

## Blackboard Assignments – anonymous and delegated marking

### Anonymous marking

**Anonymous Marking** can be enabled when setting up a Blackboard Assignment, this enables marking to take place with all identifiable information hidden from the markers. If you have enabled a SafeAssign originality report for the assignment, enabling anonymous marking will result in you seeing only a percentage match in the originality report while you are marking.

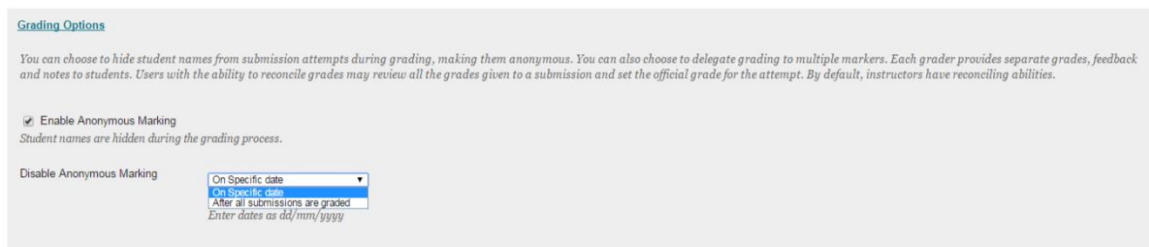
#### TIP!

Students will need to be reminded not to add their names to their assignment submission titles or text.

### Enabling Anonymous Marking

When setting up a new Blackboard assignment, **Anonymous Marking** can be turned on in the **Grading Options** section. After checking this box you will be given the choice of when you would like to remove students' anonymity. The options are:

1. **On Specific Date:** Provide a date in the future for when you wish to disable Anonymous Marking. Blackboard will automatically remove anonymity on this date. Even though assignments remain anonymous to graders until this date, students will still be able to see their grades if all grading is complete and marks have been reconciled.
2. **After all submissions are graded:** A due date must be entered to use this option. Anonymity will be disabled once the due date has passed **and** you have marked all of the attempts.

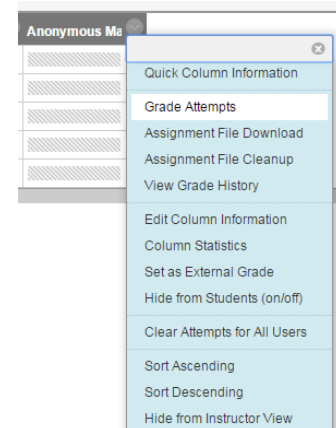


If Anonymous Marking is enabled in error, you can turn this off by editing your assignment and clearing the Enable Anonymous Marking check box. You are able to turn Anonymous Marking **on and off** at any time **until a student submits an attempt**. Once a student has made a submission you can only turn Anonymous Marking **off** – it cannot be turned back on after the first student has submitted their assignment.

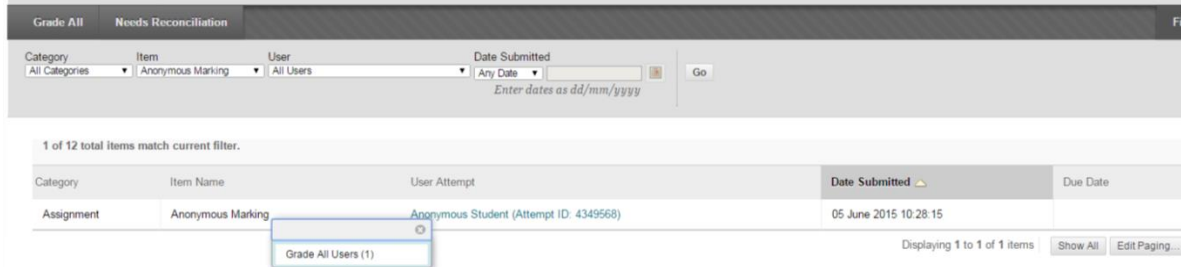
### Accessing Anonymous Submissions

You can access student submissions through the Grade Centre, or through the Needs Marking page.

1. **Grade Centre:** When Anonymous Marking is enabled all cells for the assignment column in the Grade Centre are greyed out so that you cannot see who has made submissions. To access the submissions for marking you should click on the columns contextual menu and select **Grade Attempts**.

