FERPA (Family Educational Rights and Privacy Act)/ Web-based Grading
Teaching Effectiveness Workshop for Graduate Teaching Assistants
Office of the Registrar

Faculty and Staff Info

Authorized Signatures

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Student Records and FERPA
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- Overview of FERPA (Family Policy Compliance Office)
- Current US Dept of Education FERPA Regulations (pdf)
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.
MyMEMPHIS log in page

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.
Our records indicate that you (gyoung2) have satisfied your FERPA requirement by either completing the on-line tutorial or 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 answered correctly.
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.
Please read important grading emails and announcements

From: m/Memphis Portal Announcement [DoNoReply@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/180_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.

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Web Grading using Banner Self Service