

# **FERPA (Family Educational Rights and Privacy Act)/ Web-based Grading**

Teaching Effectiveness Workshop  
for Graduate Teaching Assistants

THE UNIVERSITY OF  
**MEMPHIS**

Geraldine Taylor, Office of the Registrar –Student  
and Faculty Services

[Register for Classes](#)

[Student Info](#)

[Faculty / Staff Info](#)

[Parent Info](#)

[Forms](#)

[Registrar A to Z List](#)

[Contact Us](#)

[Admissions](#)

[Financial Aid](#)

[Recruitment](#)

[Scholarships](#)

[Pay Fees \(Bursar\)](#)

[Ask TOM](#)

[University of Memphis](#)

Quick Links



**myMEMPHIS**



## Faculty and Staff Info

[Authorized Signatures](#)

[Calendars](#)

[Academic Year](#)  
[Registrar Office](#)  
[Semester](#)

[Classroom Policies](#)

[Academic Status and Retention](#)  
[Class Attendance: Undergraduate](#)  
[Emergency Cancellation of Classes and Closing of University Offices](#)  
[Grade Appeal: Graduate](#)  
[Grade Appeal: Undergraduate](#)  
[Grading Scale and GPA](#)

[Scheduling/Term Planning](#)

[e~Print Reports](#)  
[Enrollment Statistics](#)  
[Scheduling/Planning Aids](#)

[Student Records and FERPA](#)

[US Government Information](#)  
[FERPA \(US Code\)](#)  
[Overview of FERPA \(Family Policy Compliance Office\)](#)  
[Current US Dept of Education FERPA Regulations \(pdf\)](#)

## Faculty Self Service Guides

### Related Links

- [Banner Guides and Aids](#)
- [Download Class Roster from D2L](#)
- [Request Access to Banner Student System](#)



## FERPA Tutorial

### Why You Need to Take the Tutorial

You must complete the FERPA Tutorial if you need access to the Banner Student Information system; this system encompasses Internet Native Banner (INB) and Faculty Self Service.

Note: Completing the Tutorial does not automatically give you access to INB; you must also complete and submit a [Request for Access to Banner Student System](#) form to the Registrar's Office.

When you complete the FERPA Tutorial:

1. You will receive an e-mail confirming the fact that you have taken the Tutorial. It would be a good idea to retain this e-mail.
2. The Registrar's Office receives an automatic confirmation from the LDAP database that you have completed the Tutorial. Without this confirmation, the Registrar cannot grant you access to the Banner Student Information System.

### Accessing the Tutorial

- Regular Full-time and Part-time University Faculty and Staff  
The FERPA Tutorial channel appears on your Employee tab in the portal.
- Graduate Assistants and Adjunct Faculty  
Since you may not have an Employee tab with the FERPA channel on it, you will have to add the channel to one of your existing tabs before you can begin:
  1. Click the "Content/Layout" link that appears above your row of portal tabs.
  2. The portal's "Manage Content/Layout" page appears.
  3. Highlight the tab to which you would like to add the FERPA channel.
  4. Determine which column you want the channel in; click the [Add Channel] button in that column.
  5. When prompted, "1. Select category," highlight "Select all" and click [go].
  6. When prompted, "2. Select a channel," highlight "FERPA" and click the [Add Channel] button (step 3).
  7. Click the "back to Home tab" link under the portal logo.
  8. Select the tab you added the channel to. You may now take the FERPA Tutorial.

## Student Education Records

- [Privacy of Education Records \(University Compliance with FERPA\)](#)
- [Release of Student Education Record \(General Information\)](#)
- [Annual Notification of Student Rights Under FERPA](#)
- [Faculty/Staff Access](#)
- [Faculty/Staff FERPA Tutorial](#)
- [Student Authorization to Release](#)
- [Parent Access](#)
- [Reinstatements](#)
- [FERPA Law \(US Govt\)](#)

# MyMEMPHIS log in page

University of Memphis Login - powered by SunGard SCT Inc. - Windows Internet Explorer

https://my.memphis.edu/cp/home/displaylogin

File Edit View Favorites Tools Help

University of Memphis Login - powered by S...

myMEMPHIS

THE UNIVERSITY OF MEMPHIS

**Secure Access Login**

User Name:

Password:

Login Cancel

Having problems logging in? [Click here.](#)

**Initialize Your Account**  
[Forgot Your Password?](#)  
[Forgot Your UUID?](#)  
[Help](#)

**Welcome to the myMemphis portal - your source for personalized online resources at the University of Memphis.**

**Important Notices**

The University of Memphis portal has a new name. On Sunday, May 17, 2009 the Spectrum portal was renamed 'myMemphis' (<http://my.memphis.edu>).

