

Delegated Marking in Blackboard Ultra

This feature allows you to assign one or more markers to students. It is a multi-step process that requires the creation of groups and assigning students to those groups, followed by assigning markers to the relevant groups.

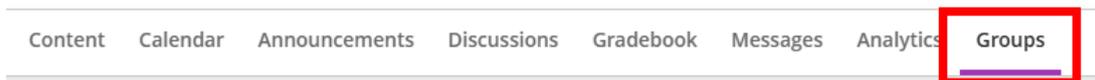
This guide presumes the assessment will be submitted via Turnitin. Please contact the [EAIT Learning Enhancement Team](#) if your assessment will be submitted through a different platform.

Marking Groups Setup

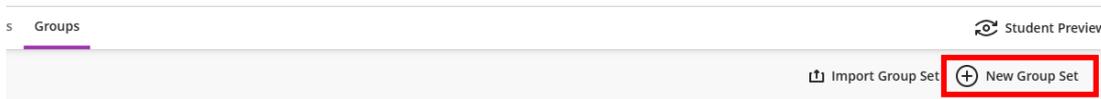
Creating the groups (manual)

For small numbers of students, groups can be created manually in Blackboard.

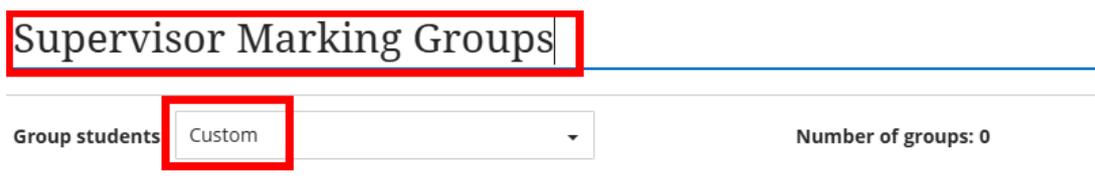
1. Click on the **Groups** menu item



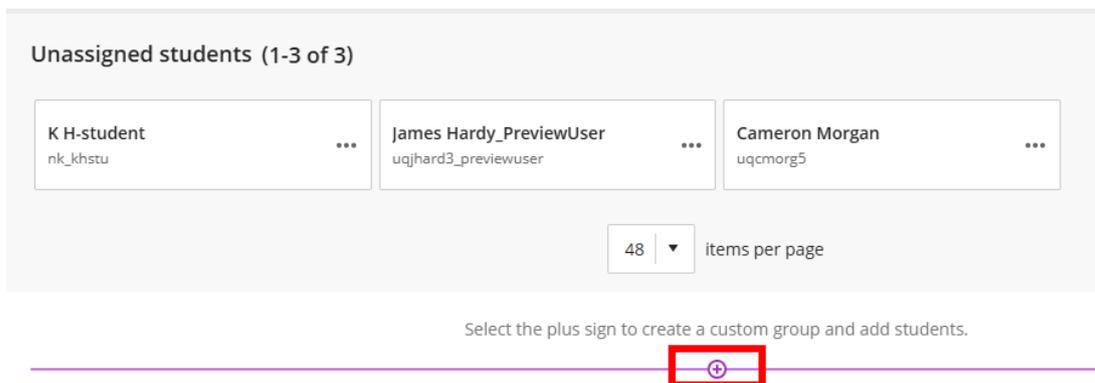
2. Click on **New Group Set**



3. Name the group and choose custom from the drop-down menu



4. Click on the plus sign to create a new group



5. Give the new group a name and then assign students to the group. If necessary, you can select multiple students and then click on the ellipsis menu next to one of the names to select choose the relevant group.

Unassigned students (1-3 of 3)

K H-student nk_khstu	...	James Hardy_PreviewUser uqjhard3_previewuser	...	Cameron Morgan uqcmorg5	...
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1 participant selected

+ Create a new group

Marker 1

Marker 1 

Edit group name

Add a group description

Creating the groups (import)

Groups creation and assigning students can be achieved using two CSV spreadsheets. The first is used to create the groups, the second is used to assign the students.

Creating groups

- Using the Ultra Group Import CSV file, add your group code, title, and group set fields. *Do not change any headings*

[Ultra group import- delegated.csv](#)

Group code: This must be a unique to each group. It will be used to assign students to groups in the second part of the import process

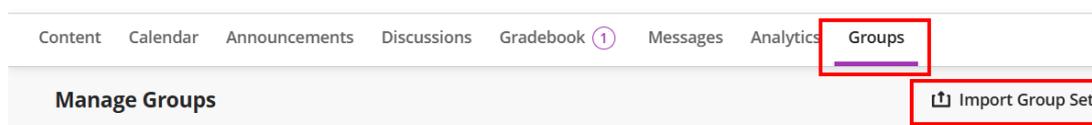
Title: This will be the group name you see.

