

Grade Center

Creating an Assignment with Delegated Grading

HOW TO GUIDE

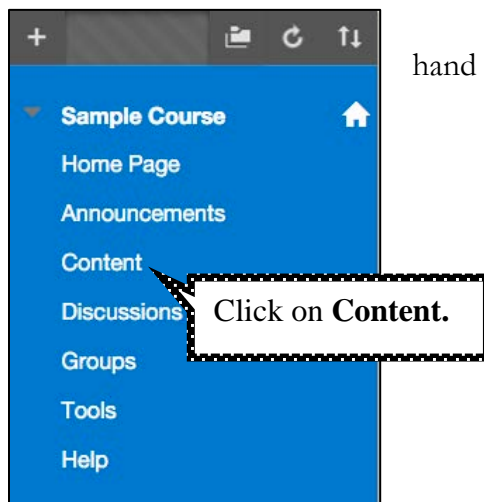
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Delegated Grading

To avoid possible bias when grading essays and/or assignments the Delegated Grading feature is now available in SacCT. The delegated grading feature, allows the instructor to give limited access to designated graders, such as TA, Graders, and/or other Instructors. TAs will be able to grade student submissions, but the grade for that particular submission will not be permanent until the instructor approves it.

HOW TO CREATE A DELEGATED GRADED ASSIGNMENT

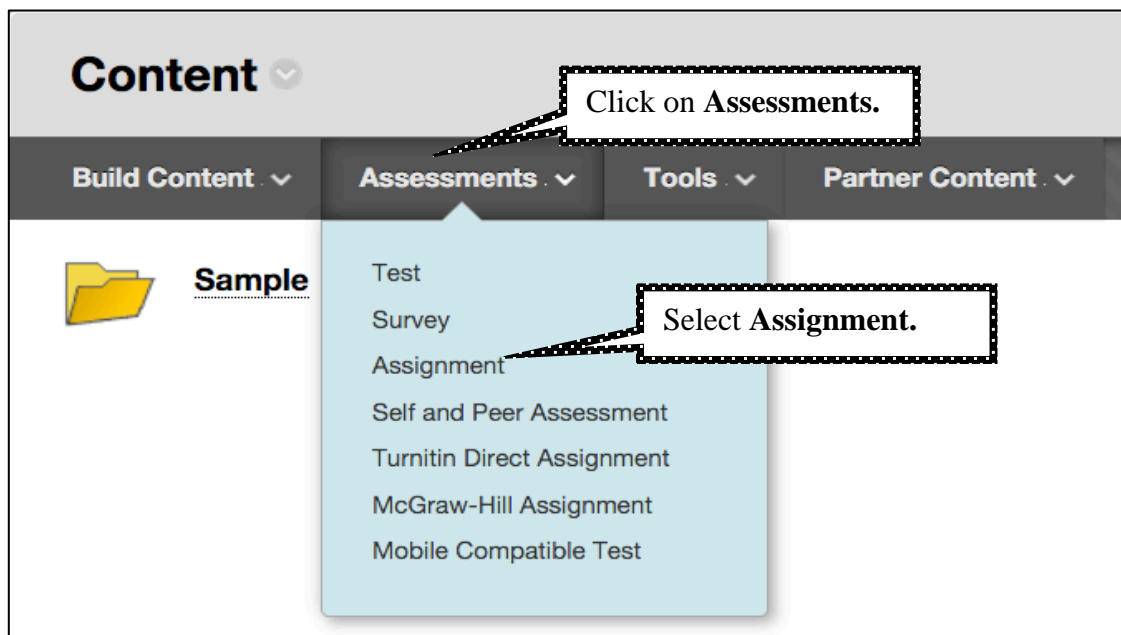
To create delegated graded assignments please follow these steps.



step 1. From your course menu on the left hand side select your **Content** link.

step 2. Click on the **Assessments** tab.

step 3. Select the **Assignment** link.



- step 4.* From your course menu on the left hand side select your **Content** link.
- step 5.* Click on the **Assessments** tab.
- step 6.* Select the **Assignment** link.
- step 7.* Enter a name for the Assignment and add instructions if needed.

The 'Create Assignment' form contains the following elements:

- Header:** 'Create Assignment' with a help link: 'Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)'
- Buttons:** 'Cancel' and 'Submit' buttons in the top right corner.
- Legend:** '* Indicates a required field.'
- Section:** 'ASSIGNMENT INFORMATION'
- Form Fields:**
 - 'Name and Color': A required text input field followed by a color selection dropdown currently set to 'Black'.
 - 'Instructions': A rich text editor with a toolbar containing options for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), font size (3 (12pt)), bulleted and numbered lists, indentation, link, unlink, insert image, insert video, insert audio, insert table, insert link, and insert HTML/ESS.
- Footer:** 'Path: p' on the left and 'Words:0' on the right.

- step 8.* To activate the due date click on the box next to the date.
- step 9.* Click on the Calendar to select a specific date.

ASSIGNMENT FILES

Attach File Browse My Computer Browse Content Collection

DUE DATES

*Submissions are accepted after this date but are marked **Late**.*

Due Date 01/06/2016 08:51 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click on the box next to Due Date.