Always log out of the myMemphis portal and close your browser windows when you have completed your session so no one else has access to your personal records. Even if you follow an outside link, you will remain logged in until you hit the log out button.

Never share your password with anyone. Your password gives those who have it access to your personal information and any other secured University information accessible to you.

Need additional help? Contact the ITD Helpdesk at (901) 678-8888.

Start | Inbox - ... | Microsoft... | P:\Final ... | Registrar... | Univers... | 9:07 AM



Time Leave  
Reporting

- [Click here to access your leave report \(monthly\)](#)
- [Click here to access your time sheet \(bi-weekly\)](#)

## Payroll Schedules

## Time Approval



## Update Approval Proxies

Employment  
Details

- Benefits
- Direct Deposit
- Pay Stub
- Job Details
- Leave Details
- W-2 Wage and Tax Statement

Reports &  
Hyperion

## Hyperion®

By logging in, you agree to the following conditions:

- Information in the University's systems is protected by federal privacy laws.
- Access only data required to complete an authorized task.
- Do not release any confidential information to a non-University person or agency.
- Share information only with those University personnel with a **need to know**.
- Only the Registrar's Office (for student data) or Human Resources (for employee data) may release information about individuals and then only in accordance with federal and state law. Refer requests for this type of information to these offices.
- Breach of confidentiality of

Bursar - Fees, Payments,  
Disbursements & Refunds

## TigerXpress

- [View/Pay Fees](#)
- [Sign up for Installment Payment Plan](#)
- [Sign up for eRefunds \(Direct Deposit\)](#)
- [Set up Authorized Users](#)
- [Having trouble logging on?](#)

## eBursar - Important Information

- [Dates and Deadlines](#)
- [Financial Aid Disbursement](#)
- [Tuition/Fee Payment Information](#)
- [Explanation of Fees](#)
- [Installment Payment Plan](#)
- [Fee Adjustment \(Refund\) Policy](#)
- [eRefunds](#)
- [Authorized User](#)
- [1098-T](#)  
Access information about 1098-T forms for tax purposes
- [Other Information](#)

## Training Opportunities



## workForum

## workForU

- [Internal Site](#)  
Request to fill/create new/reclassify position
- [Public Site](#)  
View & apply for UofM postings
- [Guest User Site](#)  
Review applicant material search committee members

## FERPA

- [FERPA Tutorial](#)
- [Privacy of Education Records](#)

## Effort Certification

## Effort Certificat

Effort Certification alter  
access

If you experience proble

# **University of Memphis FERPA Tutorial**

## **Family Educational Rights and Privacy Act (FERPA)**

### **University of Memphis Policy UM1248 - Privacy of Education Records**

Our records indicate that you ( gyoun2 ) have satisfied your FERPA requirement by either completing the on-line tutorial or the endorsing the required Registrar's Office form. However, you may repeat this tutorial periodically, and are encouraged to do so, as a refresher course.

## **PROTECT OUR STUDENTS PROTECT OURSELVES**

To be allowed access to student records, you must carefully review the material presented in this site. Maintaining the confidentiality of student records is everyone's responsibility -- faculty, staff, and students.

### **Why?**

- **BECAUSE IT'S IMPORTANT TO MAINTAIN THE CONFIDENTIALITY OF OUR STUDENTS' RECORDS.**
- **BECAUSE THE FEDERAL GOVERNMENT REQUIRES US TO DO SO.**

This tutorial will give you a basic knowledge of the rules governing release of student information. There are several questions at the end of the tutorial that must be

# To avoid violations of FERPA rules, DO NOT:

- • Allow anyone else to use your username and password.
- • Share student information except in the course of authorized University business.
- • Share student information (academic or financial) with the parents of a student.
- • Leave reports or screen prints where others may see the information.
- • Position your computer monitor where those entering your office may view student information.
- • Leave your computer unattended when logged onto a data system.
- • Post or pass around in class any lists/reports/documents which include student ID numbers.
- • Link the name of a student with the student's social security number in any manner or form that is publicly accessible.
- • Post grades to a web page without the written consent of each student. (If you receive written consent, you must retain this for one year.)
- • Leave graded tests in a stack for students to sort through.
- • Discuss any student information over the phone unless you are confident you are speaking with the student or another authorized University employee.
- • Provide anyone with lists of students enrolled in classes for any purpose.
- • Provide anyone with student schedules or assist anyone other than University employees in finding a student on campus.
- • Throw away reports with personal information without shredding appropriately.

