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:
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:
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.

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).
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.