Group set: This is the master group that contains the groups. If you are assigning 2nd markers you will need a separate group set.

Self Enroll: Ensure this column is populated with “N”.

	A	B	C	D
1	Group Code*	Title*	Group Set*	Self Enroll*
2	Supervisor 1	Academic Name 1	Supervisor Marking Groups	N
3	Supervisor 2	Academic Name 2	Supervisor Marking Groups	N
4	Supervisor 3	Academic Name 3	Supervisor Marking Groups	N
5	Supervisor 4	Academic Name 4	Supervisor Marking Groups	N
6	Supervisor 5	Academic Name 5	Supervisor Marking Groups	N
7	Supervisor 6	Academic Name 6	Supervisor Marking Groups	N
8	Supervisor 7	Academic Name 7	Supervisor Marking Groups	N
9	Supervisor 8	Academic Name 8	Supervisor Marking Groups	N
10	Supervisor 9	Academic Name 9	Supervisor Marking Groups	N
11	Supervisor 10	Academic Name 10	Supervisor Marking Groups	N
12	Alt Marker 1	Academic Name 1	Alt Marker Groups	N
13	Alt Marker 2	Academic Name 2	Alt Marker Groups	N
14	Alt Marker 3	Academic Name 3	Alt Marker Groups	N
15	Alt Marker 4	Academic Name 4	Alt Marker Groups	N
16	Alt Marker 5	Academic Name 5	Alt Marker Groups	N
17	Alt Marker 6	Academic Name 6	Alt Marker Groups	N
18	Alt Marker 7	Academic Name 7	Alt Marker Groups	N
19	Alt Marker 8	Academic Name 8	Alt Marker Groups	N
20	Alt Marker 9	Academic Name 9	Alt Marker Groups	N
21	Alt Marker 10	Academic Name 10	Alt Marker Groups	N

- Click on the Groups tab and then click on Import Group Set



3. Click on **Upload file**, choose the Groups CSV, then click **Import**.

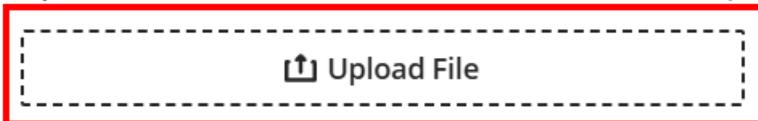
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Import Group Sets

Group sets allow you to break your class into smaller student groups. Use the CSV template below to format your student list.

Upload file

[Help](#)



Enrolling group members (import)

- Using the Ultra Group Members Import CSV file, copy the student username, first name and last name, and add the relevant Group Code in the adjacent column.

[Ultra group members import - delegated.csv](#)

Group code: These should match the group codes set in the previous section.

User Name: The student username in the s1234567 format.

Last Name: Optional field but may be useful to check students are in the correct group. This column can be deleted before uploading.

First Name: Optional field but may be useful to check students are in the correct group. This column can be deleted before uploading.

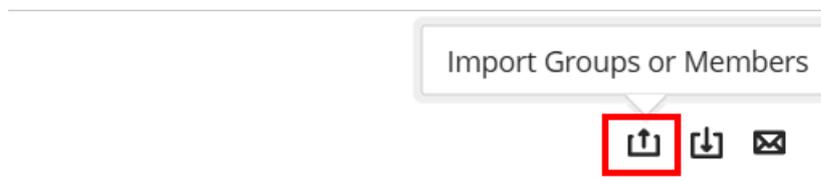
	A	B	C	D
1	Group Code*	User Name*	Last Name	First Name
2	Supervisor 1	s1234567		
3	Supervisor 2	s1234568		
4	Supervisor 3	s1234569		
5	Supervisor 4	s1234570		
6	Supervisor 5	s1234571		
7	Alt Marker 1	s1234577		
8	Alt Marker 2	s1234578		
9	Alt Marker 3	s1234579		
10	Alt Marker 4	s1234580		
11	Alt Marker 5	s1234581		
12				

Student usernames can be downloaded directly from Blackboard Ultra Gradebook.