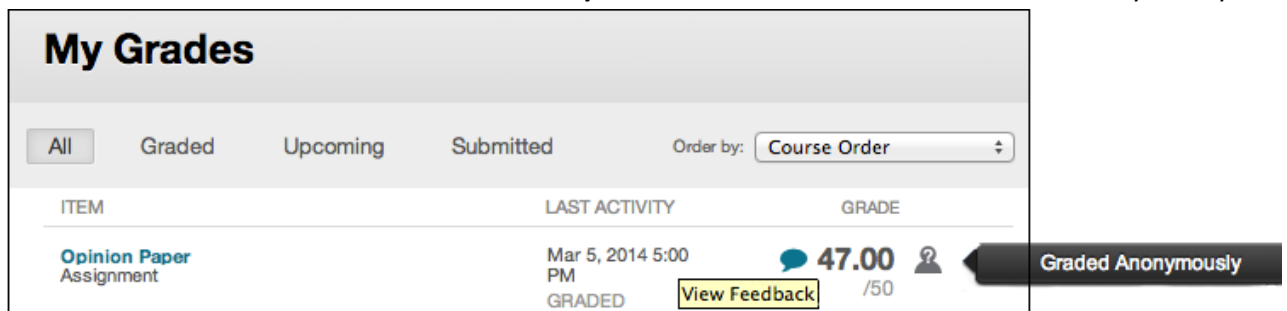


2. **Needs Marking:** You can filter the items that require marking so that you only see the assignment you wish to mark. Here you can access individual student submissions, these are only identifiable through an **Attempt ID**. To mark all submissions select **Grade All Users** from the assignment's contextual menu.



Both of the options above will give you access to the **Grade Assignment** page. From here you can mark and cycle through each submission.

- Once marking has been completed, instructors can verify that marking was done anonymously by accessing the **View Grade Details** page.
- When Anonymous Marking is enabled, students are informed when submitting their assignment and asked not to include any identifying information in their submission. After marking has taken place, students will see an icon next to their mark in **My Grades** if their submission was marked anonymously.



## Delegated Marking

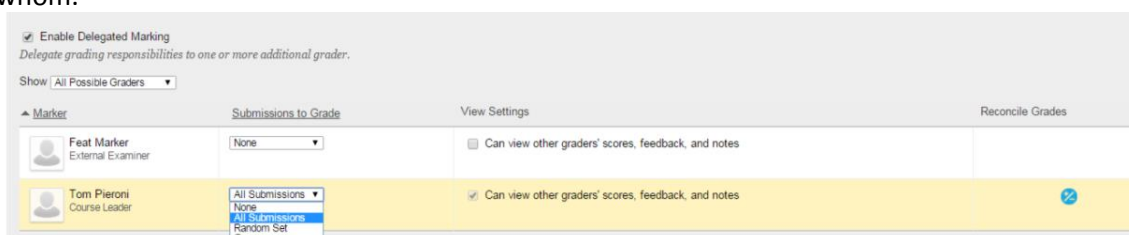
**Delegated Marking** can be enabled when setting up a Blackboard Assignment. Delegated Marking enables you to assign different instructors to mark particular sets of student assignments.

**Delegated graders** provide **provisional marks**. Once delegated graders have completed their marking, one or more markers review the marks and decide upon a final grade and **reconcile** the marks.

- Delegated graders can use inline marking using Blackboard's marking tool, or they can leave free text feedback. Alternatively, a Blackboard Rubric can be attached to the assignment.

## Enabling Delegated Marking

When setting up a new assignment, **Delegated Marking** can be turned on in the **Grading Options** section. After checking this box you can view a list of instructors on your course with options to configure what marking takes place by whom.



- Submissions to Grade:** Use the drop-down menu to distribute marking:
  - All submissions**
  - Random Set:** Markers are assigned a defined number of student submissions to mark. If multiple markers are set to mark Random Sets, students are distributed evenly before students are included in multiple sets.
  - Groups:** Assigns all students within a specific group to the marker.
  - None:** This person will not be included in the marking.
- View Settings:** Only Course Leader, Lecturer and eLearning Support roles can view other markers' scores, feedback and notes by default. This option may be turned on for other individuals using the tick boxes.
- Reconcile Grades:** The Reconcile Grades icon is shown next to all markers who are able to reconcile grades. The only roles in Blackboard able to reconcile grades are Course Leader, Lecturer and eLearning Support.

