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Introduction:
The Centre for the Advancement of Teaching and Learning (The Centre) provides collegial leadership, expertise and support to fulfil the teaching and learning mission of the University of Manitoba.

Flexible, degree credit courses are offered by the various Faculties and Departments across the university, and taught by instructors within those units. The Centre does not offer flexible courses, but instead provides support for instructors who are teaching courses.

The information within this handbook is provided to assist you, the course instructor, with understanding the flexible teaching environment at the University of Manitoba. For more information about teaching online, please visit The Centre’s online teaching resources (http://intranet.umanitoba.ca/academic_support/catl/resources/online_teaching.htm).

Instructor Responsibilities:
The general terms and conditions of your appointment are as follows.

1. **Welcome your students.** Your Welcome Letter, or announcements posting, helps to establish expectations with students, provides them with important contact information, office hours, and any requirement or rules regarding late assignment submission. Students will expect to see this on the first day of class. A template is provided on the last page of this document.

2. **Review and update the course syllabus.** Your course contains a draft syllabus that outlines the course content, assignments, etc. Ensure this syllabus is accurate and update it as needed to contain relevant information such as that listed in the ROASS policy. An example ROASS compliant syllabus, and a link to the governing policy (http://intranet.umanitoba.ca/academic_support/catl/resources/syllabus.htm).

3. **Prepare and post an updated course schedule.** Your course contains a generic schedule, which outlines the course, and due dates, based on a generic academic calendar. Update the course schedule to include the true calendar dates for the term.

4. **Post announcements about important dates and deadlines.** Flexible students will look to your course for term related information. Posting important term dates in your course helps to ensure that your students stay on track. A list of important dates (http://umanitoba.ca/student/records/deadlines/).

5. **Follow the approved instructional content.** A team, including a course author and course designer, approved by your academic department, designed course content, term work, and grading criteria. If you believe the course requires significant changes, please contact your academic department to discuss the possibility of this for a future term.

6. **Prepare and post term specific components in your course.** After reviewing the course syllabus, and updating the schedule, you may find term specific components that need to be adjusted. Update these items such as Assignment Folder due dates, or rotational assignments, and quizzes.

7. **Establish and maintain office hours.** Include office hours in your syllabus along with method of contact preferences. This should include evenings and weekends to accommodate working students, who most frequently select flexible learning opportunities such as online courses. Please communicate with students regularly throughout your course including through the welcome letter, timely messages posted in the Announcements section and Discussions forum of the UM Learn course, and email. Frequent contact with students helps establish a relationship and encourages them to check regularly for course–related information. As per University policy, email communications with students will be through the University email system. Please encourage students to check their UM email addresses regularly throughout the course. The Electronic Communication with Students policy (http://umanitoba.ca/registrar/email_policy/).

8. **Mark and return assignments within seven days of receipt of the assignment.** Your successful flexible students will need to manage their time carefully. Informing them in advance
of when they can expect to receive feedback will help manage the number of inquiries you receive.

9. **Provide students with detailed written feedback.** Regarding learning activities, assignments, questions, or course-related issues, student may expect a detailed response within one business day. If you cannot provide a detailed response in this time, consider responding within one business day to let them know when a more detailed response is coming. If the course meets the written English requirement (W designation), follow the requirements set out by the Department offering the course in your Faculty. If the course meets the Math requirement (M designation), follow the grading requirements set out by from the Department of Mathematics.

10. **Maintain a grade register as the official grade source.** Manage an online grade book within the Grade Tool in UM Learn to communicate grades to students. Specific instructions for setting-up and maintaining a grade book are located within UM Learn. A copy of the grades can be exported from UM Learn (see appendix) for later import into Aurora, or to maintain an offline instructor copy.

11. **Prepare and submit a PDF copy of the final.** If your course has a final written exam, it must be submitted to the UM Learn Assignment Folder in the [Online Course Exam Submission](https://universityofmanitoba.desire2learn.com/d2l/home/232164) course at least six weeks before the exam period. The exam must conform to the criteria presented in the course material. For final exams written on-campus, instructors are responsible to invigilate and grade all on-campus final exams, including exam pickup (printed by the Registrar’s Office) at least 30 minutes prior to the exam time. For final exams written off-campus, The Centre will make invigilation arrangements, and communicate receipt of exams through the Online Course Exam Submission course.

