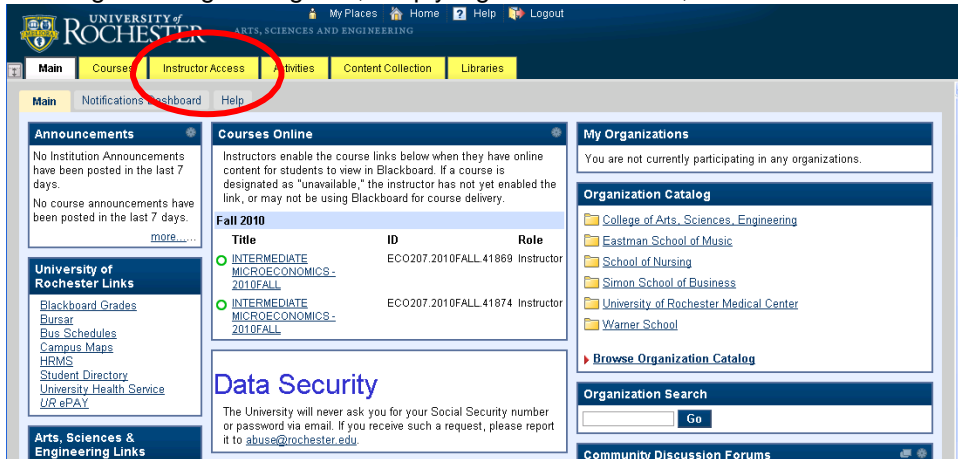
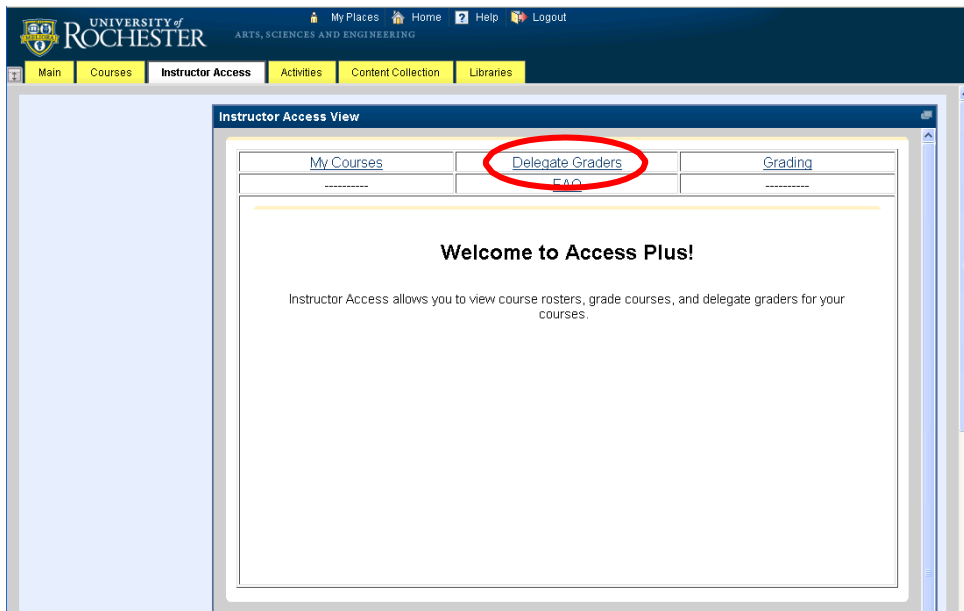


# Blackboard Instructor Access Adding a Delegate Grader

Step 1: To assign a delegate to grade, simply log into Blackboard, and select the Instructor Access tab.

