

## Academic Integrity Modules

This guide will demonstrate how to import the **Academic Integrity** module containing the Academic Integrity test into an existing Bb course.



### Understanding Academic Integrity at Northern College

Welcome to Northern College's Academic Integrity Modules. These modules have been designed to help you discover the basics of academic integrity, and what you need to know to succeed at Northern. Understanding these requirements is essential and you are asked to complete these modules to assist you in preparing to complete work that will meet the college standards. The ideas related to why you may engage in Academic dishonesty and the consequences are also discussed. These modules provide you with the tools and knowledge to maintain academic integrity.

At the conclusion of all four (4) modules, you will be required to complete a quiz for marks towards your Communications credit. You must achieve a score of 80% to pass.

**Please Note: Your progress through the modules will be tracked by your professor to ensure that you have read through every slide. Failure to complete the required readings and activities will result in a failing grade on this assignment.**

There are two versions of the Academic Integrity module available. An “F20-AI2020T” module that contains a test that students are required to complete (the test will be incorporated into an existing Bb courses gradebook) and an “F20-AI2020NT” version that does not contain a test.

It is anticipated that all Communications courses will use the module that contains the test, while all other courses will make use of module without the test. Please be sure to import the correct module if you have been provided access to both versions.

Note the letter **T** in the file name. This version contains the test.

 ExportFile\_AI2020T\_20200421111659.zip

Note the Letters **NT** in the file name. This version does not.

 ExportFile\_AI2020NT\_20200421110317.zip

## STEP 1

Visit the College's employee portal site:

<https://www.northerncollege.ca/employees/>

Click **Employee Login**.

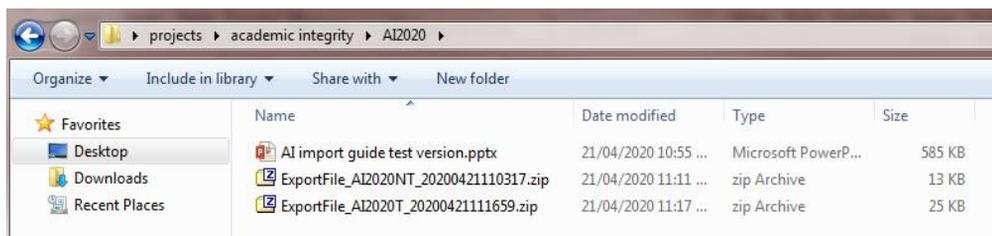
Alternatively, you can go directly to:

<https://secure.northernc.on.ca/employee/nph-Employee.pl>

Under the **Blackboard Tools on the left side of the page**, there is a link to the Academic Integrity Modules where you find two zip files.

Pick the one you want and download that version to any location on your computer.

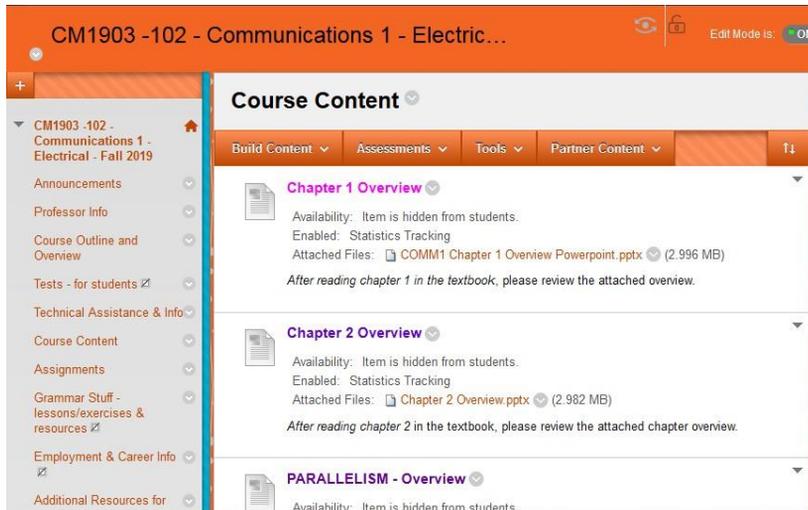
Once saved, the file should look something like this on your computer.



