# **FERPA Guidelines for Merged Courses in Canvas**

Quick links: Inbox (email) • Groups • Discussions • Conferences • Collaborations • Group Assignments • Peer Reviews • Zoom

## **Overview**

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of a student's education record, which includes access to student information in course sections they are not enrolled in. This means that students should not be able to identify students in other course sections, unless they physically meet in the same classroom at the same time. When course sections are merged in Canvas, students may be able to see other students who are enrolled in a different section. Therefore, merging class sections in Canvas can violate students' rights to privacy by sharing protected information.

To provide faculty the option of merging their courses, NIC has created guidelines on how to make a merged course FERPA compliant.



These instructions do not apply to courses that are designated as cross-listed in the course catalog, such as AIST/ANTH or ENGL 101/101P.

#### **Global and Course Settings Modifications**

Several settings have been modified at the administration and course levels of Canvas:

- The Chat function has been disabled in all Canvas courses.
- Students are prevented from creating discussions in the course Discussions page.
- Student access to the People page has been turned off.
- The Conferences tool is hidden from the course navigation menu.

Students are restricted to interact only with students in their own section. Students cannot:

- Invite students from other sections into Conferences using the conference tool
- See the Canvas Profile of other users, including their instructor's.
- Send messages through the Canvas Inbox to students not in their section.

## **Canvas Inbox**

Although students cannot send messages to students in other sections, they *are* able to choose **Reply all** and send messages to all students, even those outside their section, if the instructor has sent a message to all the students in the course. To prevent this, instructors are required to ensure that all messages sent to students using the Canvas Inbox do not allow students to view recipients not in their section. When composing a message to all students in the course, you must check the box that says "**Send an individual message to each recipient**." This will prevent students from

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seeing the names of other students who also received the message, and from being able to reply to all of them.

Compos	e Message	x
Course	Forestry 102 🗸	
То	Forestry 102	a
Subject	Online Office Hours	
<	Send an individual message to each recipient	

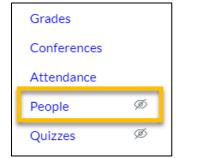
## **FERPA Guidelines for Course Tools**

These guidelines apply to the following course tools: Groups, Discussions, Conferences, Collaborations, Group Assignments, and Peer Reviews.

#### Groups

Instructors can prevent interactions between students by creating separate groups for each section in a merged course. The groups can be used in Discussions, Collaborations, and Group Assignments.

1. Select **People** in the course navigation (the link is disabled for students, but instructors can use it).



2. Select + Group Set.

Everyone Groups		+ Group Set
Search people	All Roles	

3. In the **Create Group Set** dialog box, add a **Group Set Name**. Since students see all of their groups from all of their courses on one Groups page, it is important to include both a section name and a course name in the group title (for example, a student could have a "Group 1" in two different courses).

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Create Group Set	×	
Group Set Name	English 101 Section 100	
Self Sign-Up	<ul> <li>Allow self sign-up (?)</li> <li>Require group members to be in the same section</li> </ul>	
Group Structure	<ul> <li>Split students into 2 groups</li> <li>Split students into groups with 0 students</li> </ul>	
	<ul> <li>per group</li> <li>Require group members to be in the same section</li> </ul>	
	○ I'll create groups later	
Leadership	Automatically assign a student group leader	
	Cancel Save	

4. If you have two sections merged, you'll split students into two groups; if you have three sections, you'll have three groups and so on. Enter your number of groups or students in the Group Structure section. Use the "Require group members to be in the same section" option to have Canvas automatically sort students into groups by section. Choose Save.



Students who have joined a course after the instructor has set up section groups will need to be manually added to the correct group.

#### Discussions

Students will be able to see replies to a discussion, even if they are in other sections. Instructors have two options to create discussions that are viewable only to students within their own sections.

**Option 1**: The instructor can create separate discussions for each section, which will create multiple assignments and columns in the gradebook.

**Option 2**: The instructor can create a discussion assigned to groups, which will create a single assignment and column in the gradebook.



Adding a separate due date for each section on the same discussion will not prevent students from seeing the replies from students not in their section.

#### **Option 1**

Create and assign a separate discussion for each section. Each will show up as an assignment in the gradebook.

1. Use the + Discussion button on the Discussions page to create a new discussion post.

iscussion	S			
All	~	Search	Q	+ Discussion

**2.** After you have created your Discussion prompt, check the "Graded" check box under **Options** to make it a graded assignment.