# GRADING INFORMATION

REPORT CARD				
GRADING PERIOD	1	2	3	4
READING	A			
WRITTEN COMMUNICATION	A			
MATHEMATICS	C			
SCIENCE/HEALTH	B			
SOCIAL STUDIES	B			
ART	A			
MUSIC	A			
PHYSICAL EDUCATION	C			
Grade Average	B			
Attendance:	Present	48		
	Absent	0		
	Tardy	1		
A = Excellent • B = Good • C = Satisfactory • N = Needs Improvement U = Unsatisfactory • I = Insufficient / Incomplete				
Student: _____ Grade: _____ Year: _____				



# Please read important grading emails and announcements

The screenshot shows the myMemphis Portal interface. At the top, a blue header bar contains the text "My Account Content Layout Portal Admin" and "Welcome Geraldine Lynn Taylor You are currently logged in." Below this is a navigation bar with tabs: Home, Gerri's News, eCampus Resources, Account\$, Student, eCampus Student, Employee, and Finance. The main content area is divided into several sections. On the left, there are two boxes: "Personal Announcements" and "Campus Announcements". The "Personal Announcements" box contains two links: "Important Grading Information: Summer Full and 2nd Parts of Term (POT) Faculty" and "Faculty Teaching Independent Study /Special Project Type Courses:". The "Campus Announcements" box contains the text "Windows 7 is here!". To the right of these are two more boxes: "Advisor Unofficial Student Grade Lookup" and "Sticky Note". The "Advisor Unofficial Student Grade Lookup" box contains the text "Unofficial Student Grade Lookup" and "This link provides access to the unofficial student grade website and is available only to University advisors who have completed the FERPA tutorial. FERPA Tutorial". The "Sticky Note" box is empty. On the far right, there are two more boxes: "Course Dr" and "Bookmark". The "Course Dr" box contains the text "Access th" and "Instructor: they are a". The "Bookmark" box contains the text "Step-by-s" and "A guide fo".

From: myMemphis Portal Announcement [DoNotReply@memphis.edu]  
To:  
Cc:  
Subject: Important Grading Information: Summer Full and 2nd Parts of Term (POT) Faculty

Please read these important grading instructions:  
[http://www.memphis.edu/registrar/notice/t80\\_fac\\_grd.htm](http://www.memphis.edu/registrar/notice/t80_fac_grd.htm)

Grading opens **Friday, August 13, 2010**. The deadline for entering grades online is **Monday, August 16, at 10:00 am**.

Office of the Registrar  
678-2810



## Grading Information

**To:** Summer 2010 2nd Half & Full Parts of Term (POT) Faculty

**From:** Office of the Registrar

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### Grading Help:

- Refer to the Registrar's [Grading Guide](#) for detailed instructions on using Faculty Self Service to record grades.

### Grading Period:

- Grading opens **Friday, August 13**.
- All grades must be entered in Faculty Self Service by **10am, Monday, August 16**.

### Important Considerations:

1. Grades in eCourseware do not update the student record. Enter all final grades in Faculty Self Service.
2. Do not enter a date in the Last Attend Date column for students who complete the class (regardless of the grade). Use this column to report stopped-attending or never-attended dates for students who fail to complete the class.
3. Enter any stopped-attending/never-attended dates by the end of the grading period.
4. If a student never attends or stops attending and does not officially withdraw, you must assign a failing grade (F or U).
5. Enter a grade for every student who does not have a W. All students must be graded.
6. Note that some students on your grade roster may have a name change. If you need assistance with verifying name changes, please call 678-2810.
7. Academic status and grades are NOT directory information; do not release

### Faculty Self Service Guides

### Related Links

- [Banner Guides and Aids](#)
- [Download Class Roster from D2L](#)
- [Request Access to Banner Student System](#)

# Faculty Dash Board

myMemphis - Windows Internet Explorer

http://my.memphis.edu/tag.b8a11d853401a787.render.userLayoutRootNode.uP?uP\_root=root&uP\_sparam=activeTab&activ...