## STEP 2

Log on to Blackboard at: <https://blackboard.northerncollege.ca/>

And open the course you plan to add the AI module



The screenshot shows the Blackboard interface for a course titled "CM1903 -102 - Communications 1 - Electric...". The page is in "Edit Mode" which is turned "ON". On the left, a navigation menu lists various course components: Announcements, Professor Info, Course Outline and Overview, Tests - for students, Technical Assistance & Info, Course Content (which is selected), Assignments, Grammar Stuff - lessons/exercises & resources, Employment & Career Info, and Additional Resources for. The main content area is titled "Course Content" and features a sub-menu with "Build Content", "Assessments", "Tools", and "Partner Content". Below this, three content items are listed:

- Chapter 1 Overview**: Availability: Item is hidden from students. Enabled: Statistics Tracking. Attached Files: COMM1 Chapter 1 Overview Powerpoint.pptx (2.996 MB). Instruction: *After reading chapter 1 in the textbook, please review the attached overview.*
- Chapter 2 Overview**: Availability: Item is hidden from students. Enabled: Statistics Tracking. Attached Files: Chapter 2 Overview.pptx (2.982 MB). Instruction: *After reading chapter 2 in the textbook, please review the attached chapter overview.*
- PARALLELISM - Overview**: Availability: Item is hidden from students.

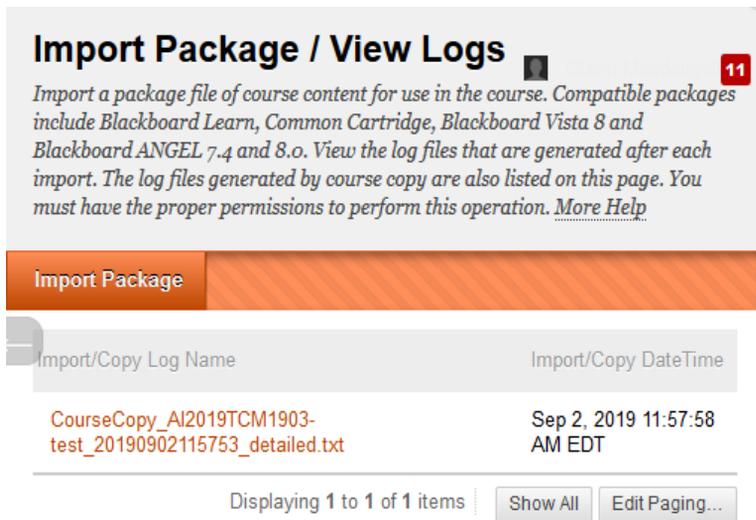
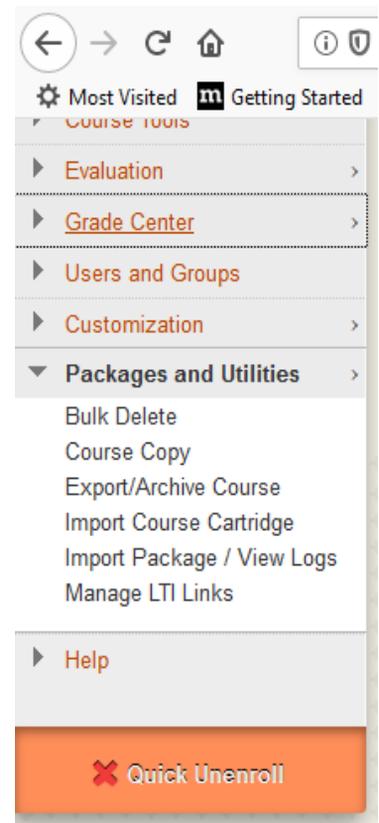
### STEP 3

Scroll down your left hand menu, until you see **Packages and Utilities** tab.