12. **Invigilate the final on-campus exam.** If your course has a final invigilated exam, you are responsible for physically attending the exam period to invigilate. Refer to the Final Examination section for more information.

13. **Administer requests for incompletes (time extensions), grade appeals, or deferred exams** according to the procedures of the Department offering the course in your faculty.

14. **Calculate and submit final grades to the course Department.** Within the Department’s published deadlines, submit final grades including change of grade forms when required. Contact your Department regarding the approval/submission of final grades, and for exceptions regarding late entry of final grades.

**Registration**

**Enrolment**

Both you, as the course instructor, and your students, are automatically enrolled to your UM Learn course. Your enrolment is conditional on your acceptance of your letter of offer, and subsequent listing in Aurora as the course instructor. Student enrolment is conditional on their self-registration for the course in Aurora. For registration related issues you, and your students, should contact the Service Desk at 204-474-8600, or ServiceDesk@umanitoba.ca.

**Course Technology**

**Hardware Requirements**

Instructors teaching flexible courses are required to have consistent access to the same technology as their students. This includes high-speed internet access, and a modern browser. Specific courses may have additional requirements, such as video, audio, and paper scanning requirements.

**Course Website Access**

[Access UM Learn](http://umanitoba.ca/umlearn), which is used for hosting courses. Many of the above mentioned 'Instructor Responsibilities' require skill in the use of UM Learn.
Training videos and other support documentation is available in your UM Learn course under ‘Support’ on the navbar.

Both on-campus and flexible course instructors must use their UMnetID and password to access the course website.

**UMnetID and Password**

Your unique user identification at the university is called a ‘UMnetID’. You will require this in order to access most university resources.

- **Claim your UMnetID** ([https://signum.umanitoba.ca/](https://signum.umanitoba.ca/)).
- If you do not know your staff number, contact the Human Resources assistant in your Faculty.
- If you experience difficulty claiming your UMnetID or have forgotten your password, contact the Service Desk at 204-474-8600, or [ServiceDesk@umanitoba.ca](mailto:ServiceDesk@umanitoba.ca).

When you log in to the course site (available at least one week prior to the start of term), the flexible courses you are teaching will be displayed.

**Professional Development**

Training in the use of course technologies and pedagogy is available through The Centre in a variety of formats, including online, workshop, and one-on-one. More information about professional development opportunities can be found at [The Centre website](http://intranet.umanitoba.ca/academic_support/catl/index.html).

**Course Materials**

**Course Contents**

Subject matter experts and instructional designers designed each course to meet specific course objectives using a variety of tools within UM Learn. In addition, your academic department has approved each course. Familiarize yourself with the course, the UM Learn system, and ensure any semester specific information is up-to-date.

**Course Corrections**

During the term, you may encounter small errors in your course, such as a broken link to an external resource, or an incorrect textbook page reference. Please address these directly as you would for a face-to-face course, and inform your department head of the required changes for future terms.

For technical issues with the course, such as issues with video playback or downloading student assignments, contact the Service Desk at 204-474-8600, or [ServiceDesk@umanitoba.ca](mailto:ServiceDesk@umanitoba.ca).

The Centre, supports faculty through a consultative process, and with the approval of their department, in making major course revisions. Please complete and submit the [Flexible Teaching Support Intake pdf form](http://intranet.umanitoba.ca/academic_support/catl/media/Flexible_Teaching_support_Intake_Form.pdf) to initiate the process.

**Office Hours**

The University of Manitoba requires instructors to maintain office hours for student contact. Please set office hours for the course. This should include evenings and weekends to accommodate working students, who most frequently select flexible learning opportunities such as on-line courses. Office hours and contact information must be provided in your welcome letter and course syllabus.

**Assignments**

You must maintain a grade record for each student.

Students are expected to adhere to assignment due dates and must contact you if they require other arrangements. If you choose to impose a penalty system for late assignments (or not accept late
assignments), it must conform to your Faculty or Department policy regarding late assignments. You
must inform your students of this penalty system through, at a minimum, the course syllabus.

