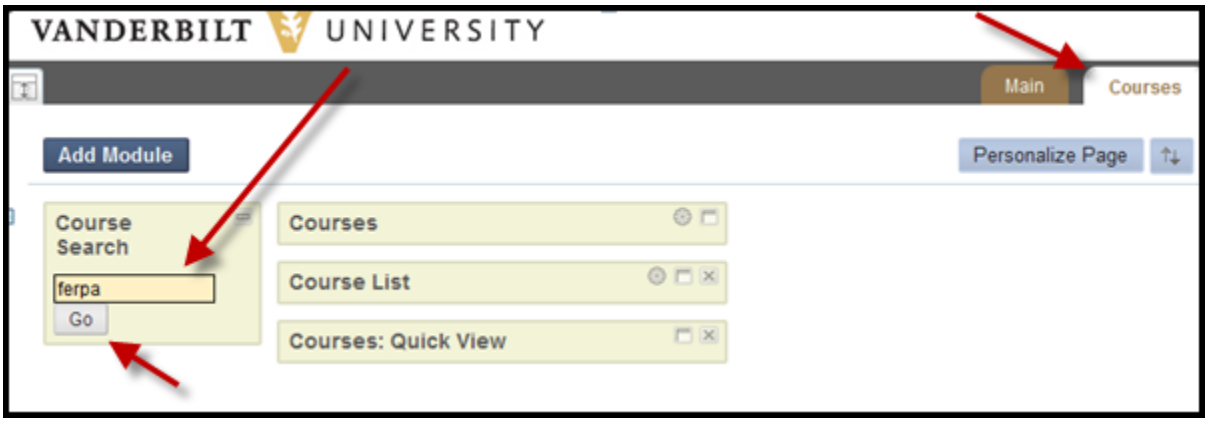
VANDERBILT UNIVERSITY

OFFICE OF THE
University Registrar

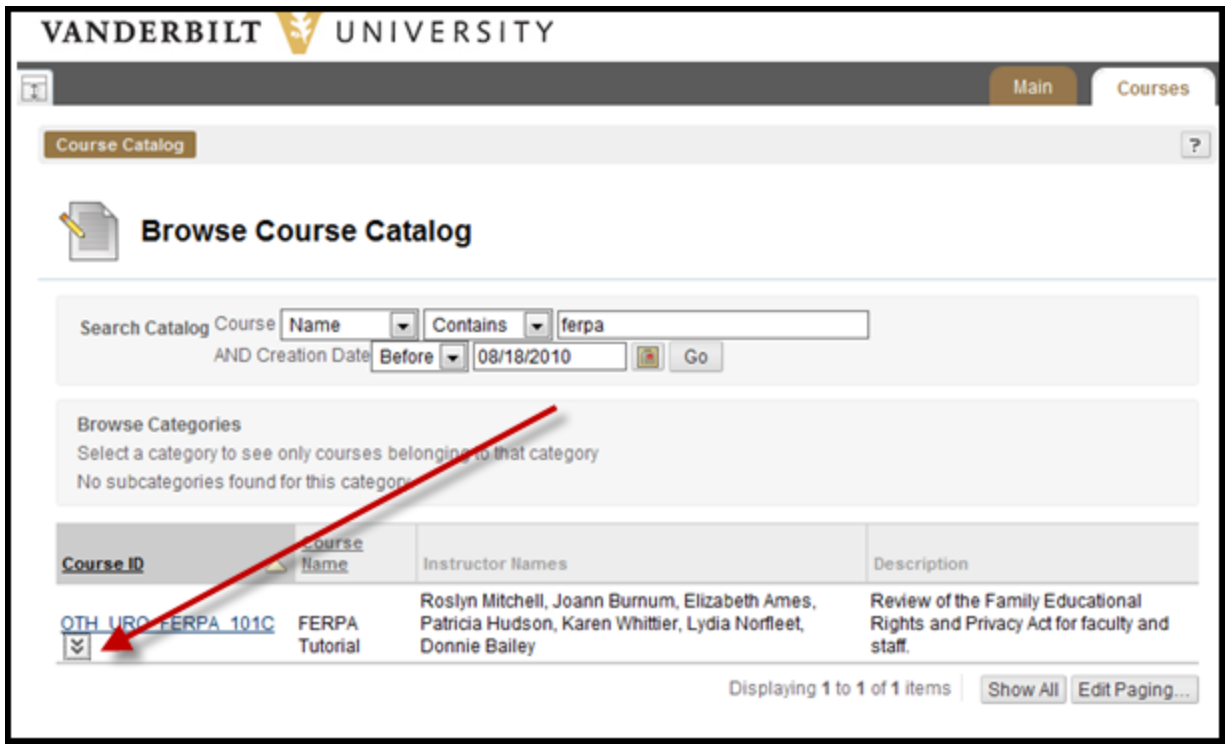