Click on it to expand the menu choices and then click on the **Import Package/View Logs** link.

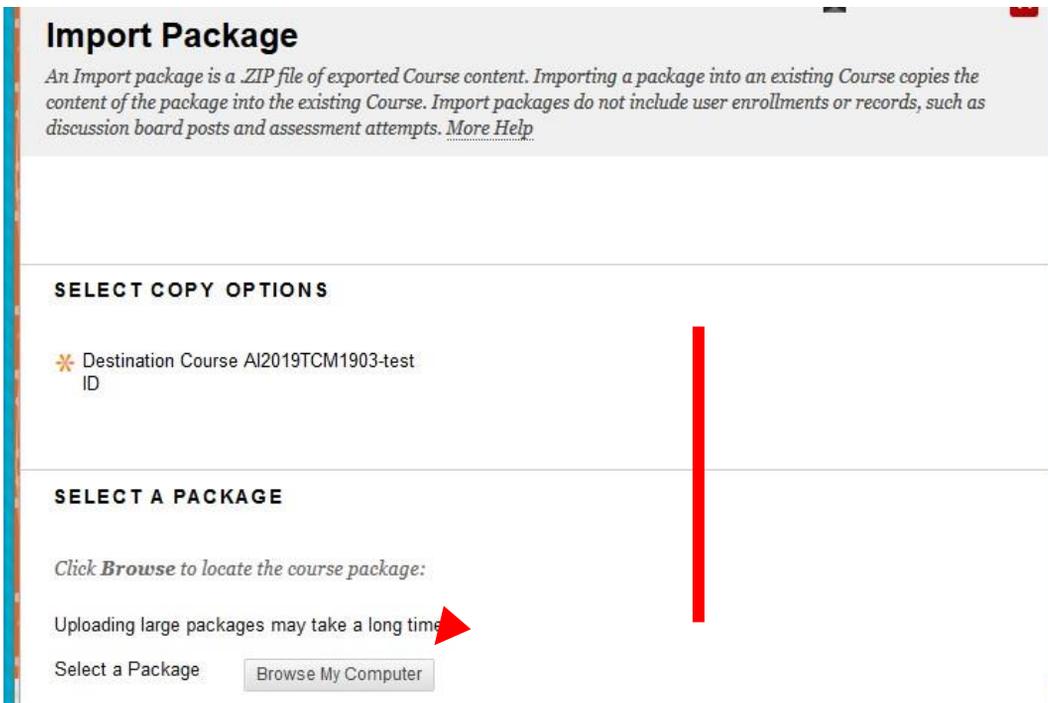
You will next see the Import Package window. There may or may not be other items listed from previous course copies and you can ignore these.

Click on the **Import Package** link.

