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.

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.
7. When student is done, he/she clicks Finish button.

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.
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. When done, Click Finish button.

14. 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.