If students request an extension beyond the end of the term they must apply for a time
extension/incomplete. You will be responsible for marking these assignments, even if they are
submitted after the term of your appointment has expired.

Departments use a variety of grading schemes. At the beginning of the term, all students must be
informed of the grading process to be used, and the requirements to obtain each grade.

Flexible course assignments and evaluation criteria have been designed and included in the course
material. Typically, courses include assignment-grading guidelines, style guides, and format for
submitting assignments (e.g., Microsoft Word or PDF format). Any changes to the pre-set guidelines
should be discussed with the Department, and students notified of changes. Please refer to the ROASS
Policy in this regard (http://umanitoba.ca/admin/governance/governing_documents/students/278.html).

Feedback to Students
Students must receive evaluation and feedback prior to the voluntary withdrawal (VW) date as per the
ROASS Policy (http://umanitoba.ca/admin/governance/governing_documents/students/278.html). The
VW dates are included in the important dates and deadlines website
(http://umanitoba.ca/student/records/deadlines/). Failure to provide student feedback before these
dates may result in academic appeals.

Beyond policy, prompt response and individual feedback to students’ written work is important to
student success in all courses, but especially on-line courses. Comments may be brief but should be
constructive and legible. Consider that negative comments, if not balanced by positive suggestions,
have a discouraging impact when the student knows you primarily through written comments.

Return final assignments at least one week before the last day of class to enable students to benefit
from the feedback for final exam preparation, except where special arrangements are made.

Suggestions for grading flexible course assignments:

- Develop a standard paragraph that covers common problems encountered by students in the
course.
- Remind students of important dates and deadlines including the voluntary withdrawal date.
- Visit the Aurora Student website (https://aurora.umanitoba.ca) to determine if your course (or
section of the course) is identified as meeting the written English (W) or math (M) requirement. W
or M will follow the course or section number.

Final Examination

- You are required to prepare and mark the final exam for your course. The exam must be uploaded
into the Online Course Exam Submission course assignment folder in UM Learn. Exams cannot
be accepted by email, mail, or in person.
- This exam copy is required to be uploaded a minimum of 6 weeks before the exam period. This will
allow adequate time for processing, printing and delivery to invigilation centres around the world.
- The exam must be formatted to fit 8 ½ x 11-inch paper and saved as a PDF
- Consult with your Department Head is you need to clarify the examination review and approval
process. The length, value, and format of the exam are designed and identified in the course
material. Review the course material to ensure that your exam meets these requirements.
- You are required to invigilate the final exam for students that will sit the exam at the University of
Manitoba. The Schedule is available through the Registrar’s Office website
(http://umanitoba.ca/student/examination_schedules.html), and will provide you with the date,
time, number of seats, and location of the final exam. You must retrieve the exam papers and
booklets from the Exam Coordinator at the Registrar’s Office a minimum of 30 minutes prior to
the start of the exam.
- If you are unable to invigilate the exam, you must contact your Department in advance to allow
other arrangements to be made.
• A small number of student write their exams at off-campus locations across Canada, and around the world. Off-campus exam invigilation will be arranged through The Centre at off-campus exam centres. Off-campus exams might not occur at the same time as the on-campus exam due to scheduling constraints. A list of students who have elected this option will be available to you in the exam submission course during the exam period.

• You are required to retrieve exams, written at off-campus locations, from The Centre. See instructions for accessing completed off-campus exams in the Online Course Exam Submission course within UM Learn (https://universityofmanitoba.desire2learn.com/d2l/home/232164).

• Exams cannot be written earlier than the date/time scheduled. Any student requesting to write the exam after the scheduled date due to compassionate reasons must follow the Departmental or Faculty exam deferral process.

• Submit completed, graded exams to the Department offering the course in your faculty where they will be retained for at least six months following the expiration of the appeal process.

Final Grades
After final exams are graded, calculate final grades and enter them into Aurora. The calculation of grades must follow the criteria set out in the course material. Check with the Department offering the course for further information and final grade submission deadline dates.

Final letter grades are made available to students by the Registrar’s Office, via Aurora Student (https://aurora.umanitoba.ca) and must not be posted by hard copy or on the course website.