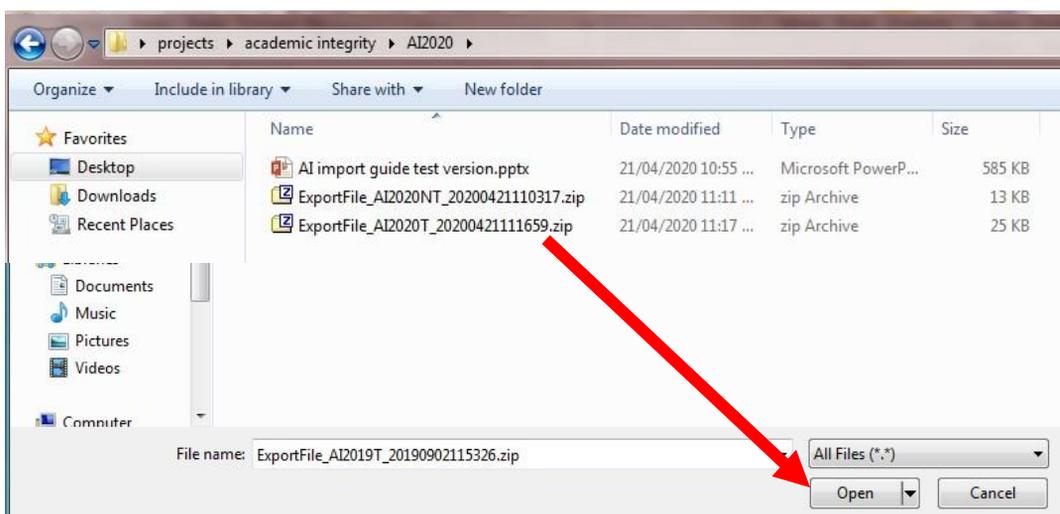


## STEP 4

The next screen you will see will look like the one below.  
Click on the **Browse My Computer** tab.



Locate the Zip file that you saved to your computer. Highlight it, and then click the Open button



## STEP 5

You will be returned to the Import Screen, and this time you will see the name of the file you are about to import.

**Import Package**

An Import package is a ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package into the existing Course. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts. [More Help](#)

**SELECT COPY OPTIONS**

Destination Course ID: ADD19TCM1903-test

**SELECT A PACKAGE**

Click [Browse](#) to locate the course package:  
Uploading large packages may take a long time.

Select a Package: [Browse My Computer](#)

Selected File: File Name: ExportFile\_A12019T\_20190902116326.zip  
[Do not attach](#)

### SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

Select All Unselect All

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
- Include starter posts for each thread in each forum (anonymized)
- Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Enrollment Options
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

Click [Submit](#) to proceed.

Cancel [Submit](#)

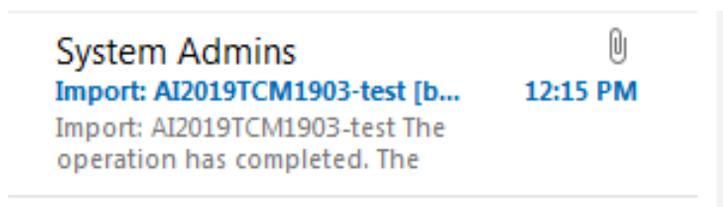
- Scroll down the screen and be sure to click the boxes beside the:
  - “Content Areas”
  - “Grade Centre Columns and Settings”
  - “Tests, Surveys and Pools”
- Only these three boxes should be checked.
- Click on the **Submit** button

## STEP 6

You will be returned to the Import Screen, and this time you will see a message in the green bar indicating the import has been queued.



Within a few minutes you will receive an email, indicating the process is complete.



- When the import has completed, you will see a new “Academic Integrity modules” tab at the bottom of your course’s left hand menu.
- If your course has been made available to students, they too will now see this tab.
- Click on the Academic Integrity modules tab to launch the AI module

## STEP 7

Since this last section of the AI module contains a test for all students to complete, you should check to ensure that your grade book contains a column for the test, and if necessary you will need adjust your grade totals to allow for the proportion of the course grade that has been allocated for the successful completion of the test.

The AI test will most likely appear as the last column of your grade book.



The screenshot displays the 'Grade Center : Full Grade Center' interface. At the top, there is a navigation bar with buttons for 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. Below this is a 'Grade Information Bar' with a 'Sort Columns By' dropdown set to 'Layout Position' and an 'Order' dropdown set to 'Ascending'. A red arrow points to the 'Order' dropdown. The main table header includes columns for 'Last Name', 'First Name', 'Quiz Chapt', 'MyLab Quiz', 'RF ONLY COM', 'Total', 'Weighted Total', and 'Academic Inte'. The table is currently empty, with 'Selected Rows: 0' indicated. There are also buttons for 'Move To Top', 'Email', 'Icon Legend', and 'Edit Rows Displayed'.

If you require assistance with configuring Grade Book to account for the new AI module test, please contact Angela Bourgeois in the IT department.