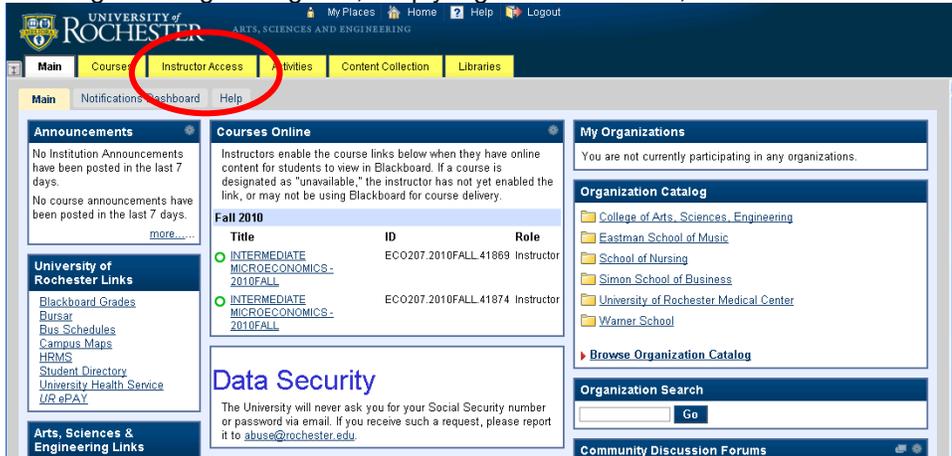
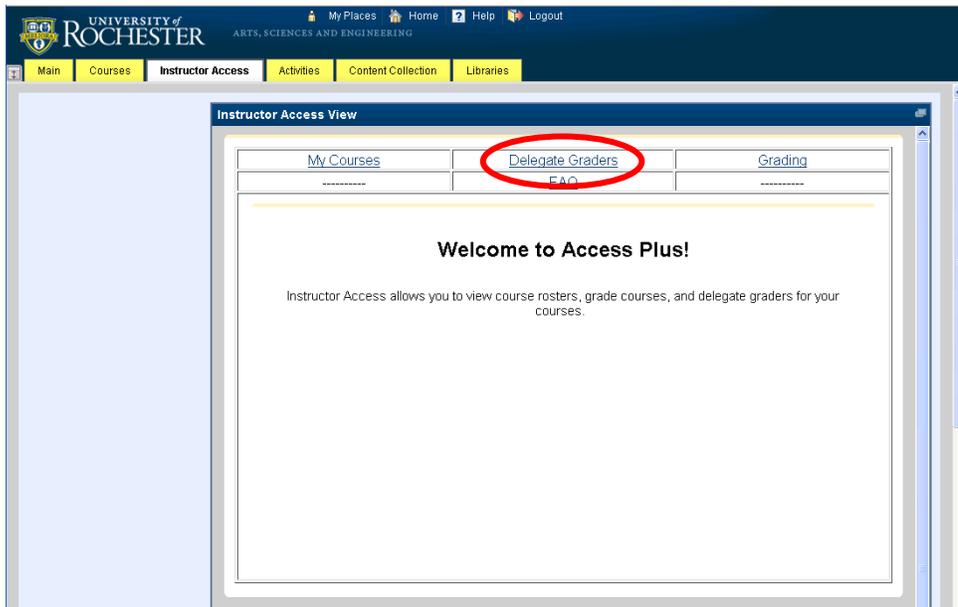


# AccessPlus Adding a Delegate Grader

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:



## AccessPlus 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.

**Delegate Graders**

Choose a Year/Term

Fall Semester 2010-2011

CRN	Course	Course Title	Days	Time	Bldg	Room	Enrol	CLS Enrol	Graders
41889	1ECO207	INTERMEDIATE MICROECONOMICS	MW	1400-1515	LATT	201	124		<a href="#">View Graders (2)</a>
41874	1ECO207	INTERMEDIATE MICROECONOMICS	MW	1525-1640	DEWEY	1101	103		<a href="#">View Graders (0)</a>
42131	1ECO390	SUPERVISED TEACHING	TBA	-			2		<a href="#">View Graders (0)</a>
42307	1ECO391	INDEPENDENT STUDY	TBA	-			0		<a href="#">View Graders (0)</a>
43150	1ECO591	PHD READINGS IN ECONOMICS	TBA	-			0		<a href="#">View Graders (0)</a>

Click on CRN for the class roster  
Click on COURSE TITLE for the course description

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:

**Assigned Graders for CRN: 41874**

CRN: 41874 Course: 1ECO207  
INTERMEDIATE MICROECONOMICS : Fall 2010

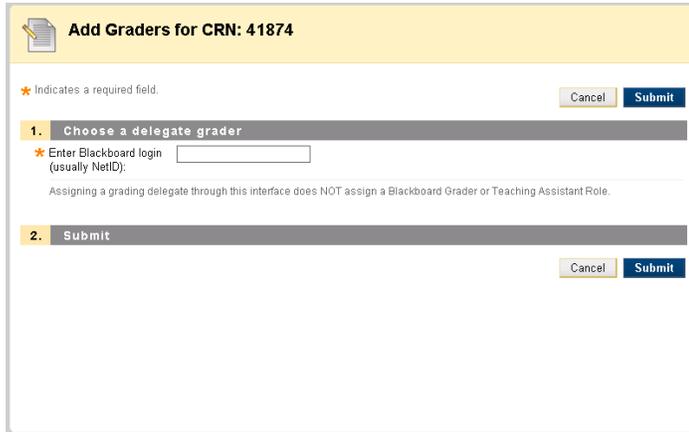
[Add a Grader](#)

[Add a Grader](#)

## AccessPlus Adding a Delegate Grader

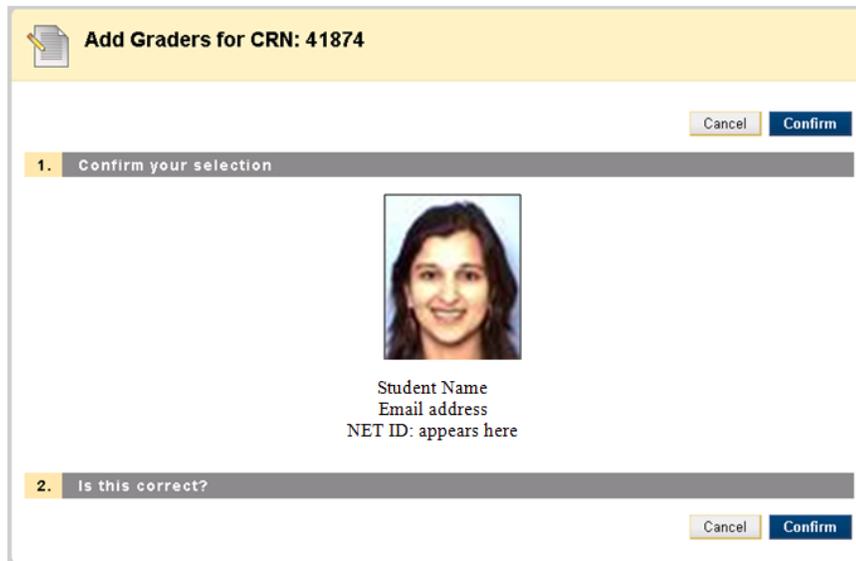
Step 5: Click the “Add a Grader” link to start the process of adding a grader. If the instructor is using Blackboard extensively, they should note that assigning a grader through Access Plus will not assign that grader the Blackboard role of Grader or Teaching Assistant.

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 the 'Add Graders for CRN: 41874' interface. At the top, there is a yellow header with a document icon and the text 'Add Graders for CRN: 41874'. Below the header, there is a legend: '\* Indicates a required field.' To the right of the legend are 'Cancel' and 'Submit' buttons. The main content area is divided into two steps. Step 1 is titled '1. Choose a delegate grader'. It contains a required field 'Enter Blackboard login (usually NetID):' with an empty text box. 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 is titled '2. Submit' and contains '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 'Add Graders for CRN: 41874' interface. At the top, there is a yellow header with a document icon and the text 'Add Graders for CRN: 41874'. Below the header, there are 'Cancel' and 'Confirm' buttons. The main content area is divided into two steps. Step 1 is titled '1. Confirm your selection'. It features a profile picture of a woman. Below the photo, the text reads: 'Student Name', 'Email address', and 'NET ID: appears here'. Step 2 is titled '2. Is this correct?' and contains 'Cancel' and 'Confirm' buttons.

## AccessPlus Adding a Delegate Grader

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

**Assigned Graders for CRN: 41874**

CRN: 41874 Course: 1ECO207  
INTERMEDIATE MICROECONOMICS : Fall 2010

[Add a Grader](#)



Student Name  
Email address  
NET ID: s000000000

[Remove Grader](#)

[Add a Grader](#)

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.

**Add Graders for CRN: 41874**

The Blackboard Login you have entered (Some Junk Entry) could not be found.  
Please ensure you've typed it correctly.  
If the login username is correct, please have the potential grader contact your [Blackboard Support Team](#).

\* Indicates a required field. Cancel Submit

**1. Choose a delegate grader**

\* Enter Blackboard login (usually NetID):

Assigning a grading delegate through this interface does NOT assign a Blackboard Grader or Teaching Assistant Role.

**2. Submit** Cancel Submit