

FERPA and Combined Sections

Students in courses with cross-listed sections should not be permitted to see or interact with students in sections other than their own unless the sections share a common meeting place and time. Therefore, instructors should take steps to ensure student privacy and compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

Please agree to take these steps below to ensure student privacy before you request a combo ticket.

1-Settings: To prevent students from seeing students in other sections in your course, you'll need to disable or lock down tools that expose information about students in other sections:

Under *Settings > Course Details > more options*, make sure the selections are as follows:

- Check Disable comments on announcements
- Uncheck Let students create discussion topics
- Uncheck Let students organize their own groups

Under *Settings > Navigation*, **disable the following tools**, which expose the names of students who use them:

- Chat
- Conferences
- Collaborations

2- People: Disable the “People” menu option that allows students to see the entire course roster for all sections. When adding TAs to your course, select Can interact with users in their section only, and add them to only the sections for which they are responsible.

3- Groups: The names of all students are visible when students organize their own groups, regardless of section assignment. When creating groups, require group members to be in the same section.

4- Chat: The names of all students who post are visible, regardless of section assignment. Create separate groups for each section. Students can then chat with group members, all of whom will be in their own section.

5- Discussions: If you use Discussions, **create separate groups for each section** of students and assign each discussion to the separate group. The names of all students who post are visible, regardless of section assignment.

For graded discussions, create differentiated discussion topics restricted to individual sections.

For ungraded discussions, use the “Post to” option to post topics to individual sections instead of the entire class.

6- Messages/Inbox: When sending a Canvas message to two or more students in different sections, check *Send an individual message to each recipient*. This will send a separate copy to each recipient and hide the names of the recipients in the message header.

Whenever you share or cause to be shared student information within a course or section(s) ensure that no student within the course or section has invoked a FERPA hold on all of their directory and non-directory information.

Also, remember to schedule separate Zoom meetings for each section, and avoid any meetings that bring students in different sections together in the same Zoom room.

I have read the information above and I agree to take all these steps to protect student privacy.

Name & Signature