To change the date, click on the calendar icon. .

To change the time, click on clock icon.

- step 10.* Select the clock icon to the right of the displayed time to select a specific date.
- step 11.* Click on the **Assessments** tab.
- step 12.* Select the **Assignment** link.
- step 13.* Enter a name for the Assignment and add instructions if needed.
- step 14.* Enter a value for the **Total Points Possible**.
- step 15.* If needed add a Rubric by clicking on **Add Rubric**.
- step 16.* Select the Assignment type:
- a. Individual Submission**
 - b. Group Submission**
- step 17.* Change the Number of Attempts if needed or leave as **Single Attempt**.

GRADING

* Points Possible

Associated Rubrics ▼

Name Edited

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit multiple attempts and receive an overall grade for the assignment.

Assignment Type

Individual Submission

Group Submission

Number of Attempts ▼

Annotations:

- Add a value for the **Points Possible**.
- Add **Rubric** if needed.
- Change the **Assignment Type** by selecting the radio button.
- Change the **Number of Attempts** by clicking on the drop down arrow.

step 18. Click on the box next to **Enable Anonymous Grading**.

Grading Options

You can choose to hide student names from submission attempts during grading, separate grades, feedback and notes to students. Users with the ability to reconcile submissions have reconciling abilities.

Enable Anonymous Grading
Student names are hidden during the grading process.

Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

Annotation: Click on the box to **Enable Anonymous Grading**.

step 19. If desired you can Disable Anonymous Grading, the options are as follows:

- a. On specific date
- b. After all Submissions are Graded

step 20. Click on the Calendar icon to select a specific date.

The screenshot shows the 'Disable Anonymous Grading' section of a settings page. At the top, there is a checked checkbox labeled 'Enable Anonymous Grading' with the subtext 'Student names are hidden during the grading process.' Below this, the 'Disable Anonymous Grading' section is active. It features a dropdown menu currently set to 'On specific date'. A text input field is positioned below the dropdown, with a calendar icon to its right. A callout box points to the calendar icon with the text: 'Select the Calendar icon to select a specific date to disable anonymous grading.' Another callout box points to the dropdown menu with the text: 'Leave as is or change to After all Submissions are Graded.' Below the input field, there is a placeholder text: 'Enter dates as mm/dd/yyyy'.

The screenshot shows the 'Grading Options' section. It begins with the heading 'Grading Options' and a descriptive paragraph: 'You can choose to hide student names from submission attempts during grading, separate grades, feedback and notes to students. Users with the ability to record instructor activities have reconciling abilities.' Below this, there are two unchecked checkboxes. The first is 'Enable Anonymous Grading' with the subtext 'Student names are hidden during the grading process.' The second is 'Enable Delegated Grading' with the subtext 'Delegate grading responsibilities to one or more additional grader.' A callout box points to the 'Enable Delegated Grading' checkbox with the text: 'Click on the box to Enable Delegated Grading.'

step 21. Each grader, TA, instructor can be assigned different access points and view settings. All users with a grader role will be listed as shown below:

Click the drop down arrow to select what each grader is allowed to grade.

Grader	Submissions to Grade	View Settings	Reconcile Grades
Kimberly Pineda Teaching Assistant	None	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	
Matthew Kay Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	
Vivian Ho Teaching Assistant	None	<input type="checkbox"/> Can view other graders' scores, feedback, and notes	
Yazmin Vera Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	

Click on the box so that a grader **Can view other graders' scores, feedback, and notes.**

Graders that are also Instructors within your SacCT course will be able to Reconcile Grades.

Note: A user with a Grader role can be another instructor or TA.

step 22. The **Submissions to Grade** can be changed for each grader, the options available are as follows:

- a. None
- b. All Submissions
- c. Random Set
- d. Groups

step 23. You can allow graders to **View other graders' scores, feedback, and notes** by selecting the box.

step 24. Choose what to display the **Primary grade** as:

- a. Score
- b. Letter
- c. Text
- d. Percentage
- e. Complete/Incomplete

step 25. Choose what to display the **Secondary grade** as:

- a. Score
- b. Letter
- c. Text
- d. Percentage
- e. Complete/Incomplete

Note: The Primary Display will only be displayed to students. And the Secondary Display will only be shown within the instructors' grade center.

Display of Grades

Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

Display grade as Primary and Secondary (displayed in Grade Center only)

Include in Grade Center grading calculations
Scores on anonymously graded assignments will not be included in the average and median.

Show to students in My Grades

Show to students in My Grades (average and median) for this item to Students in My Grades

Select the box next to: **Include the grade for this assignment in Grade Center grading calculations.**

Click this box to **Show grade to students in their My Grades.**

step 26. Within the Availability section make sure to select the box next to, **Make this assignment available.**

step 27. If applicable change the availability dates by clicking on the boxes next to, Display After and Display Until. Change the dates and times as needed.

step 28. Click **Submit.**

AVAILABILITY

Click the box to **Make the Assignment Available.**

Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.

Limit Availability

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Change the Availability if needed.

Click **Submit.**

Cancel **Submit**

