Blackboard Access – Undergraduate/Graduate Grader Form
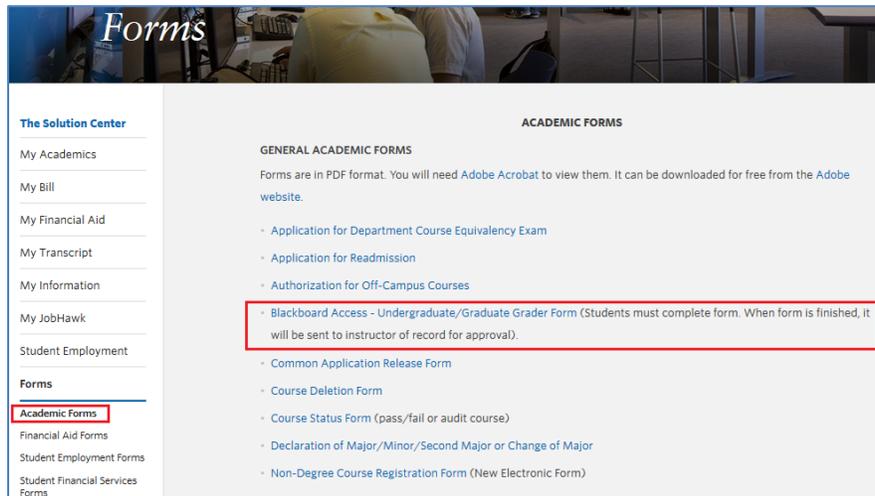
1. Student navigates to Academic Forms on The Solution Center page. Since this form is initiated by the student the form may be found on both The Solution Center and Faculty Forms page.
2. Student clicks on "Blackboard Access - Undergraduate/Graduate Grader Form" (Students must complete form. When form 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.

4. Student clicks "I agree…" and Continue

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

UNDERGRADUATE/GRADUATE GRADER RESPONSIBLITIES AND CREDENTIALS

UMASS LOWELL
Learning with Purpose

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

_MR_ I am in good academic standing, and my CUM GPA is 3.0 or higher. Write your CUM GPA here:
3.8

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

_MR_ I have successfully completed this class (or an equivalent or more advanced course) during Semester and Year: Fall 2014
Write your letter grade here: A-

_MR_ 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.*

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

_MR_ 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.

_MR_ I will treat all students equally and fairly when grading.

_MR_ 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.

_MR_ 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: Required - Signature Applied   UML Student ID: 12345678

Signature: Matt Ryan   Date: 2/10/2017 | 07:50 EST

6. 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
Matt	Ryan	12345678	Undergraduate

Semester: ◯ Fall ◯ Winter ◉ Spring ◯ Summer   Year 2017

Course Number (ex.ENGL.1010.001):

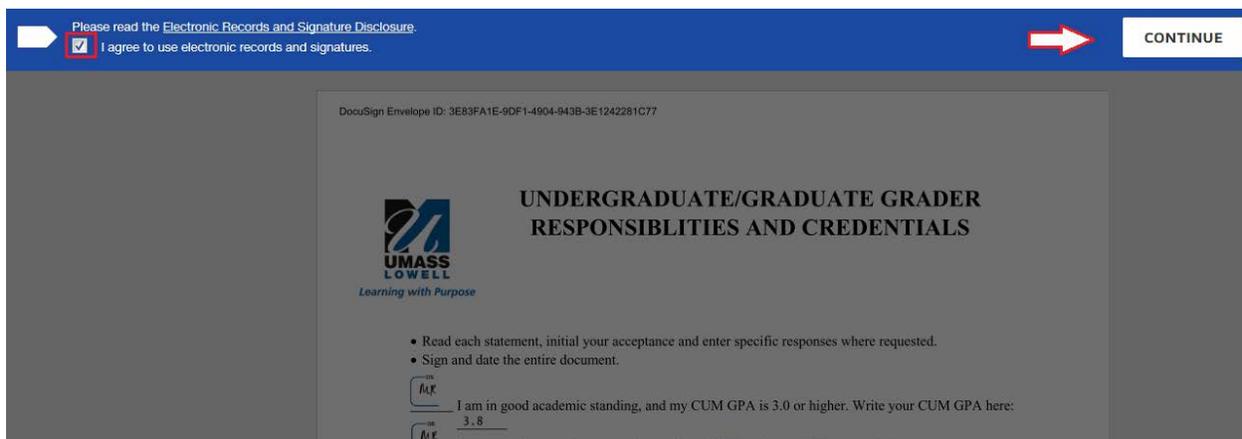| Subject/Catalog/Section#			Title
PHYS	1410L	801	Physics 1 Lab
PHYS	1410L	802	Physics 1 Lab

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.

UMass Lowell eForms sent you a document to review and sign.

REVIEW DOCUMENTS

UMass Lowell eForms
eforms@uml.edu

Please review & sign your document. To begin the process of reviewing and signing your documents, please click the button below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.
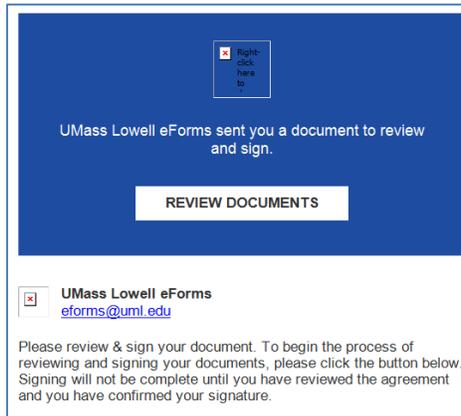
9. Instructor clicks "Review Document" from email and clicks on "I agree…" and "Continue".

Please read the Electronic Records and Signature Disclosure.
☑ I agree to use electronic records and signatures.   **CONTINUE**

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

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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 `Bellichick`   Instructor/Dept Chair First Name `Bill`   M ☐

Only Instructor or Dept Chair Emails @uml.edu will be processed

Instructor/Dept Chair SIS ID#

`Bill_Bellichick@uml.edu`   `12345678`

Sign

Instructor or Dept Chair Signature   Date `2/10/2017 | 08:08 EST`

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.

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.