Nb. You will need a column in the Gradebook before you can enable the export feature

<https://elearning.uq.edu.au/staff-guides-ultra/gradebook-ultra/download-upload-spreadsheets-gradebook-ultra>

- Click on the Groups tab and then click the relevant Group set from the list.
- Click on the **Import Groups or Members** icon at the top-right.



4. Click on the Assign members buttons, then Upload File

Import Groups or Members

Create groups

Assign members

Add students to a group in a course. You can automatically assign students to groups or create and assign students by importing a CSV file.

Upload file

[Help](#)

 Upload File

5. Choose the group member csv file then click on **Import**.

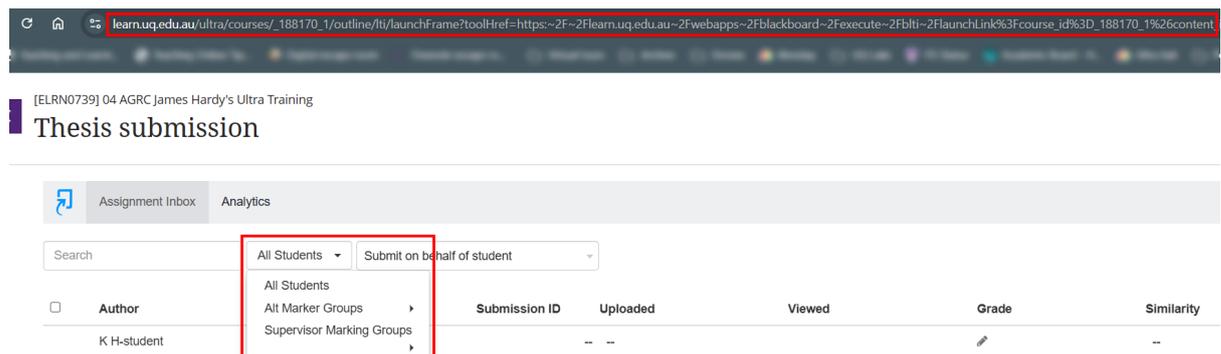
Turnitin and Blackboard Setup

Turnitin doesn't have the ability to assign two markers to an assignment. As an alternative, you can create two "offline submission" Blackboard assignments to allow two markers to submit their marks. These two Blackboard assignments are just for marking purposes and can be hidden from students. Markers will need to access the submission from Turnitin.

Turnitin link

1. Create the Turnitin submission link (refer to the UQ eLearning Guide <https://elearning.uq.edu.au/staff-guides-ultra/turnitin-ultra/create-turnitin-assignment-ultra?p=2#2>)
This will be the link that you make visible to students to submit their assignment.
2. Click on in the Turnitin link you have created, then copy the address from the address bar. **Share this link with markers to provide direct access to the Turnitin assignment inbox.**

If you have set up marking groups, markers will be able to sort the submissions by marking group using the dropdown filter. Markers can also search for a student name.



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Thesis submission

Assignment Inbox Analytics

Search

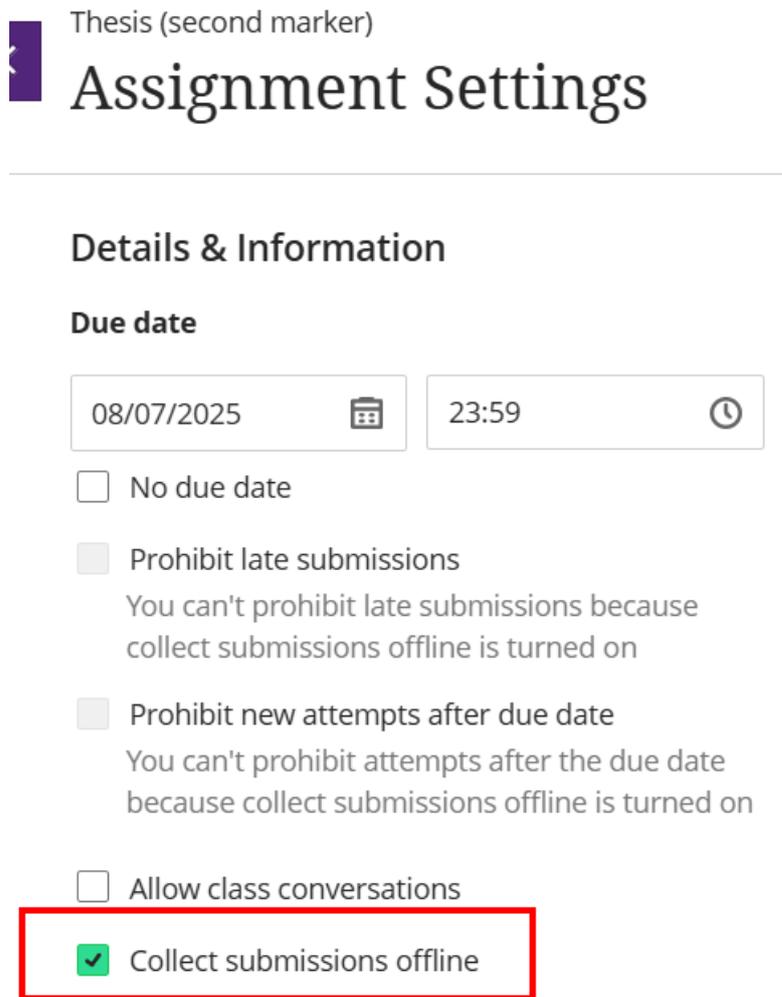
All Students Submit on behalf of student

