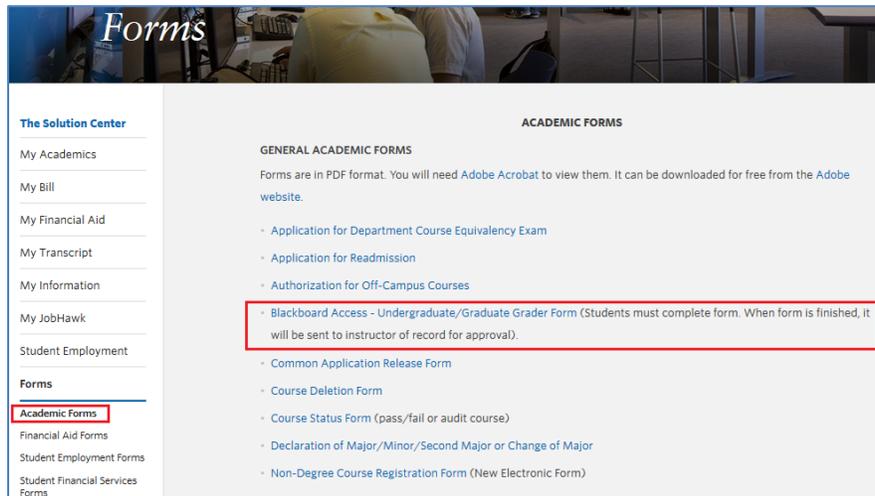


Blackboard Access – Undergraduate/Graduate Grader Form

1. Student navigates to [Academic Forms](#) on The Solution Center page. Since this form is initiated by the student the form may be found on both The Solution Center and Faculty Forms page.
2. Student clicks on “[Blackboard Access - Undergraduate/Graduate Grader Form](#)” (Students must complete form. When form is finished, it will be sent to instructor of record for approval).



3. The student enters his/her first name, last name and campus email address. The student also enters the Instructor of Record's name and email address.

The screenshot shows the 'PowerForm Signer Information' form. It includes instructions for entering names and emails for other recipients. The form has the following fields:

- Your Role: Student
- Your Name: Matt Ryan
- Your Email: Matt_Ryan@student.uml.edu
- Role: Instructor or Dept Chair
- Name: Bill Belichick
- Email: Bill_Bilichick@uml.edu

A 'Begin Signing' button is located at the bottom right of the form.

4. Student clicks “I agree...” and Continue

The screenshot shows the 'Please Review & Act on These Documents' page. It features the UMass Lowell eForms logo and a 'CONTINUE' button. Below the button, there is a checkbox labeled 'I agree to use electronic records and signatures' which is checked. The footer contains the following information:

- DocuSign Envelope ID: 8CFB53B-7CCA-47CD-99BA-043B49C39CF7
- BLACKBOARD ONCAMPUS ACCESS FORM
- OFFICE OF THE REGISTRAR
- 220 PAWTUCKET ST, UNIVERSITY CROSSING, SUITE M10
- LOWELL, MA 01854
- phone: 978-934-2546
- fax: 978-934-4076

- Student reads each statement, initial his/her acceptance and enter specific responses where requested. Student electronically signs document.



UNDERGRADUATE/GRADUATE GRADER RESPONSIBILITIES AND CREDENTIALS

Learning with Purpose

- Read each statement, initial your acceptance and enter specific responses where requested.
- Sign and date the entire document.

I am in good academic standing, and my CUM GPA is 3.0 or higher. Write your CUM GPA here:

I am a graduate or full-time undergraduate/OCE student at UMass Lowell (Part-time undergraduate students will not be considered)

I have successfully completed this class (or an equivalent or more advanced course) during Semester and Year:
Write your letter grade here:

I will keep all student grades confidential. I will only discuss student performance with the course instructor(s) of record. As a grader, I will not disclose grades to anyone except the instructor of whom he/she is responsible for the course. Any violation of this obligation will be cause for dismissal.

I have reviewed information on the Family Educational Rights and Privacy Act (FERPA) at <https://ed.gov/policy/gen/guid/fpco/ferpa/>.