Options	Allow threaded replies
	Users must post before seeing replies
	Enable podcast feed
	Graded
	Allow liking

3. Assign the discussion to one of the course's sections; select Save.

Assign	Assign to
	Everyone $ imes$
	Continue typing to find additional sections or students.
	Course Section
	GEOL-101L-101-2021SP
	GEOL-101L-102-2021SP
	GEOL-101L-103-2021SP

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Q	When you save the first discussion and assign it to a section, you will receive a warning from Canvas that prompts you to assign the other sections.		
	() Warning	×	
	Not all sections will be assigned would you like to go back to Forestry 102	-	
	Go Back Select "Continue" to s	Continue	

- **4.** Create a duplicate discussion and assign it to a different section.
  - a. Go to the Discussions page. Select the option icon (three vertical dots) next to the discussion post, then **Duplicate**.

	Ordered by Recent Activit	y
	од <b>:</b>	
_	Close for comments	_
	🖈 Pin	
_	Duplicate	_
	ලි Send To	
_	① Copy To	_
	Share to Commons	
_	💼 Delete	

The duplicated discussion will appear on the Discussions page with "copy" appended to the name of the duplicated discussion title. It will be unpublished and not assigned to any section.

- **5.** Open the duplicated discussion and select **Edit** to assign the discussion to another course section.
- 6. Select Save.

Repeat steps 4-6 until you've created a separate discussion for each section in the merged course.

#### Option 2

For students, Group Discussions appear only in the Groups section of the course and not in the main Discussion area. However, you still create Group Discussions on the main Discussions page. To create a Group Discussion, you will first need to create your Groups (see page 2), and then create a Graded Group Discussion.

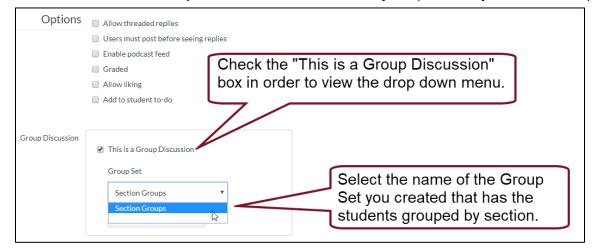
1. Select **Discussions** in the Course Navigation Menu.

Home
NIC Syllabus
Announcements
Modules
Discussions

2. Select + Discussion.

s > Discussions			63 Student	View
All	Search by title or author	Q + D	scussion දේ	3

3. Choose "This is a Group Discussion", then select your previously created Group Set.



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Canvas will create a separate discussion for each group within the selected Group Set. Students will access it by navigating to Groups, choosing the course and the discussion.

#### Conferences

Conferences in Canvas use a web conferencing platform called BigBlueButton, which contains a chat space for student interaction that cannot be disabled or restricted by section. To use Conferences in merged courses, instructors must invite each section to separate Conferences and check each student's name during the creation of the Conference. Conferences cannot be held concurrently (e.g. you cannot be in two Conference rooms at the same time).

#### Collaborations

Collaborations use Google Docs or Office 365 to create collaborative documents, editable by any student who has access to the course. To use Collaborations in merged courses, instructors must create separate collaborative documents for each section by using the Groups selection option. Collaborations require that Groups are set up prior to the creation of the collaborative document.

#### **Group Assignments**

When instructors create Group Assignments, they can use an existing group or create a new group just for one assignment.

1. Click on the Assignments link in the Course Navigation Menu to open the Assignments page.

Announcements	
Modules	
Discussions	
<u>Assignments</u>	

2. Select + Assignment to add a new assignment.

Assignments	
Search for Assignment	+ Group + Assignment :

### Turn Any Existing Assignment Into a Group Assignment

Do you already have assignments in your course from before it was merged? Visit the Canvas Guide "How do I assign an assignment to a course group?"

3. Choose "This is a Group Assignment", then select New Group Category.

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Group Assignment	<ul> <li>This is a Group Assignment</li> <li>Assign Grades to Each Student Individually</li> <li>Group Set</li> <li>New Group Category</li> </ul>	

In the pop-up window, name the Group Set, set the number of groups, and check "**Require group** members to be in the same section."

Create C	Group Set		×
	Group Set Name	Presentation Groups	
	Self Sign-Up	<ul> <li>Allow self sign-up (?)</li> <li>Require group members to be in the same section</li> </ul>	
	Group Structure	<ul> <li>Split students into 4 groups</li> <li>Require group members to be in the same section</li> <li>I'll create groups manually</li> </ul>	
		Cancel	ave

#### **Peer Reviews**

There isn't a way to assign Peer Reviews by groups or section. Therefore, instructors must select "Peer Reviews Appear Anonymously" or "Manually Assign Peer Reviews," to ensure peer reviews are not assigned to students in different sections. Note: the Anonymous Peer Review option does not allow students to use the DocViewer to leave annotations on the document.