Academic Integrity
Academic integrity is the commitment to honesty, trust, fairness, respect, and responsibility in all academic work and the courage to uphold those values. Therefore, academic misconduct, including plagiarism and duplicate submission, cheating on quizzes, tests, and examinations, academic fraud, personation, and inappropriate collaboration, is subject to academic penalty.

There is a misconception that academic misconduct is largely a student responsibility; however, what we do as university teachers in our classrooms and laboratories, in flexible learning environments, and in the field influences student behaviour around integrity. You will find Teaching Resources and suggestions for preventing plagiarism, cheating, and other forms of academic misconduct listed and described briefly at The Centre for the Advancement of Teaching and Learning’s Academic Integrity webpages (http://intranet.umanitoba.ca/academic_support/catl/integrity).

For specific information about academic misconduct, please refer to the Student Academic Misconduct Procedure (http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html) and Academic Integrity Initiative (http://umanitoba.ca/academicintegrity/) webpages.

Debarment
Students are responsible for the completion of course and term work as prescribed in the course material. Each Faculty has a policy with respect to debarment of students from writing final exams for courses in which the term work has not been submitted. Please consult with the Department offering the course in your faculty for details.

Copyright Guidelines
The Canadian Copyright Act has several provisions, including Fair Dealing, that may be applied when copying material for teaching purposes without permission or royalty payments. As well, many library electronic resources and other material from the Internet may be used based on their licence terms.

Providing proper attribution or citation when copying any work is required.

For information about other Copyright Act provisions that may be applied, and for more information about copyright in general, see the UM Copyright Guidelines from the Copyright Office website (http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html).
Fair Dealing

To qualify for Fair Dealing, two tests must be passed. First, the "dealing" must be for a purpose stated in the Copyright Act (for education, research, private study, criticism, review, satire, parody or news reporting). The second test is that the dealing must be "fair". The Supreme Court of Canada considered several factors in determining fairness.

Guiding principles in relation to Fair Dealing were adopted nation-wide. A short excerpt, which can be used in the context of Fair Dealing, means:

i) Up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);

ii) One chapter from a book;

iii) A single article from a periodical;

iv) An entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works;

v) An entire newspaper article or page;

vi) An entire single poem or musical score from a copyright-protected work containing other poems or musical scores;

vii) An entire entry from an encyclopaedia, annotated bibliography, dictionary or similar reference work;

provided that in each case, no more of the work is copied than is required in order to achieve the allowable purpose.

When considering copying or communicating a short excerpt, the most advantageous of sections (i) through (vii) may be selected.

Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating more than a fair amount, is prohibited.

An instructor may provide a copy of a short excerpt to students in a learning management system (such as UM Learn), in an email, as a handout, or as part of a course pack.

For assistance in evaluating what is fair, or to copy beyond the limits in the UM Copyright Guidelines, contact Nancy Wheeldon, Copyright Specialist, or the Copyright Office.

Library Licences and Other Licences

The University has entered into numerous licence agreements with publishers for access to material in electronic form. The details of the digital licences are included with the library record and should be verified before use. Materials with a licence that prohibits the use of excerpts in a learning management system (such as UM Learn) or in a course pack cannot be copied. If there is a conflict between the licence and the Copyright Guidelines, the licence terms take precedence. Frequently when a licence prohibits copying the URL (permalink) provided by the library may be used instead. For information about licence restrictions, see the University of Manitoba Libraries website (http://umanitoba.ca/libraries/).

Some Internet resources have permissive licences, such as those listed as Creative Commons works. All resources with a Creative Commons licence may be shared freely for non-commercial purposes without permission, provided attribution is given. Some Creative Commons resources have licence restrictions regarding adapting, cropping, commercial use, etc. See the Creative Commons website (https://creativecommons.org/) for more details.
Instructor Handbook: Fall 2018 Flexible Courses

Instructor Support

Teaching Workshops and Pedagogy
The Centre offers a series of teaching workshops, lunch hour workshops, UM Learn workshops, and one-on-one consultations, throughout the year. Please access the following links if you are interested in attending any of the available sessions:

- Teaching workshops registration webpage (http://umanitoba.ca/academic_support/catl/workshops/lunchworkshops.html).
- Lunch hour workshops webpage (http://umanitoba.ca/catl/workshops/tntworkshops.html).
- UM Learn workshops website (http://umanitoba.ca/catl/workshops/umlearn.html).
- One-on-one consultations (https://umlearntrainer.youcanbook.me/).