I understand that my course instructor(s) will provide me with clear instructions for how to grade each assignment (i.e., a rubric). I will contact my course instructor(s) if I have any questions and/or concerns about how to perform any grading.

I will treat all students equally and fairly when grading.

I will share in a timely manner any suspicions and/or evidence of academic misconduct by a student in the course with the course instructor(s). I will not independently confront the student on this misconduct.

If I see that a student is in physical distress (e.g., illness, injury) or mental distress, I will immediately contact my course instructor(s) to address the student's needs.

Grader name:

UML Student ID:

Signature:

Date:

- The student's name is pre-populated. He/She will need to enter ID#, click on the appropriate career, enter the term he/she will be a grader for and enter course information.

User Type: Grader
Role is similar to the Primary Instructor without the permissions to add or delete content.

Information for the User that will be added to your Blackboard course:

Grader First Name	Grader Last Name	Grader SIS ID#	Undergraduate/ Graduate/ OCE
<input style="width: 90%;" type="text" value="Matt"/>	<input style="width: 90%;" type="text" value="Ryan"/>	<input style="width: 90%;" type="text" value="12345678"/>	<input style="width: 90%;" type="text" value="Undergraduate"/>

Semester: Fall Winter Spring Summer **Year:**

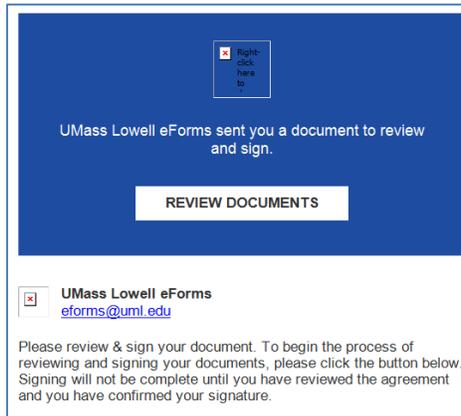
Course Number (ex.ENGL.1010.001):

<small>Subject/Catalog/Section#</small>	<small>Title</small>
<input style="width: 20px;" type="text" value="PWYS"/> <input style="width: 20px;" type="text" value="1410L"/> <input style="width: 20px;" type="text" value="801"/>	<input style="width: 80%;" type="text" value="Physics 1 Lab"/>
<input style="width: 20px;" type="text" value="PWYS"/> <input style="width: 20px;" type="text" value="1410L"/> <input style="width: 20px;" type="text" value="802"/>	<input style="width: 80%;" type="text" value="Physics 1 Lab"/>
<input style="width: 20px;" type="text" value=""/>	<input style="width: 80%;" type="text" value=""/>
<input style="width: 20px;" type="text" value=""/>	<input style="width: 80%;" type="text" value=""/>
<input style="width: 20px;" type="text" value=""/>	<input style="width: 80%;" type="text" value=""/>
<input style="width: 20px;" type="text" value=""/>	<input style="width: 80%;" type="text" value=""/>

