



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.

This guide will demonstrate how to import the **Academic Integrity module (without the test)** into an existing Bb course.

There are two versions of the Academic Integrity module available. An "AI2019T" module that contains a test that students are required to complete (the test will be incorporated into an existing Bb courses gradebook) and an "AI2019" 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.

 ExportFile_AI2019T_20190902115326.zip 02/09/2019 11:54 ... zip Archive 17 KB

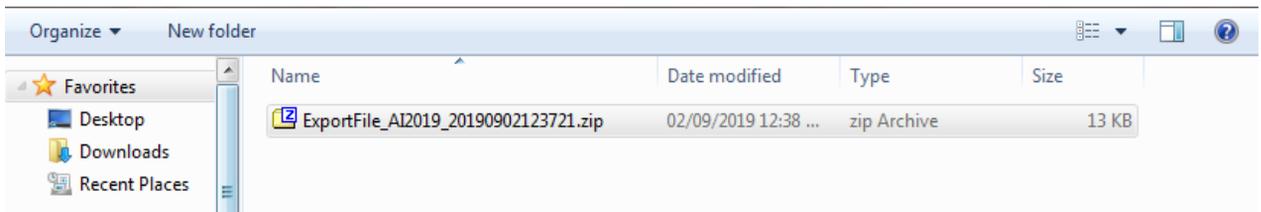
Note the letter T in the file name. This version contains the test

 ExportFile_AI2019_20190902123721.zip 02/09/2019 12:38 ... zip Archive 13 KB

Note the absence of the letter T in the file name. This version does not contain the test

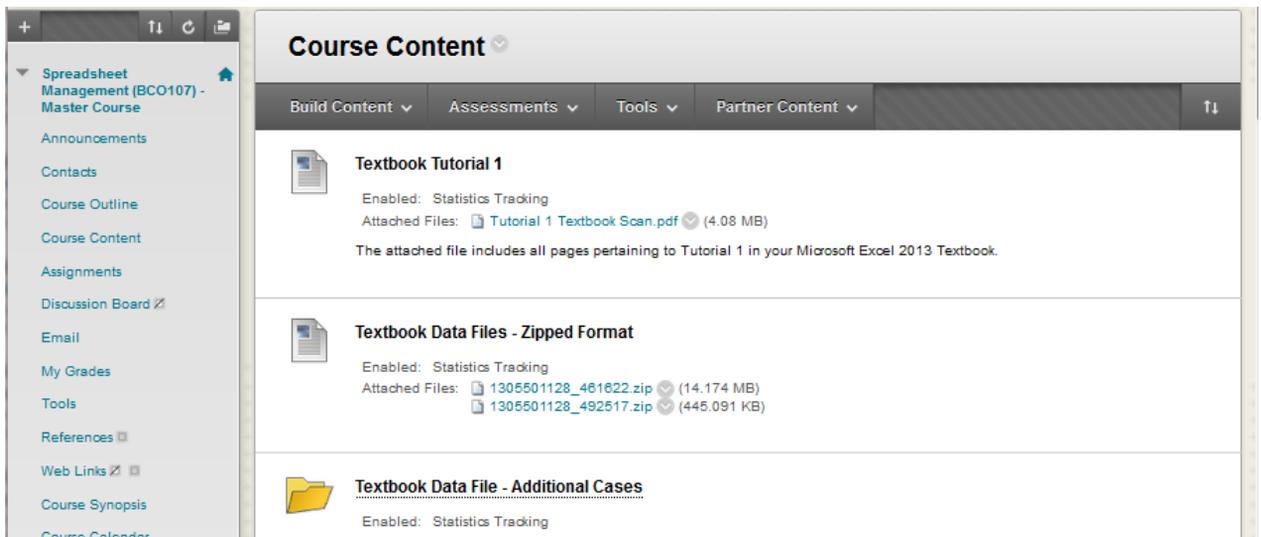
STEP 1:

- You would have received an email from your Dean, Program Coordinator or the Department's Program Assistant that contained the Academic Integrity module as a zip file.
- Save that zip file to some location on your computer. It does not matter where you place it, as long as you can find it in a few moments.
- Once you save the file, it should look something like this on your computer.



