**FERPA Compliance Guidelines**

All of the aspects listed below must be done in every course seeking merging. Courses that do not comply will be ineligible for merging.

# Collaborations

Must be hidden in the course menu so that students cannot see other students from different sections.

# Chat

Must be hidden in the course menu so that students cannot see other students from different sections.

# People

Must be hidden in the course menu so that students cannot see other students from different sections.

# Discussions

Must be a duplicate assignment or defined by Section Groups. Students from different sections cannot participate in the same discussion. There are two options for compliance: (a) create separate discussions for each section, or (b) create Section Groups and define each discussion as a group discussion.

# [Announcements](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-disable-announcement-replies-for-an-entire-course/ta-p/904) (Use link for step-by-step instructions)

Must check the box that says “Disable comments on announcements” in Settings. This is an option within Settings using the Course Details tab. If students can see replies from other students who are in different sections, this is a violation.

# Zoom

Must have separate Zoom sessions for each section (you cannot have students from different sections attend the same meeting but at different times). Students should have access only to the times and dates related to their section. If you record a session, only make the video available to the specific section. Groups can be used to share videos.