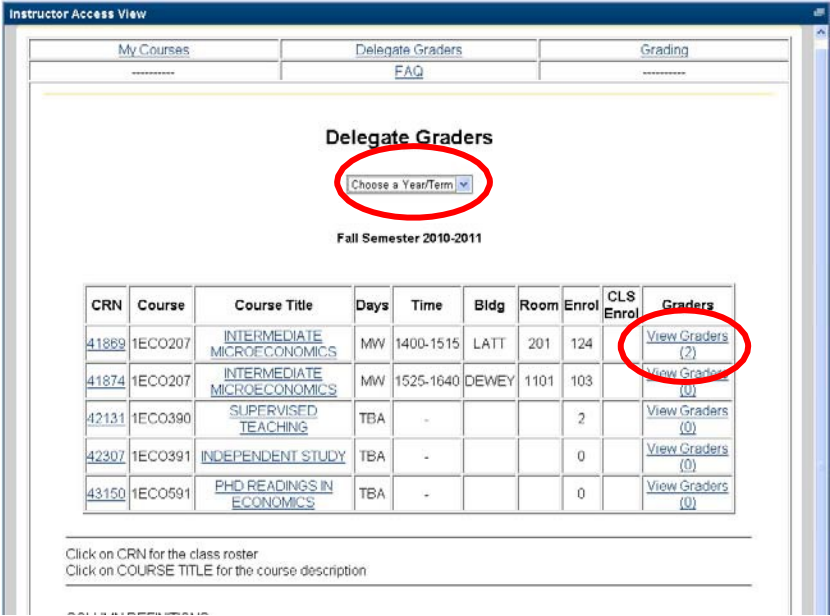


Step 2: Click the Delegate Graders link:

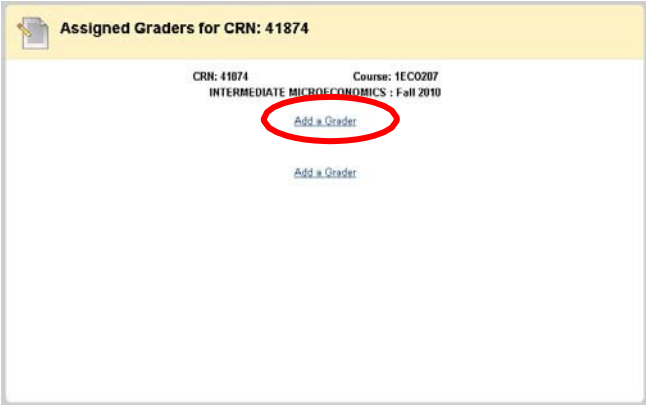


# Blackboard Instructor Access Adding a Delegate Grader

Step 3: Select a term from the dropdown for which grading is open. For each course, the number of currently assigned graders will be displayed in the right-most column.



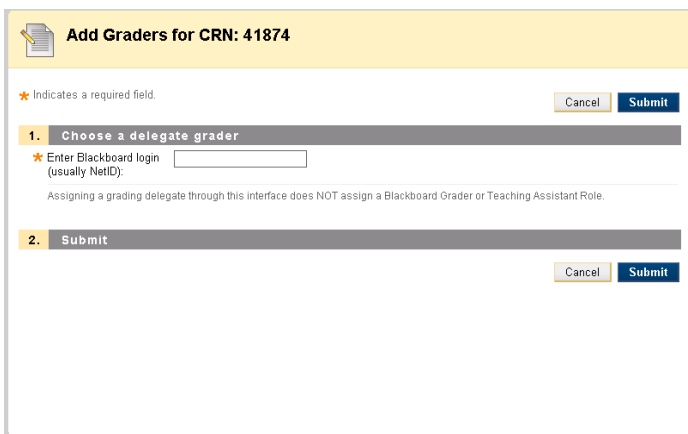
Step 4: When you click “View Graders” in the far right column of the previous screen, a new window appears displaying the graders currently assigned, if any:



