Guidelines for Posting Student Marks

In the past, it may have been reasonable to expect that student numbers were anonymous, and it was therefore permissible to post term or final marks listed by student number. Due to privacy concerns it is no longer acceptable, nor permissible, to post class listings of student grades. There are many reasons why this is no longer acceptable and why we should not assume that student numbers are an anonymous identifier, such as:

- Students may need to share their numbers with friends or colleagues on group projects.
- Student numbers are often still noted on the front page of assignments and tests. This allows for potential viewing when assignments are handed out in class.
- Student cards are used for multiple purposes—libraries, photocopies, gym pass, loaded with food bucks, as a qualification for a student bus pass. There are many uses for this number and opportunities for it to be compromised.
- Student graders may be able to see student numbers on materials they mark.
- Parents may be familiar with their child’s student number. No matter what role they may play in financing their child’s education, they do not have the right to see marks unless their child tells them, or completes a consent form allowing the information to be shared.
- A student number is permanent. Returning students or mature students will still have the same number they initially had years ago, which may make them easy to identify on any public listings.

The GradeBook tool in the UM Learn learning management system is the most secure way to share term and course marks with individual students.

For More Information:

- Practical Steps to Protecting Students’ Personal Information
- New Faculty Frequently Asked Questions
- Unclaimed Student Assignments Guidelines
- Contact the Access and Privacy Office, 233 Elizabeth Dafoe Library, 204.474.9462, fippa@umanitoba.ca
- Contact the IST Service Desk for UM Learn support, 204.474.8600 or servicedesk@umanitoba.ca