Grader Orientation Checklist:

- Give your grader HW Grading Rubric, HW assignment sheet, Grading Hours sheet, and/or other documents related to grading in your class.

- Do you want your grader to recorded scores on CANVAS? Consider enrolling your grader as a TA on CANVAS.

- Make sure your grader is able to come to the exam grading sessions. Do you want your grader to help proctor the exams?

- Give your grader a target time for grading the assignments and/or quizzes.

- Consider if you want your grader to use any consistent notation while grading the homework/quizzes.

- Discuss how you want to handle the exchange of assignment/quizzes. Drop off in box, pick up from you, ...

- Discuss how you want to handle signing time cards.