For more information about North Idaho College's FERPA policy visit www.nic.edu/ferpa

## **Zoom Settings for Merged Courses**

FERPA law protects student privacy, including information that may be given over Zoom such as the student's name. Normally, the student's name would be allowed to be revealed under "directory information". However, in a merged Canvas course the student's name is tied to their Student ID, and would reveal or elude to which section they are in — which is NOT covered under "directory information". *Therefore, holding a Zoom meeting in a merged course with ALL of your students is NOT FERPA compliant.* 

It is possible to separate Zoom meetings into sections using More Options on the Calendar.

1. Create and schedule a Zoom meeting (instructions for this can be found in the **Zoom Integration for Canvas Guide** on eLearning's website).

North Kalvo Golege	E Demo Cou	urse			
Account	Development	Forestry 10	2	Sedit :	Import from Commons
9	NIC Syllabus	Global Calenda	r -		le Choose Home Page
Admin	Modules				🕍 View Course Stream
C Dashboard	Quizzes		Forestry 102		Ø New Announcement
	Grades				6d Student View
Courses	Conterences		Canvas Demonstration Course		En New Analytics
	Attendance				Q View Course Notifications
Calendar	New Analytics	Course Syllabus			To Do
Inbox	Zoom	~		ourse Calendar	Grade Demo Quiz (Secure ×
G+	Pages	Announcement	s Read the latest announcements in the course.		Browser) 50 points • No Due Date
Commons	Discussions		Access the course modules here. You can also access the modules directly by clicking on Modules		
?	Syllabus	Part and a second second second	Access the course modules here, rou can also access the modules directly by clicking on Modules		Grade Roll Call Attendance ×
NIC Help	Files	Ø			Coming Up
	People	Information	Learn about your instructor for this course.		Coming Up S View Calendar
	Announcements	Ø			Student Conference Demo Course
	Assignments	Textbook     Information	Information about the required textbook for this course including where to purchase it.		Jun 10 at 2pm
	Outcomes	Ø Information			Student Conference
120	Collaborations	Ø			Demo Course Jun 11 at 2pm

2. Select View Calendar on the Home page or Calendar on the global navigation.

3. Select a meeting; a pop-up will appear — choose Edit.

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SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5 P Live Weekly Class Check-In	6
7	8	9	10	11	12	13
			(Forestry 102)	(Heather Brown Sandbox)	J	
4	15	16	17	18	19	20

				Week	Month	Agenda +
WED		THU	I	FRI		SAT
3	4	Live We	5 Check-In ekly Class		<sup>6</sup> :k-In	×
10 iiii 2p Student Conference (Forestry 102)	11 (Heath	Details		-	g <u>:911-259-</u> Delet	<u>*</u>
17	18		_		Delet	

4. Another pop-up will appear; select **More Options**.

Edit Event	×
Event	
Title:	Live Weekly Class Check
Date:	2020-06-05
	Fri Jun 5, 2020
From:	2:00pm 3:00pm
	2:00pm to 3:00pm
Location:	Zoom Online Meeting
Calendar:	Demo Course 🗸
	More Options Submit

5. Select "**Use a different date for each section**" and enter a different date. The meetings can be on the same day at different times. Select **Update Event**.

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	Che this I		]														7 words
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F	orestry 102																
	2020-6-5			000	2pr	n		-	3pm							٢	Enter a different day
	Fri Jun 5, 20				2:0	Opm			3:00	m							and/or time for each
E F	leather Bro	wn San														L	section.
	2020-6-6			000	2pr			-	3pm								
	Sat Jun 6, 20	20			2:0	Opm			3:00	m							+
																	Delete Cancel Update Event

This process will create two separate sessions with individual links for each section, or more depending on how many sections are in the course. *It will also automatically place the students in the appropriate session.* Students from Section 1 will not be able to join the session for Section 2 and

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vice versa. Students will only see their section's link on their calendar and to-do lists. Make sure that these links are not included in an all course announcement or an email to all students.



Cloud recordings for separate sections

If the process above was used to create separate sessions for each section and each session was recorded to the cloud, a separate recording will be available for each session. Instructors should take precaution to share the correct password associated with the session to the appropriate course section's students.

For more information or assistance with Canvas, call eLearning at 208-665-5095 or email elearning@nic.edu



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