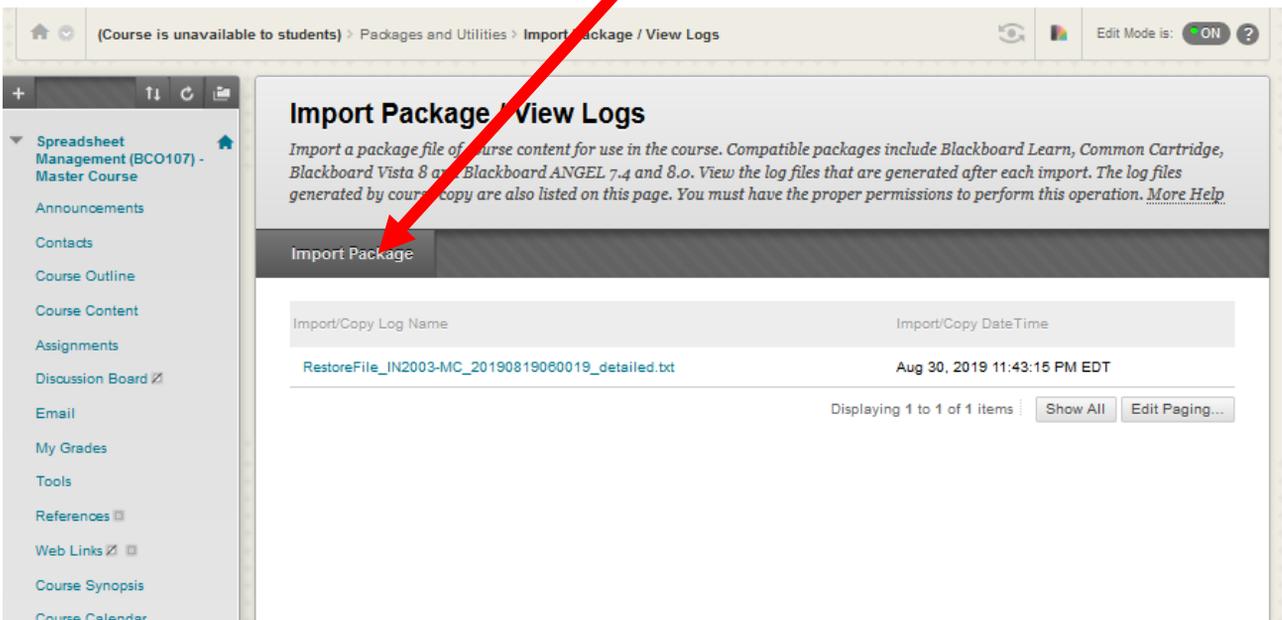
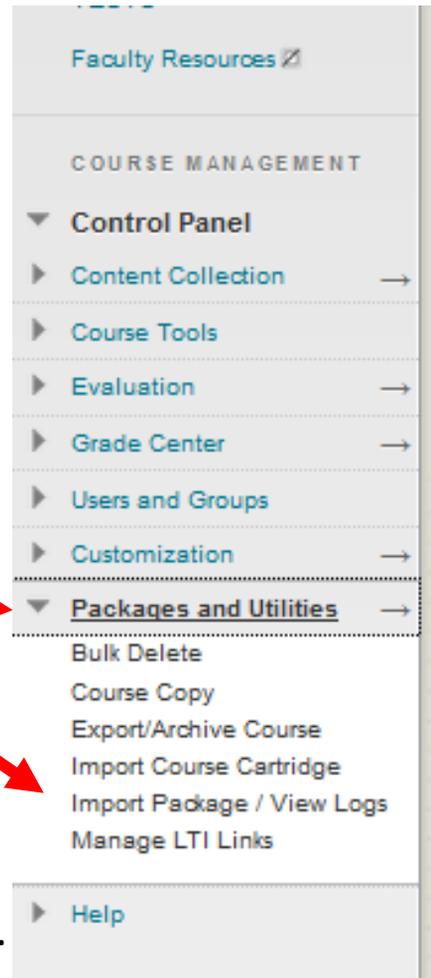
STEP 2:

- Log on to Blackboard at:
<https://blackboard.northerncollege.ca/>
and open the course you plan to add the AI module to



