

Guidelines for the Public Posting of Grades

The Registrar's Office highly encourages posting grades within Canvas. Publicly posted grades must comply with the instructions below.

Can I post exam or final grades near faculty offices, on department bulletin boards, or in the classroom for students?

The Registrar's Office recommends using Canvas to distribute student grades in a confidential manner. Posting grades is permissible, however, if done so in a way that protects the confidentiality of each student. The recommended procedure is to assign each student a unique identifier known only to them and to post the grades using those numbers.

It is not permissible to post grades using any portion of the Social Security Number, student identification number (SID), student name, or in any other way that allows someone other than the student to identify their grades, unless the student has given express, written authorization to release the information (see below).

What if the students in my classes give me their approval to post their grades using their student identification numbers?

Under the Federal Family Educational Right to Privacy Act (FERPA), grades and student identification numbers may only be posted for those students who sign a written release authorizing distribution of the information. Taking a "show of hands" in class is not sufficient. You may distribute a release form to your students, asking that any student who would like their grades posted sign and return the form to you. You may include the release directly on your syllabus or exam. Grades may not be posted using any personally identifiable information for any student who does not provide a written release.

Where can I find information about student right to privacy and the disclosure of student records?

Refer to the "Disclosure of Student Records" section of the [general catalog](#) or the [UCR FERPA Policy](#).

I still have questions. To whom should I direct them?

Questions regarding the interpretation of the regulations that govern release of information from student records may be directed to Bracken Dailey, FERPA Compliance Officer, at bracken.dailey@ucr.edu.

Where can a student who thinks they have experienced a breach of confidentiality of their student records file a complaint?

Students can bring any problems or possible violations of rights associated with the Family Educational Rights and Privacy Act to the attention of Bracken Dailey, FERPA Compliance Officer, at bracken.dailey@ucr.edu.