Class List
You can obtain your class list using one of the following options:

Method 1:
Access the class list within the UM Learn course:

1. Enter UM Learn
2. Access your course
3. Go to ‘Communications’ and select ‘Classlist and Email’

Method 2:
Access the Aurora Student website (https://aurora.umanitoba.ca/).

1. Enter the secure area
2. Follow the directions to log on as Faculty & Staff
3. Click on Faculty Support Services and select Class List

E-mail Usage
Remember to check your university e-mail regularly in order to respond to student inquiries in a timely manner (claim a UMnetID and e-mail account if required). Visit the Outlook Webmail site (https://umanitoba.ca/webmail/).

All official communications must use The University of Manitoba e-mail accounts. This includes communication with students, department or faculty, academic advisors, and other administrative offices. View the email policy website for details (http://umanitoba.ca/registrar/email_policy/).

Marking Assistance
Grader/marker assistance may be available for large enrolment courses. Keep in mind that the academic responsibility for the course, including assignment grading resides with the instructor. The instructor is responsible for tracking grader/marker hours to ensure they do not exceed the allowable hours. All grader/marker appointments must conform to the requirements of the applicable collective agreement. Please contact the course Department Head to inquire.

Student Evaluation of Educational Quality (SEEQ)
In compliance with Senate guidelines, students have the opportunity to complete a flexible teaching evaluation (SEEQ). Flexible teaching evaluations are posted on the course website in the last two weeks of the term, via a widget on the course homepage. The results are distributed to the course Department head following the end of each term.
Student evaluations help to improve the course material and instructional quality, please encourage students to complete the SEEQ evaluations by adding a reminder on courses announcements and communicating with students.

**Library Resources, Off-Campus**
Access to the UM electronic resources from off campus is available from the Off-Campus Access & Services website (http://libguides.lib.umanitoba.ca.uml.idm.oclc.org/offcampus). For assistance, contact disted@umanitoba.ca or call 204-474-9183. Additional contact information is available in the contact us section of this handbook.

**Textbook Inquiries**
Textbooks have been ordered for your flexible course, and are available through the U of M bookstore. If you have questions regarding the textbooks for your flexible course, please contact the textbook coordinator.
**Student Requests**

Students may request your assistance in processing special requests. This are part of your responsibilities.

**Permission to Register**

On occasion, students may require permission to register for your course.

If you have any questions regarding the process for granting permission to register in your course, please contact your Department.

Approvals must be received by the student’s home Faculty in order to be loaded to the student record and allow the student to register. Some Faculties may require a Departmental Permission Form while others may accept emails. Final approval rests with the student’s home Faculty.

**Time Extension/Incomplete Grades**

A student who is unable to complete the term work prescribed in a course may apply to the instructor prior to the end of the term for an incomplete grade and time extension for work completion. It is understood that the student is to write the final examination if one is schedule for the course.

Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work. In no case will the satisfaction of the incomplete requirements cause a grade to be lowered.

Please complete the Time Extension for Completion of Term Work (http://umanitoba.ca/student/records/media/Term_workb.pdf) and refer to the maximum extension deadlines that are indicated on the form. If a final grade is not reported within one month of the extension deadline, the letter “I” will be dropped, and the grade will remain as awarded. The student’s opportunity to improve the grade will have lapsed.

Approval for a time extension does not constitute permission for a deferred exam. The student must initiate that request separately.

**Deferred and Supplemental Examinations**

A deferred examination is a privilege that may be granted to a student who is unexpectedly unable to write an examination as scheduled, or a student who knows in advance that he or she is unable to write an examination at the scheduled time. Making a false or misleading claim may be considered an offence under the Student Discipline Bylaw.

Students who are unable to write an examination due to an unexpected illness must file an application for a deferred examination with the advising office of the Faculty, School, or academic unit in which they are registered, setting out the reasons for the deferral.