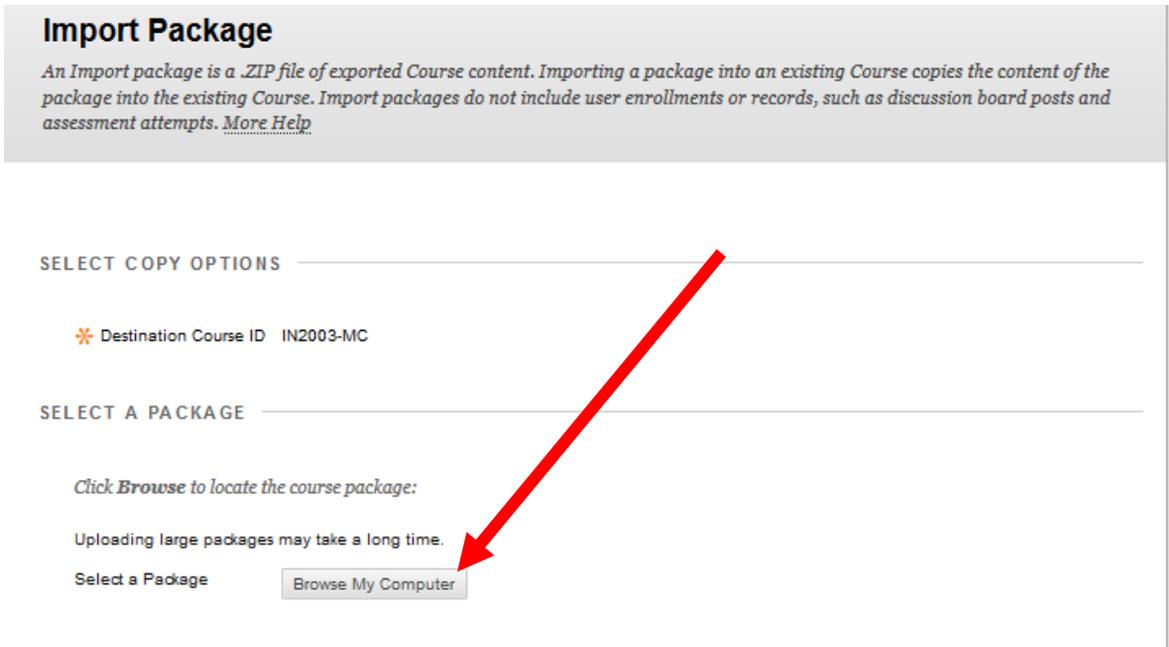
STEP 3:

- Scroll down your left hand menu, until you see the “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 (see below). There may or may not be other items listed from previous course copies and you can ignore these.
- **Click** on the Import Package link

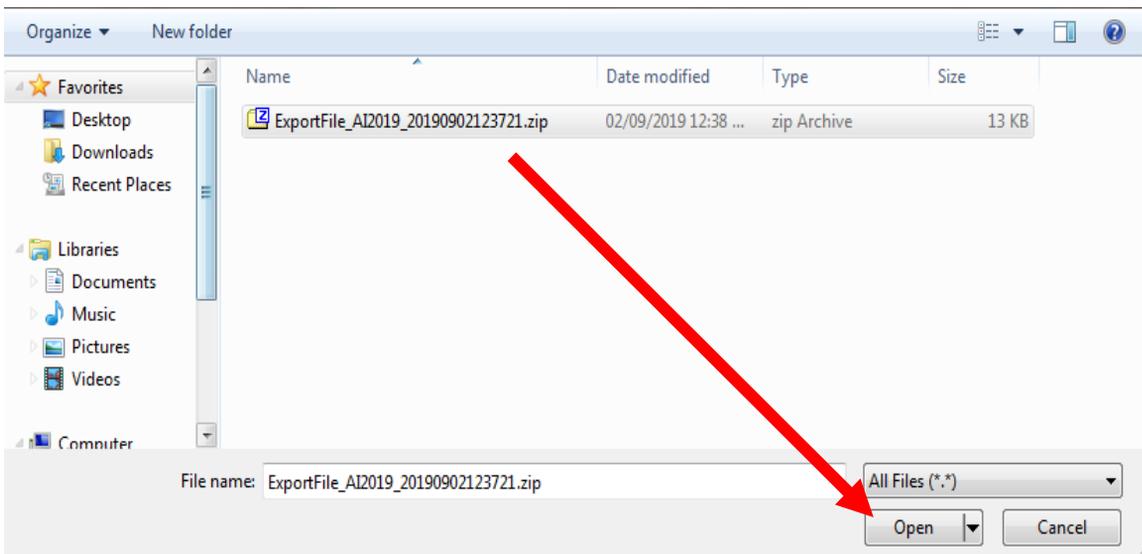


STEP 4:

- 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 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.

Import: IN2003-MC is running. To access the detailed log, click here

Success: This action has been queued. An email will be sent when the process is complete.

Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the log files that are generated after each import. The log files generated by course copy are also listed on this page. You must have the proper permissions to perform this operation. [More Help](#)

Import Package

Import/Copy Log Name	Import/Copy DateTime
RestoreFile_IN2003-MC_20190819080019_detailed.txt	Aug 30, 2019 11:43:15 PM EDT

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

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

System Admins 
Import: IN2003-MC [blackboar... **1:09 PM**
Import: IN2003-MC The operation has completed. The imported

- Spreadsheet Management (BCO107) - Master Course 
- Announcements
- Contacts
- Course Outline
- Course Content
- Assignments
- Email
- My Grades
- Tools
- Course Synopsis
- Course Calendar
- Professor Contact Info
- Class Recordings
- TESTS
- Academic Integrity 2019 

- When the import has completed, you will see a new “Academic Integrity 2019” 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 2019 tab to launch the AI module