FERPA TUTORIAL INSTRUCTIONS

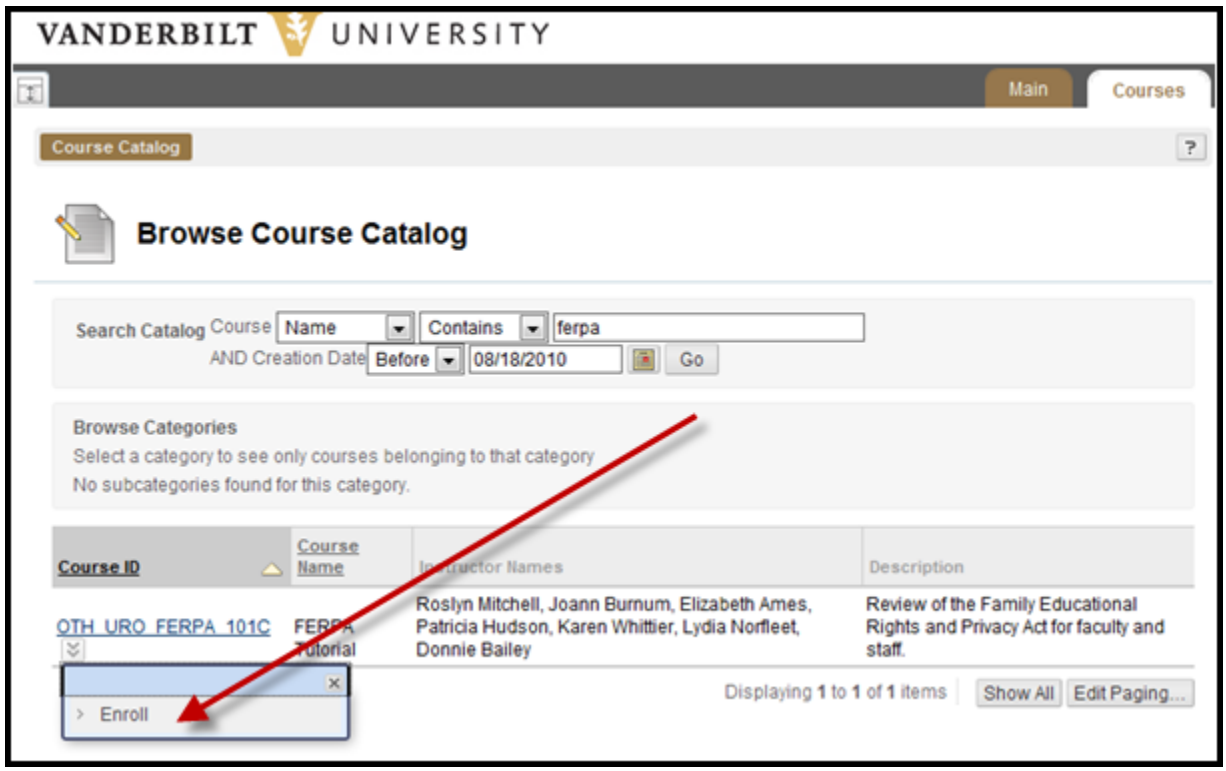
Instructions for Self-Enrolling in the FERPA Tutorial on OAK:

- Select “Login to OAK.”
- Select “I have a valid Vanderbilt University VUnet ID/Password." Click on Continue.
- Enter your VUnet ID and your e-password (or v-password if you do not have an e-password).
- Click on LOGIN.
- Select the “Courses” tab at the upper right corner of the page just below your name.
- You may need to scroll down on the scroll bar to see the Courses tab which is gold.
- Click Courses
- In the “Course Search,” enter “FERPA” and click GO



- When the search results appear, click the chevrons near the FERPA Course ID (OTH_URO_FERPA_101C) and click ENROLL
- On the next screen, click SUBMIT to complete the enrollment process
- Click OK to go to the FERPA course
- When the search results appear, click the chevrons near the FERPA Course ID (OTH_URO_FERPA_101C) and click ENROLL


VANDERBILT UNIVERSITY
Main
Courses
Course Catalog
Browse Course Catalog
Search Catalog Course Name Contains ferpa
AND Creation Date Before 08/18/2010 Go
Browse Categories
Select a category to see only courses belonging to that category
No subcategories found for this category.
Course ID
Course Name
Instructor Names
Description
OTH_URO_FERPA_101C
FERPA Tutorial
Roslyn Mitchell, Joann Burnum, Elizabeth Ames, Patricia Hudson, Karen Whittier, Lydia Norfleet, Donnie Bailey
Review of the Family Educational Rights and Privacy Act for faculty and staff.