Author	Submission ID	Uploaded	Viewed	Grade	Similarity
K H-student	--	--			--

Blackboard offline submission setup

Rather than markers using the Blackboard Ultra Gradebook, you can provide a direct link to the assignments to be marked.

1. Create a hidden folder where you can keep the “offline submission” Blackboard assignments.
2. Create two Blackboard assignments and select **Collect submissions offline** in the settings area.



The screenshot shows the 'Assignment Settings' page for a 'Thesis (second marker)' assignment. Under the 'Details & Information' section, the 'Due date' is set to 08/07/2025 at 23:59. Several options are listed: 'No due date', 'Prohibit late submissions' (disabled), 'Prohibit new attempts after due date' (disabled), 'Allow class conversations', and 'Collect submissions offline' (checked and highlighted with a red box).

Thesis (second marker)

Assignment Settings

Details & Information

Due date

08/07/2025



23:59



No due date

Prohibit late submissions

You can't prohibit late submissions because collect submissions offline is turned on

Prohibit new attempts after due date

You can't prohibit attempts after the due date because collect submissions offline is turned on

Allow class conversations

Collect submissions offline

3. You can now assign the markers to the two offline submission assignments (refer to the group creation page if you have not yet created marking groups).
4. Assign the marking rubric (if applicable).

Assigning markers

Ensure you have enrolled your markers in the course and created your marking group/s.
For Blackboard assignment submissions

1. Create a new Blackboard Assignment (or click on an existing assignment) and click on the settings icon

2. In the settings windows, scroll to **Evaluation options** and tick the **Delegated Marking** option and then click on **Assign markers**

3. Select the appropriate group set from the dropdown menu and then add the markers to each group using the search function.
N.b. Each group must have an assigned marker before you can save the settings.

Delegated Marking

Select a Group Set and assign Markers. Markers will only need to mark submissions for groups they are assigned to.

