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

Teaching Effectiveness Workshop for Graduate Teaching Assistants



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



Office of the Registrar

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University of Memphis







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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

Ask TOM University of Memphis Quick Links

Admissions

Financial Aid

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Pay Fees (Bursar)

Why You Need to Take the Tutorial

FERPA 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.

<u>Note</u>: 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:

- 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.
- 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

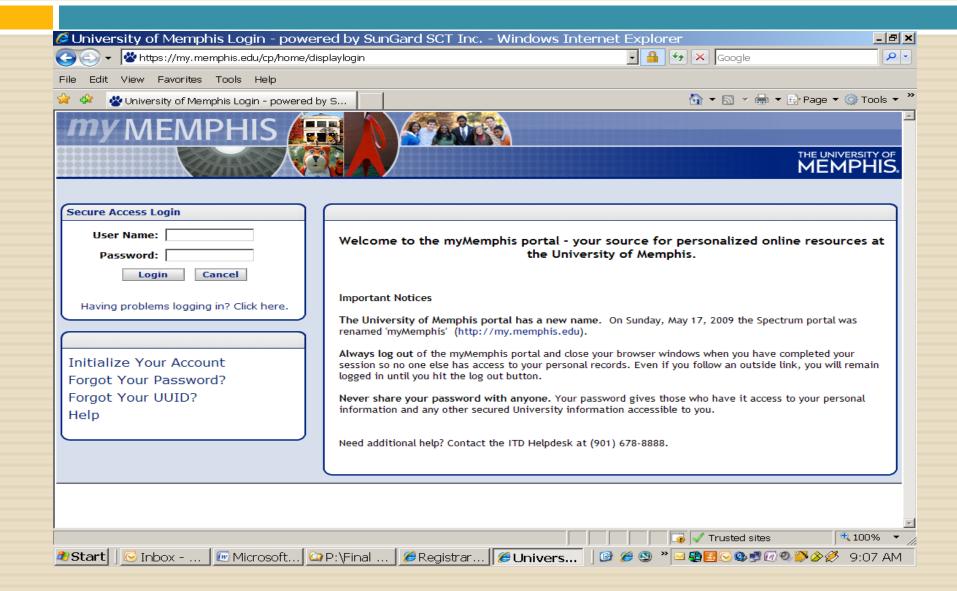
Refresher Course

- 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:
 - Click the "Content/Layout" link that appears above your row of portal tabs.
 - The portal's "Manage Content/Layout" page appears.
 - 3. Highlight the tab to which you would like to add the FERPA channel.
 - Determine which column you want the channel in; click the [Add Channel] button in that column.
 - When prompted, "1. Select category," highlight "Select all" and click [go].
 - 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.
 - Select the tab you added the channel to. You may now take the FERPA Tutorial.

Student Education Records

- Privacy of Education Record (University Compliance with FERPA)
- Release of Student Education Record (General Information
- Annual Notification of Stude 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





THE UNIV

My Account ntent Layout Portal Admin

Home

leporting

Welcome Geraldine Lynn Taylor You are currently logged in.



Finance

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Alumni



Advising





E-mail Datebook Groups

Augi

ime Leave



 Click here to access your leave report (monthly)

Gerri's News

 Click here to access your time sheet (bi-weekly)

ayroll Schedules

ime Approval



Update Approval Proxies

mployment etails)



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

Reports & Hyperion

eCampus Resources



Student

Account\$

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**

eCampus Student

TigerXpress

- View/Pay Fees
- Sign up for Installment Payment Plan

Employee

- 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

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- Internal Site Request to fill/create new/reclassify position
- Public Site View & apply for UofM: postings
- Guest User Site Review applicant mate search committee mem

FERPA

FERPA Tutorial

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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 (gyoung 2) 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:

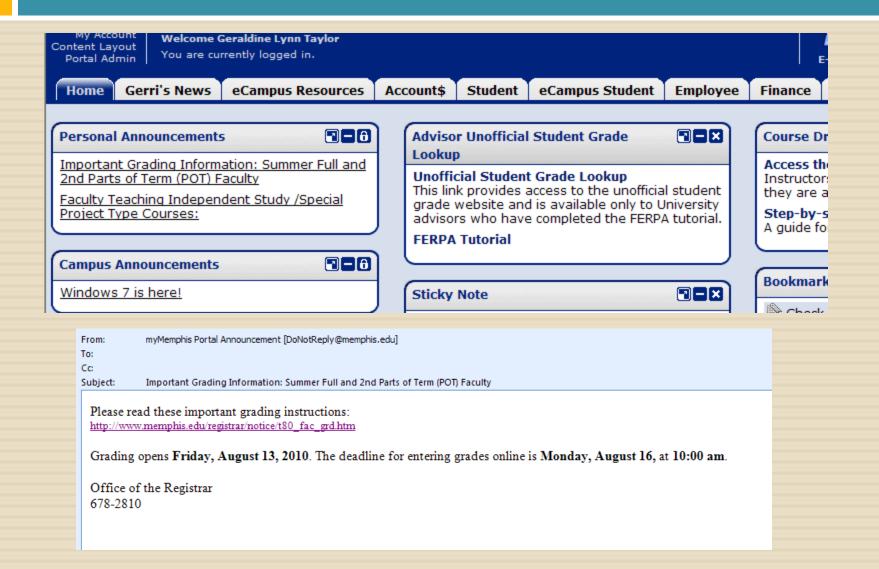
- Allow anyone else to use your username and password.
- Share student information except in the course of authorized University business.
- Share student information (academic or financial) with the parents of a student.
- Leave reports or screen prints where others may see the information.
- Position 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 <u>confident</u> 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

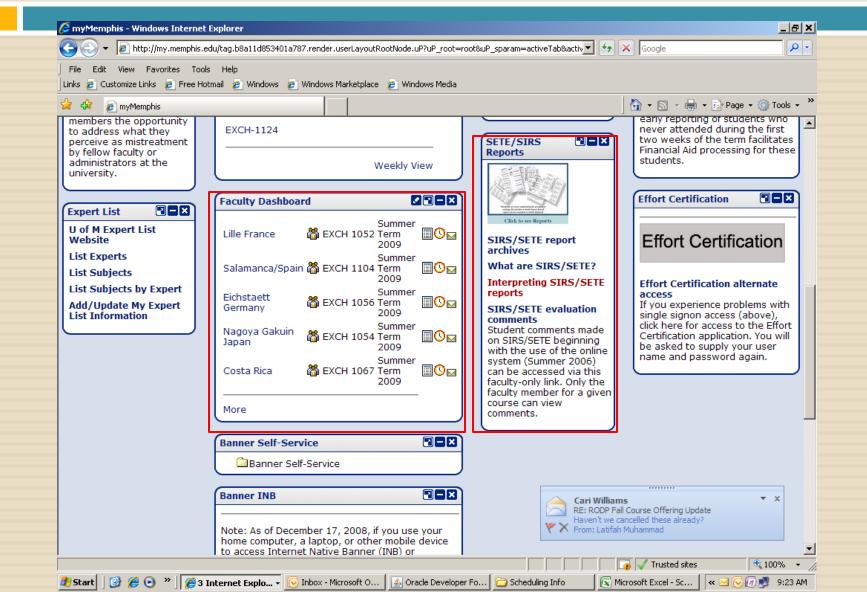
GRADING PERIOD	1	2	3	4	
READING	A				
WRITTEN COMMUNICATION	A				
MATHEMATICS	C				
SCIENCE/HEALTH	B				
SOCIAL STUDIES	B				
ART	A				
MUSIC	A				
PHYSICAL EDUCATION	C				
Grade Average	B				
Attendance: Present Absent Tardy	40				
A = Excellent • B = Good • C = Satisfactory • N = Needs Improvement U = Unsatisfactory • I = Insufficient / Incomplete					

Please read important grading emails and announcements



Admissions	Notice!	
Financial Aid	Grading Information	
Recruitment	_	Faculty Self Service Guides
Scholarships	To: Summer 2010 2nd Half & Full Parts of Term (POT) Faculty	
Pay Fees (Bursar)	From: Office of the Registrar	Related Links
Ask TOM		
University of Memphis	Grading Help:	 Banner Guides and Aids Download Class Roster from D2L
Quick Links	 Refer to the Registrar's Grading Guide for detailed instructions on using Faculty Self Service to record grades. 	 Request Access to Banner Student System
<i>my</i> MEMPHIS	Grading Period:	
	 Grading opens Friday, August 13. All grades must be entered in Faculty Self Service by 10am, Monday, August 16. 	
	Important Considerations:	
	 Grades in eCourseware do not update the student record. Enter all final grades in Faculty Self Service. 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. Enter any stopped-attending/never-attended dates by the end of the grading period. If a student never attends or stops attending and does not officially withdraw, you must assign a failing grade (F or U). Enter a grade for every student who does not have a W. All students must be graded. 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 Dash Board



Web Grading using Banner Self Service