## Accessing Delegated Submissions

Delegated markers can access submissions assigned to them through the **Grade Centre** or the **Needs Marking** page. If **Anonymous Marking** is also enabled please see [Accessing Anonymous Submissions](#), above.

Each marker will be able to see and mark only the submissions that have been assigned to them. In the **Grade Centre** and **Needs Marking** page, only assignments delegated to you will be visible.

## Marking Assignments

Once the submissions have been accessed, submissions should be marked as would normally be done. Course Leaders have the ability to view all marks, feedback and notes provided by delegated markers. Other markers do not, unless this was enabled during the assignment setup.

Marks and feedback provided by delegated markers are done so provisionally. Once marks have been provided, the **Needs Reconciliation** icon appears in the Grade Centre – if **Anonymous Marking** is enabled this icon will not appear in the Grade Centre, the Course Leader will need to track **Grader Progress** from the **Reconcile Grades** page.

- No marks or feedback are released to the student until the Course Leader reconciles the grades.

## Reconcile Grades

The Course Leader must review all marks and feedback and determine the final marks. Marks will not be released to students until they have been reconciled. The **Course Leader** can access the **Reconcile Grades** page from the assignment's contextual menu from the column header in the Grade Centre. From here, the Course Leader will be able to view all marking done by delegated markers

- Only the **Course Leader** can access the **Reconcile Grades** page.

The **Reconcile Grades** page shows all marks that delegated markers have assigned. From the main page you can accept the marks given by markers or you can review marks from multiple markers and determine the final mark.

Filter by Status: All Filter by Grader: All Show Grader Progress

| Attempts      | Graders              |                      | Final Grade                                                                |
|---------------|----------------------|----------------------|----------------------------------------------------------------------------|
| Feat Studenta | Tom Pieroni<br>60.00 | Feat Marker<br>80.00 | Reconcile All<br>Unreconciled By:<br>Highest<br>Average<br>Lowest<br>65.00 |
| Feat Studentb | Tom Pieroni<br>50.00 | Feat Marker<br>60.00 | 75.00                                                                      |
| Feat Studentc | Tom Pieroni<br>70.00 | Feat Marker<br>60.00 |                                                                            |
| Feat Studentd | Tom Pieroni<br>90.00 | Feat Marker<br>60.00 |                                                                            |

1. **Show Grader Progress:** Shows the progress of all delegated markers, as well as the average mark assigned. You can also send direct emails to markers from this page.
2. **Show Details:** This will open a detailed view of that specific submission. From here you are able to view the submission as well as all current marks and feedback given by delegated markers. From this view you can also choose to hide delegated markers feedback from the student and add new feedback.
3. **Reconcile Grade:** Use the drop-down options to choose either the Highest, Average or Lowest marks given by delegated markers. Alternatively you can opt to enter a new mark.

Once marks have been reconciled, the Grade Centre is populated with the final scores. All feedback can be viewed from the **Grade History** tab under **View Grade Details**. The student will see only the reconciled marks in **My Grades** but will be able to see all comments and feedback.

If you want to ensure that students receive their marks on a date of your choosing, go into the Grade Centre and hide the grade column for the assignment until you are ready to release them. To do this, click on the contextual menu for the column relating to the assignment, and click on Hide from Students (on/off). A black circle with a red line through it will appear at the top of the column to indicate that it is hidden. When you are ready to release the marks, reverse the process by clicking on the same link to switch it off. The black circle will disappear and the grades will be visible to the students. For further information about hiding and revealing grades, see the Knowledge Base article "[How to withhold feedback and grades in Blackboard from students for later release](#)".

Unit 1 Quiz

- Quick Column Information
- Edit Test
- Grade Attempts
- Grade with User Names Hidden
- Attempts Statistics
- Download Results
- View All Attempts
- Grade Questions
- Item Analysis
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide from Instructor View