Select group set
Supervisor Marking Groups (10 groups) ▼

Academic Name 1
2 Students

Markers

Search by marker name

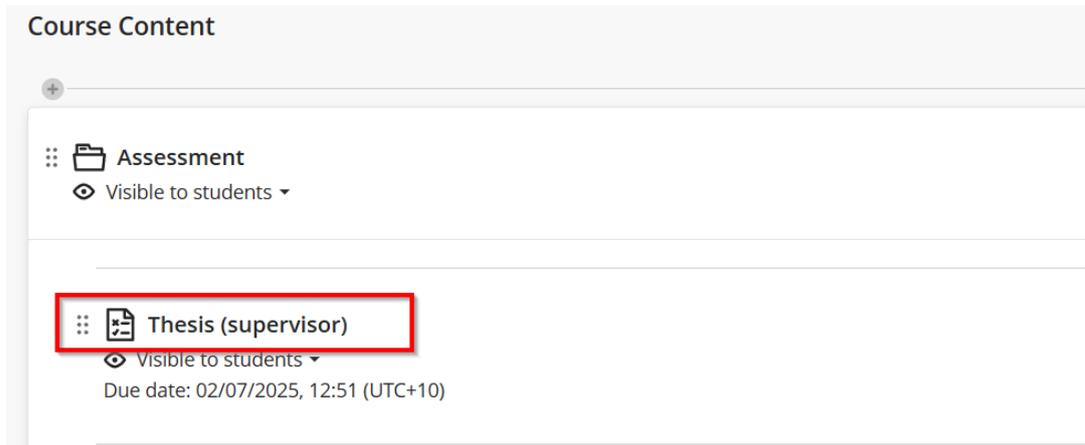
James Hardy (ujjhard3) X

Providing Blackboard direct links to markers

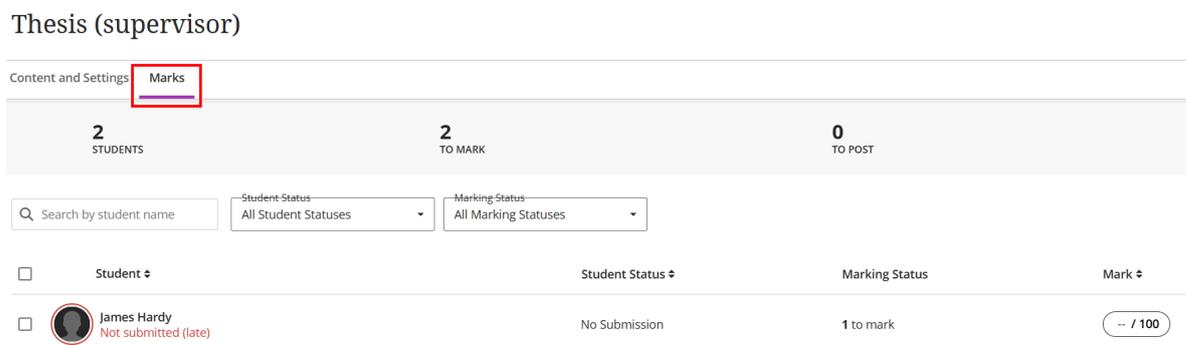
Once you have set up the marking groups, Turnitin submission link, and the Blackboard offline submissions, you may want to provide markers with direct links. Although markers can access assignments via the Blackboard Ultra Gradebook, it is possible to provide direct links to the Turnitin assignment inbox, and the marking area in Blackboard that shows only those students assigned to the marker.

Blackboard marking links

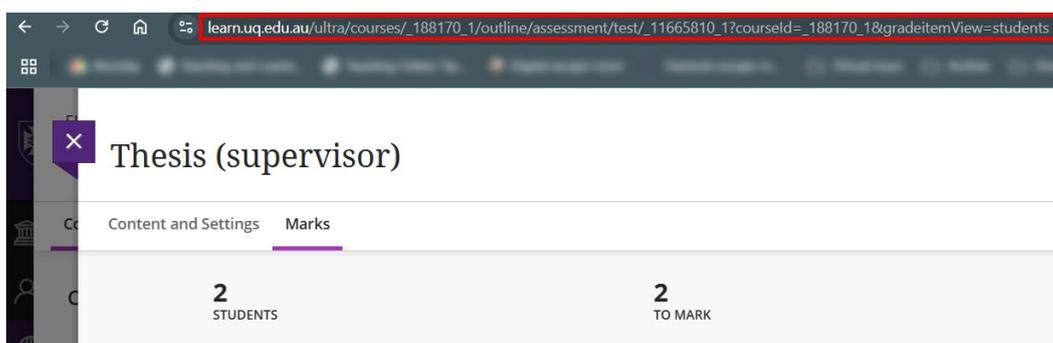
1. Click on the relevant assignment submission link in the course content section



2. Click on the **Marks** tab. This view will show the students assigned to the marker.



3. To share the direct link with markers, copy the address from the address bar.



Guide for markers

If the assignments have been submitted through Turnitin but are to be marked in Blackboard, you should click on the relevant links provided to you or navigate to the items in the Blackboard Assessment folder.

1. To mark offline Blackboard assignments, either click on the link provided or click on the relevant assessment link in the folder.
2. Click on the **Marks** tab and then on the student you want to mark.

Thesis (supervisor)

Content and Settings Marks

2 STUDENTS 2 TO MARK 0 TO POST

Search by student name Student Status All Student Statuses Marking Status All Marking Statuses

Student	Student Status	Marking Status	Mark
James Hardy Not submitted (late)	No Submission	1 to mark	-- / 100
J H-student Not submitted (late)	No Submission	1 to mark	-- / 100

3. A side window will appear. Click **Save** to create the attempt.

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Create Attempt

This student submitted offline. Please specify the approximate date and time.

Submission date

11/08/2025 11:06

4. Once saved, a screen with the rubric and feedback box will be visible. Assign the marks using the rubric (if applicable), add feedback, then click **Save**.

Overall Feedback

Feedback

Press Alt + F10 to access toolbar options

Cancel Save