File Edit View Favorites Tools Help

Links Customize Links Free Hotmail Windows Windows Marketplace Windows Media

myMemphis

members the opportunity to address what they perceive as mistreatment by fellow faculty or administrators at the university.

EXCH-1124

Weekly View

**Expert List**

- U of M Expert List Website
- List Experts
- List Subjects
- List Subjects by Expert
- Add/Update My Expert List Information

**Faculty Dashboard**

Lille France	EXCH 1052	Summer Term 2009	
Salamanca/Spain	EXCH 1104	Summer Term 2009	
Eichstaett Germany	EXCH 1056	Summer Term 2009	
Nagoya Gakuin Japan	EXCH 1054	Summer Term 2009	
Costa Rica	EXCH 1067	Summer Term 2009	

More

**SETE/SIRS Reports**

Click to see Reports

**SIRS/SETE report archives**

**What are SIRS/SETE?**

**Interpreting SIRS/SETE reports**

**SIRS/SETE evaluation comments**

Student comments made on SIRS/SETE beginning with the use of the online system (Summer 2006) can be accessed via this faculty-only link. Only the faculty member for a given course can view comments.

early reporting of students who never attended during the first two weeks of the term facilitates Financial Aid processing for these students.

**Effort Certification**

**Effort Certification alternate access**

If you experience problems with single signon access (above), click here for access to the Effort Certification application. You will be asked to supply your user name and password again.

**Banner Self-Service**

Banner Self-Service

**Banner INB**

Note: As of December 17, 2008, if you use your home computer, a laptop, or other mobile device to access Internet Native Banner (INB) or

Cari Williams  
RE: RODP Fall Course Offering Update  
Haven't we cancelled these already?  
From: Latifah Muhammad

Trusted sites 100%

Start 3 Internet Explo... Inbox - Microsoft O... Oracle Developer Fo... Scheduling Info Microsoft Excel - Sc... 9:23 AM

# Web Grading using Banner Self Service

myMemphis - Windows Internet Explorer

http://my.memphis.edu/tag.b8a11d853401a787.render.userLayoutRootNode.uP?uP\_root=root&uP\_sparan

File Edit View Favorites Tools Help

myMemphis

THE UNIVERSITY OF MEMPHIS

Welcome Donna S Van Canneyt  
You are currently logged in.

Home Employee Finance Advising eCampus Resources Student Account\$ eCampus Student

June 23, 2009

**Advising Forms**

- Alternate PIN (SPAAPIN)
- Student Registration Permit - Overrides (SFASRPO)
- Alternate PIN (in a new browser window)
- Student Registration Permit - Overrides (in a new browser window)
- Early Intervention Form

**Advisor Dashboard**

Term:

ID:

-Or-

Last Name:

First Name:

☐ Student ☐ Advisees ☐ Both ☐ All

**Banner Self-Service**

- Folder Banner Self-Service
  - Folder Personal Information
  - Folder Faculty and Advisors
    - Folder Student Information Menu
      - Term Selection
      - CRN Selection
      - Faculty Detail Schedule
      - Week at a Glance
      - Detail Class List
      - Summary Class List
      - Final Grades
      - Look Up Classes
      - Active Assignments
      - Assignment History
      - Class Schedule
      - Course Catalog
      - Office Hours
      - Attendance Reporting
  - Folder Employee
  - Folder Finance

**Early Intervention Reporting**

**Early Intervention Form**  
PLEASE REPORT any students you have who are not performing well in your class. This form will give us the information advisors need to be able to contact them and offer support. You will be able to report students using this form until April 3rd.

**Non-Attendance Form**  
Federal Financial Aid guidelines require that students who never attend during the first two weeks of classes be reported as never-attending. Further, students who stop attending during the term should also be reported as soon as they have missed enough classes for you to determine they have stopped attending. The web will be opened to allow reporting of never-attended and stopped-attending students on January 30, 2009 for the 1st and full parts of term and March 27, 2009 for the 2nd part of term. Once opened, the web will remain available for non-attendance reporting through the end of each part of term. However, early reporting of students who never attended during the first two weeks of the term facilitates Financial Aid processing for these students.

Trusted sites 100%

Start | Inbox - ... | Poster\_B... | P:\Final ... | Registrar... | myMem... | 9:16 AM