Grader Guidelines

Graders Assignments
Graders are assigned to courses based on enrollment and graders' availability. When graders are assigned, faculty will be copied on an email sent to the assigned grader. Below are guidelines and policies faculty and graders must adhere to.

Graders Responsibilities – Dos and Don'ts
Graders must login to MyCDM to confirm their grading assignment once they have received the assignment email. To confirm your grading assignment:

- Access MyCDM and go to your profile page. Click the Confirm button next to your assignment in the current quarter.
- Graders may only grade homework assignments and quizzes.
- Graders **are not allowed** to
  - o grade midterms, final projects or final exams, or
  - o write or proctor exams.
- Graders must maintain regular communication with the faculty they are grading for and promptly follow faculty directions on grading assignments.
- Graders must accurately log grading hours both in myCDM and BlueSky (see section below for details).
- Graders must comply with all Illinois and DePaul employment laws, including FERPA (see below for details)
- Graders **should not be** checking or responding to students' questions requesting help.
- Faculty must keep the identity of the grader anonymous.

FERPA Compliance (The Family Educational Rights and Privacy Act)
Graders are university employees and therefore must abide by all policies and procedures including the law of FERPA (Family Educational Rights and Privacy Act) of 1974. FERPA governs the privacy of student records. It regulates access to and the release of education records maintained by all educational institutions.

As a grader, you are privy to confidential student and university information. You must never discuss/disclose details regarding grades and your grading responsibilities with anyone other than the instructor of the course you are assigned to grade for quarterly. At no time are students to use their student position to access personal university or student data for their own gain. Likewise, the information students may come in contact with during the course of their employment is not to be discussed outside the workplace or used for publication. For more detailed information regarding FERPA go to Compliance & Risk Management and complete the online FERPA tutorial .

Access to D2L and other Faculty Responsibilities
- Graders must be added to the D2L course site to access students' assignments for grading purposes
- The instructor is responsible for adding the grader to the D2L site using the D2L request form in ServiceNow. (Select "Add User", and the "CDM grader role" in the Add User form).

- The instructor is responsible for clearly communicating grading expectations to the grader including timing for completing the work, grading rubric to be used etc.
- The instructor is responsible for ensuring that graders complete grading accurately and on a timely basis.
- The instructor is responsible for promptly reviewing and approving grader's hours in myCDM weekly and promptly contact Raffaella Settimi (rsettimi@depaul.edu) if there are any issues.
- Graders are not allowed to proctor exams. CDM policy states "If a faculty member cannot be present for a midterm or final exam, they are responsible for finding another faculty member to proctor the exam".
- The instructor is required to complete a grader evaluation at the end of the quarter. This will help evaluate the performance and effectiveness of our graders on a quarterly basis, and inform future grading assignments.

Timesheet – Procedures for Reporting and Approving Hours

All graders must report their hours worked on their timesheets on **both MyCDM and BlueSky** as explained below.

- A timesheet is generated for each course you are assigned to grade in both systems.
- Graders must submit the timesheet on both systems weekly by noon on Sunday.
- The faculty member will verify and approve the hours submitted by the grader on MyCDM. Faculty approvals are due by Sunday night.
- Raffaella Settimi will approve your hours for payment at the end of the pay period provided the faculty member has approved your hours on MyCDM.

Per university policy, any employee who falsifies a timesheet participates in any way in the falsification of time records, or who willfully fails to report all time worked, has committed fraud and is subject to Progressive Discipline, up to and including termination. It is very important that these steps are completed in a timely manner to avoid a delay in payment. A delay may result in violation of the Illinois payroll law that states that all hours be paid within 13 days of being worked.

How to enter your work timesheet in MyCdm and BlueSky

All graders are required to submit their timesheets weekly **on both MyCDM and BlueSky**. Hours must be submitted weekly **by noon on Sunday**. If you enter hours at the last minute please alert http://my.cdm.depaul.edu./your faculty member with an email.

- Login to MyCDM at http://my.cdm.depaul.edu to enter your hours
- In the Grader App click on Log Hours and fill out all the information
- Graders must enter hours in their time card in BlueSky, view a tutorial on how to do it at this DePaul page.
- Faculty will then login in MyCDM and approve your hours for payment weekly.
- Payment will not be rendered until the faculty member for whom you are grading approves your hours on MyCDM.

If you have any questions or problems, please feel free to contact Associate Dean Raffaella Settimi (rsettimi@depaul.edu).