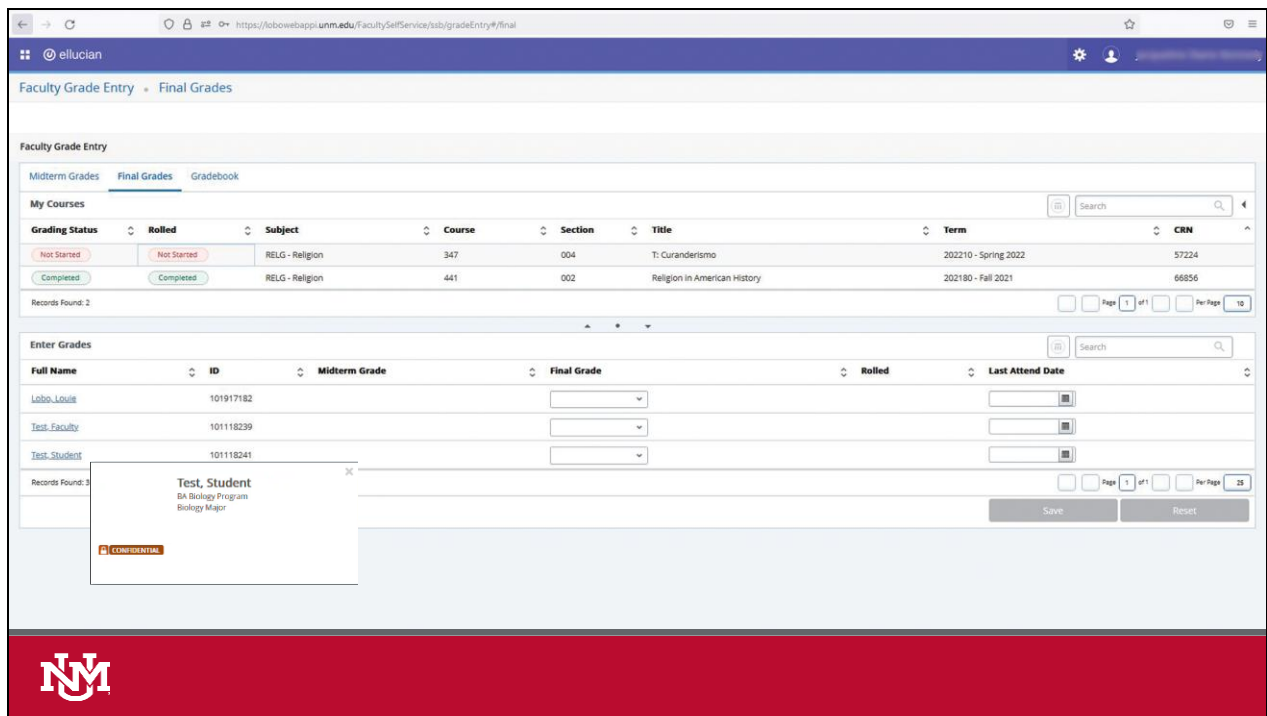


## Banner Faculty Self-Service | Confidentiality Indicator

The Family Education Rights Privacy Act of 1974 provides for the privacy of student Education records. Review information about [FERPA at UNM](#). According to FERPA, students may opt out of Directory Information. Information about Directory Information at UNM is available [here](#).

Students with a confidentiality flag have opted out of directory information. This prevents UNM from releasing information about the student or any element of their enrollment, including grades. In this tutorial we review how the confidentiality indicator will appear in the Banner Faculty Self-Service Grade Entry feature.



The screenshot shows the Banner Faculty Self-Service interface. The top navigation bar includes 'Faculty Grade Entry' and 'Final Grades'. Below this, there are tabs for 'Midterm Grades', 'Final Grades', and 'Gradebook'. The 'My Courses' section displays a table of courses with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. Two courses are listed: 'RELG - Religion' (CRN 57224) and 'RELG - Religion' (CRN 66856). The 'Enter Grades' section shows a table with columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, and Last Attend Date. Three students are listed: 'Lobo, Louis', 'Test Faculty', and 'Test Student'. A pop-up window for 'Test Student' is open, showing their name, BA Biology Program, and Biology Major. A red 'CONFIDENTIAL' marker is visible in the bottom left corner of the pop-up window.

To see if a student has a confidentiality indicator hover over the student's name. The pop-up shows information about the student. The lock icon and confidential marker indicate a confidentiality flag exists. Always check for a confidentiality indicator before releasing information about a student, their enrollment, or their grades.

The screenshot shows a web browser window with the URL <https://bobwebapps.unm.edu/facultySelfService/iso/gradeEntry/final>. The page title is "Faculty Grade Entry - Final Grades". An Excel spreadsheet is overlaid on the page, showing a table with the following data:

Term Code	CRN	Full Name	Student ID	Rolloff	Confidential	Course
202210	57224	Lobo, Louie	101917182	No	No	Religion
202210	57224	Test, Faculty	101118239	No	No	Religion
202210	57224	Test, Student	101118241	No	Yes	Religion

A red arrow points to the "Confidential" field for the student "Test, Student".

Alternatively, if you export the mass grade entry template, the confidentiality indicator will be indicated by yes or no in the confidentiality field.

For any questions about confidentiality indicators please call 505.277.8900. If you are experiencing technical issues please create a help ticket with IT at [help.unm.edu](http://help.unm.edu) or call IT at 505.277.5757.

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