# Blackboard Instructor Access Adding a Delegate Grader

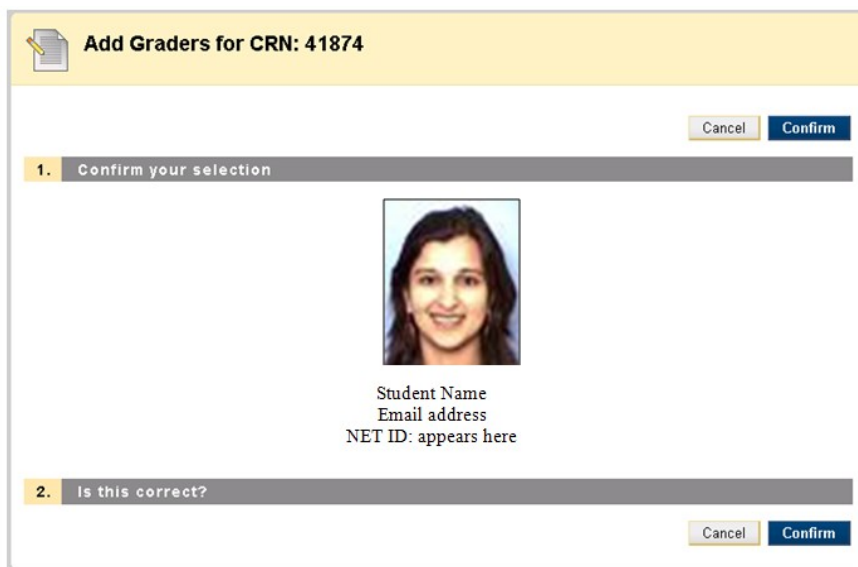
Step 5: Click the “Add a Grader” link to start the process of adding a grader. If the instructor is using Blackboard extensively, they should note that assigning a grader through Access Plus will not assign that grader the Blackboard role of Grader or Teaching Assistant.

Please note that entering the “Blackboard login” here does not actually assign the grader – the Instructor will have a chance to confirm their entry. Both students and faculty can be added.



The screenshot shows a web form titled "Add Graders for CRN: 41874". At the top right, there are "Cancel" and "Submit" buttons. Below the title, a note states "★ Indicates a required field." The form is divided into two steps. Step 1, "Choose a delegate grader", contains a required text input field labeled "★ Enter Blackboard login (usually NetID):". Below this field is a note: "Assigning a grading delegate through this interface does NOT assign a Blackboard Grader or Teaching Assistant Role." Step 2, "Submit", is currently empty. At the bottom right of the form, there are "Cancel" and "Submit" buttons.

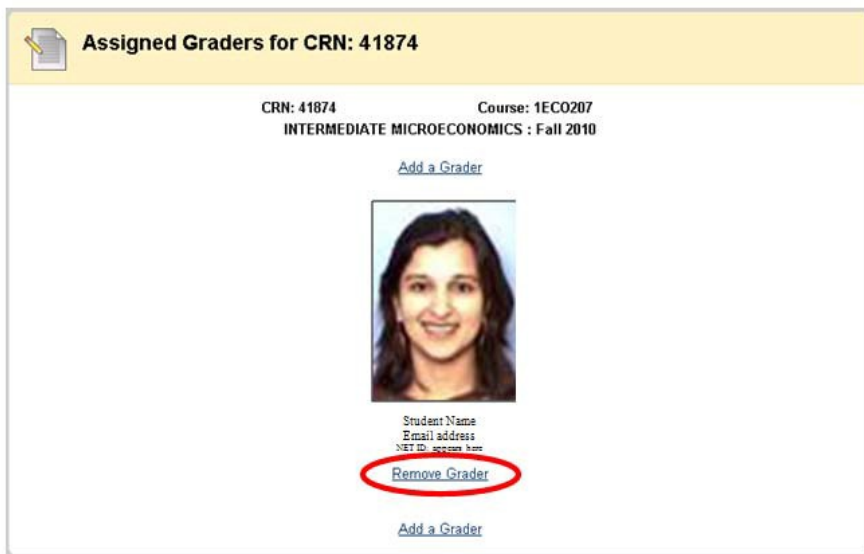
Step 6: After pressing “Submit” the Instructor will have the chance to confirm their selection. Photos will be loaded if available. If this is the correct person, click “Yes”. You will be returned to the initial screen with the new grader now displayed (and the total number of graders will be updated in the background).



The screenshot shows the same web form, but now in Step 1: "Confirm your selection". The "Cancel" and "Confirm" buttons at the top right are visible. In the center of the form, there is a square profile picture of a young woman with dark hair. Below the photo, the text reads: "Student Name", "Email address", and "NET ID: appears here". Step 2, "Is this correct?", is currently empty. At the bottom right of the form, there are "Cancel" and "Confirm" buttons.

# Blackboard Instructor Access Adding a Delegate Grader

If you click "Remove Grader", you will not receive a confirmation, but the grader will be removed.



If you attempt to enter a grader that does not exist in Blackboard, this screen will be displayed. Please contact the Blackboard team for assistance adding any grader not currently within Blackboard.