The application must normally be filed within 48 hours of the scheduled date of the missed examination or, in the case where more than one examination was missed, within 48 hours of the scheduled date of the last examination missed. The application must be accompanied by a medical certificate or otherwise appropriate documentation certifying the reason for the deferral, the inability of the student to write the examination at the regular scheduled time and, where possible, an indication of the period of incapacity. Based on the evidence, the Dean or Director shall decide whether the application is approved. Based on the student's ongoing incapacity or other exceptional circumstances, a deferral may be granted to a student who files an application after the 48-hour period has lapsed.

Students requesting a deferred examination due to a known condition must file an application normally twenty (20) working days prior to the day of the scheduled examination with the advising office of the faculty, school, or academic unit in which they are registered.

For further detail and procedures, please refer to the entire section found under Deferred and Missed Examinations website (http://umanitoba.ca/student/records/finals/682.html) and the exam regulations policy (http://umanitoba.ca/student/records/finals/exam_regulations.html).
Please contact the advising office of the home faculty/school regarding the deferred exam application process.

Grade Appeal
You may be required to become involved in the appeal process of a final grade even though your term of employment for any given courses has expired.

Support Services
Please direct students to the Current Students resources page on the UM website (http://umanitoba.ca/student/current/) for various support services such as Student Counselling & Career Centre, Student Advocacy, Student Accessibility Services, etc.

Employment Information

Rates of Remuneration
Please consult your collective agreement for current remuneration or refer to your offer letter. If you have specific payroll questions, please contact your academic department's Instructor Payroll officer.

Reporting Line
Teaching an academic course, as the instructor, your reporting line is to the Head of your academic department.
Contact Information

Instructor Payroll

Contact your Academic Department, the Centre does not provide payroll services.

UM Learn Support

Service Desk 204-474-8600 ServiceDesk@umanitoba.ca
Toll-Free 1-844-616-1756

Instructor Training

Training and consultation opportunities through the Centre website (http://intranet.umanitoba.ca/academic_support/catl/resources/umlearn.html).

Cisco WebEx and Adobe Connect Support

Service Desk 204-474-8600 ServiceDesk@umanitoba.ca
Toll-Free 1-844-616-1756

Copyright Office

(http://umanitoba.ca/copyright/) 204-474-7526 Copyright Office website

Copyright Specialist

Nancy Wheeldon 204-474-7258 Nancy Wheeldon

Course Revisions

The Centre, supports faculty through a consultative process, and with the approval of their department, in making major course revisions. Please complete and submit the Flexible Teaching Support Intake pdf form (http://intranet.umanitoba.ca/academic_support/catl/media/Flexible_Teaching_Support_Intake_Form.pdf ) to initiate the process.

Minor changes, including changing dates, and fixing typos, are the responsibility of the course instructor. For training in how to effect such changes, please see ‘Instructor Training’ above.

Off-Campus Library Service

Gaitree Boyd 204-474-9183 disted@umanitoba.ca
204-293-6256 Mobile (text preferred)

Exam Coordinators

Penny Lesperance 204-474-8372 ExamsOffCampus@umanitoba.ca
Penka Thompson 204-474-9172 ExamsOffCampus@umanitoba.ca

Textbook Coordinator / Ordering

Contact your Academic Department -Textbook Coordinator, or the Book Store buyer website (http://umanitoba.ca/campus/bookstore/textbooks/buyers.html).
Appendix

How to export final grades
Exporting Final Grades

What is the Exporting Final Grades guide?

Exporting final grades allows you to move final calculated grades from the grades tool of a UM Learn course to a spreadsheet. Once you have the grades in a spreadsheet, you can copy them to Aurora.

1. Click on the ‘Grades’ tool for your course.

2. Click on ‘Enter Grades’, in the Grade tool.

3. Click ‘Export’, to begin the grade export process.
4. Select the options for your grades export. Including at least the ‘Student Number’, ‘Grade Values’, and the ‘Final Calculated Grade’.

5. Click the ‘Download’ button.
6. Notice the downloaded file – in Chrome, it will be on the bottom left corner of the window (see #1 below). In the context menu, you can click “Show in folder” to view in the Downloads folder on your computer (see #2).

7. You can also view the downloaded file in the “Downloads” file on your computer.

NB: This exported grades file has private student information on it. Please ensure it is well protected, and destroy any copies once they are no longer required.