Displaying 1 to 1 of 1 items
Show All
Edit Paging...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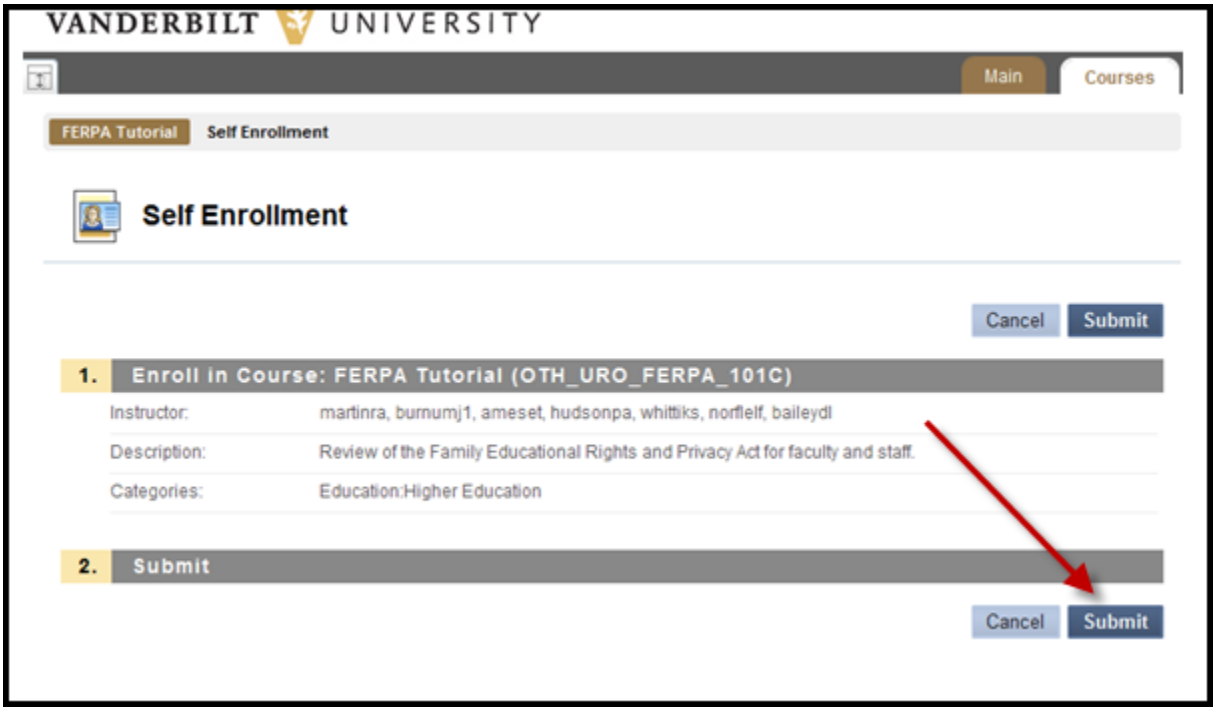
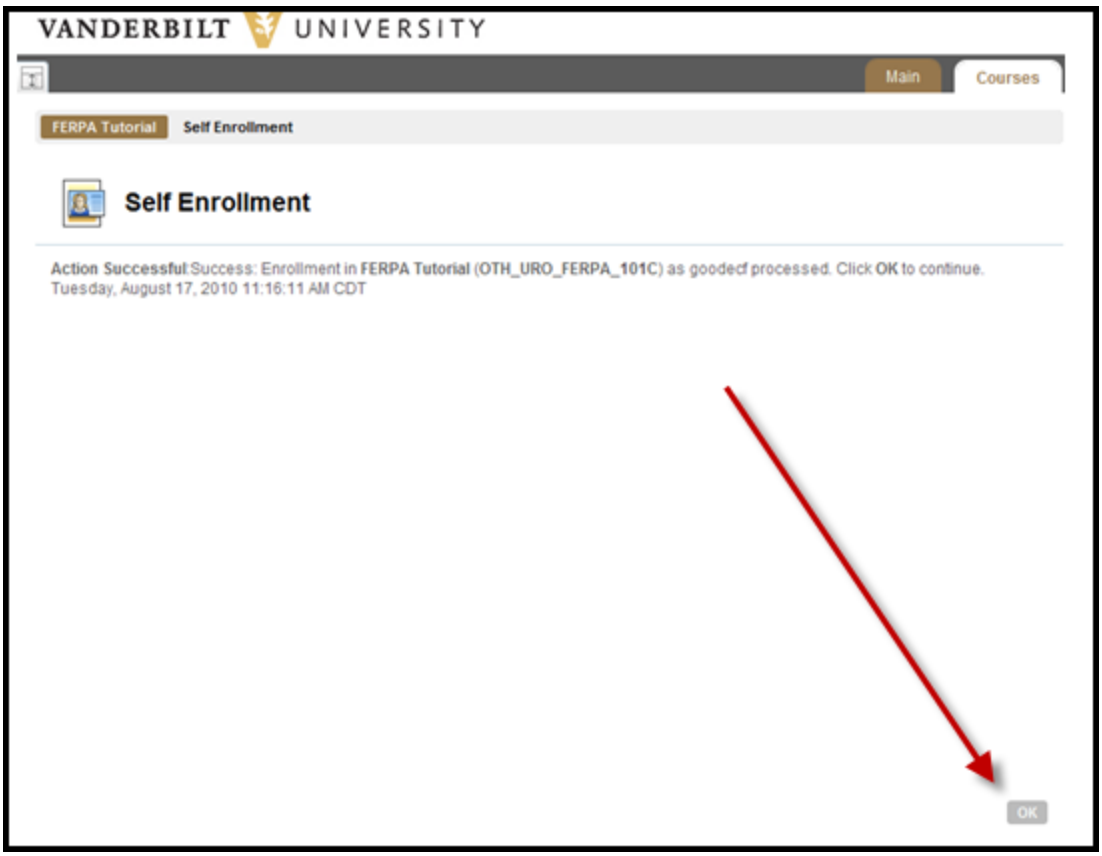
Review of the Family Educational Rights and Privacy Act for faculty and staff.
Enroll
Displaying 1 to 1 of 1 items
Show All
Edit Paging...

- On the next screen, click SUBMIT to complete the enrollment process
- Click OK to go to the FERPA course





- Select the FERPA Tutorial and review the presentation or select "FERPA for those without PowerPoint" and review the presentation by clicking on the arrows at the bottom of the screen.
- Following the tutorial, select “FERPA Quiz.”
- Click "Begin" when asked if you would like to begin the FERPA quiz.
- You can save the quiz multiple times until you are ready to submit the quiz. Once you have completed the quiz, select “Save and Submit.”
- Select “OK” in response to the question, “Confirm assessment submission.”
- You will receive a response "Test Submitted".
- Select "OK" in the bottom right corner to review your score.

A minimum score of 80 is required for successful completion of the FERPA tutorial.

- Use the right scroll bar to review your answers. Select “OK” when you are through reviewing the answers.
- Select Logout at the top of the page to exit the tutorial.