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.

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.
Alternatively, if you export the mass grade entry template, the confidentiality indicator will be indicated by yes or no in the confidential 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 or call IT at 505.277.5757.

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