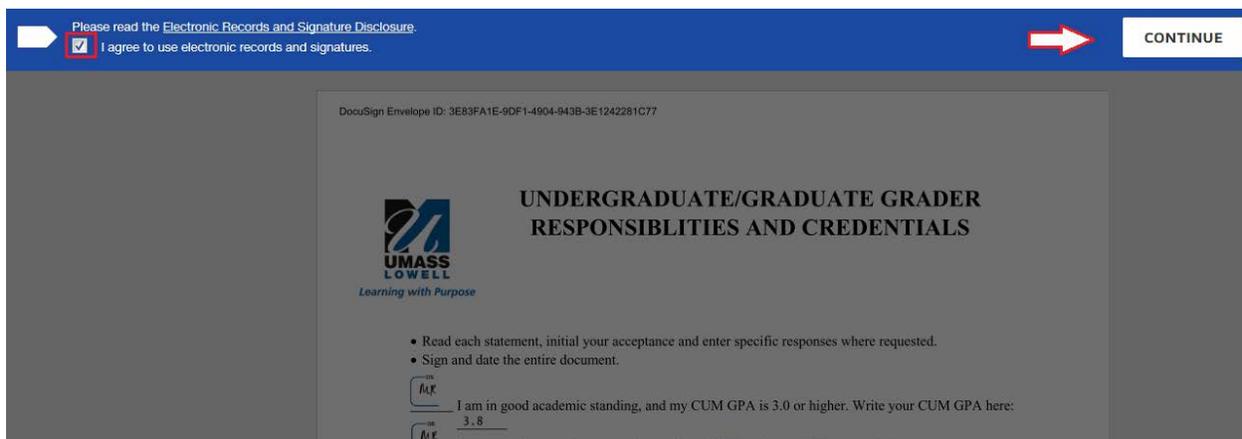
Students Click Finish

Faculty Complete Section Below

7. When student is done, he/she clicks  **FINISH** **OTHER ACTIONS** ▾
8. If the student completes the form correctly and is able to click FINISH, the instructor of record will receive an email (couple minutes) from “DocuSign System dse_na2@docusign.net” with the Subject line: BLACKBOARD ACCESS – GRADER.



9. Instructor clicks “Review Document” from email and clicks on “I agree...” and “Continue”.



10. Instructor’s last name, first name and email are prepopulated. The instructor enters ID# for security/validation purposes.

Students Click Finish

Faculty Complete Section Below

Instructor/Dept Chair Last Name Instructor/Dept Chair First Name M

Only Instructor or Dept Chair Emails @uml.edu will be processed Instructor/Dept Chair SIS ID#

Date

Instructor or Dept Chair Signature _____

11. Instructor “Adopt and Sign” name.



12. After the instructor finishes reviewing and signing off the grader’s entries, the “Faculty Grader Approval Form displays”. Instructor reviews and acknowledges and initials after each statement of faculty responsibilities. The instructor of record electronically signs the form.

DocuSign Envelope ID: 3E83FA1E-9DF1-4904-943B-3E1242281C77

FACULTY GRADER APPROVAL FORM

FACULTY EXPECTATIONS OF GRADERS

- Faculty should expect prompt and timely return of graded homework, e.g. within 5 days of its delivery to the grader. Faculty should set deadlines for what defines a timely return. Note that a minimum of 48 hours should be given to a grader to complete each grading task.
- Faculty may expect graders to report on errors commonly made by students in the class. Faculty should discuss the nature of such reports with graders, e.g. verbal or in writing.
- Faculty should exercise managerial responsibility for their graders. Timesheets should be approved by the due date of a pay period. If a grader's work is unsatisfactory (e.g., late or inaccurate), the faculty supervisor must take prompt action to resolve the situation (e.g., by meeting with the grader to clarify expectations) and must notify the Department Chair in writing.
- Faculty and grader will be notified of the number of hours per week that the grader is assigned to grade. The Faculty must not assign more grading than can be completed within the assigned period.

FACULTY MEMBER RESPONSIBILITIES

In working with an undergraduate grader, the responsibilities of the course Instructor of Record are:

- BB* • **The faculty member, as Instructor of Record, is solely responsible for grading.** All student grading is subject to review and/or alteration by the Instructor of Record.
- BB* • **To recruit grader(s) with an overall GPA of 3.0 or higher** and who previously completed the course (or an equivalent or more advanced course) with a grade of B or better.
- BB* • **To ensure the quality of the grader's work,** give your grader clear instructions about how to perform the grading (e.g., a rubric for each assignment). Spot-check your grader's work. If the students in the course have any questions about the grading of any assignment, then your students should know they can come to you.
- BB* • **To make your grader(s) aware of FERPA requirements,** please ensure the grader is familiar with the Family Educational Rights and Privacy Act (FERPA) and its requirements that student grades and personal information be kept confidential.

Fill out this form for each course for which you wish to hire graders. List the grader(s) names on this form. Have each of your graders initial and sign the associated **UNDERGRADUATE GRADER RESPONSIBILITIES AND CREDENTIALS** Form. Make sure their GPA is entered on that form.

BB **Graders must have an executed contract in HR to be added to any course in SIS.**

Faculty name (Print): Bill Belichick
Required - Signature Applied

Signature: *Bill Belichick* Date: 2/10/2017 | 08:13 EST

13.



14. When done, Click

15. The electronic docuSign form will go into the scheduling queue to be processed into SIS. Please allow for 1-2 business days to be processed in SIS and LMS Blackboard systems.