Northern COLLEGE

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.

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

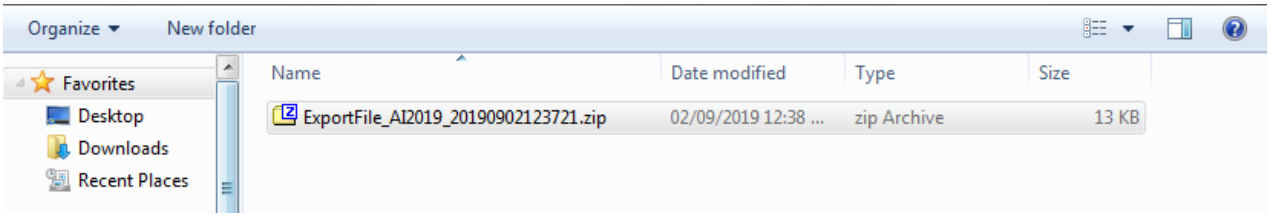
Note the absence of the letter T in the file name. This version does not contain the test

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.

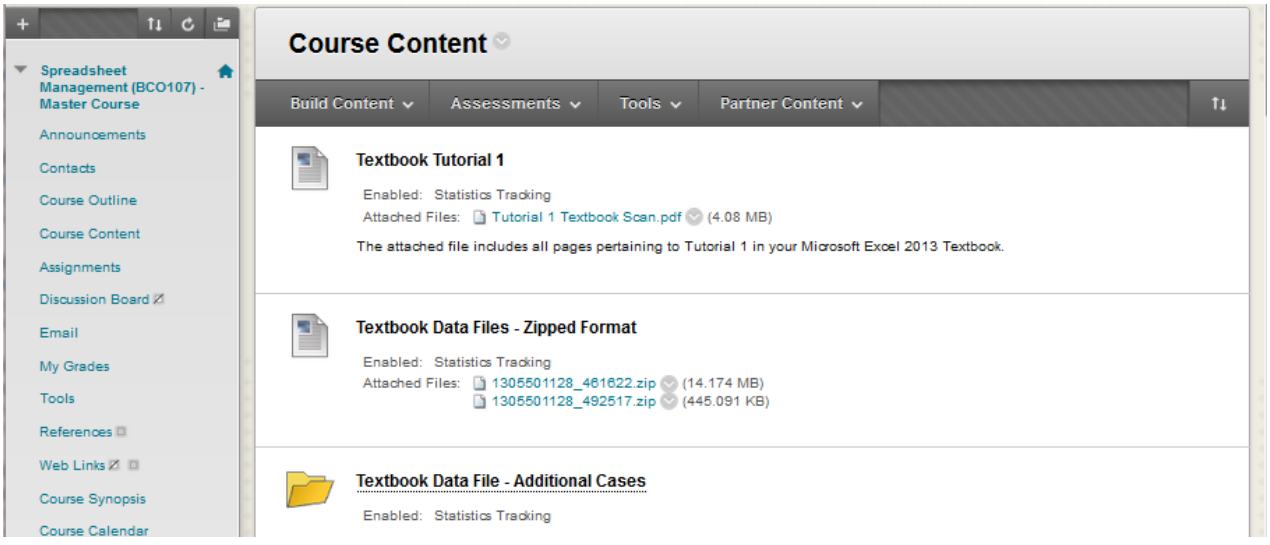
- Once you save the file, it should look something like this on your computer.



STEP 2:

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

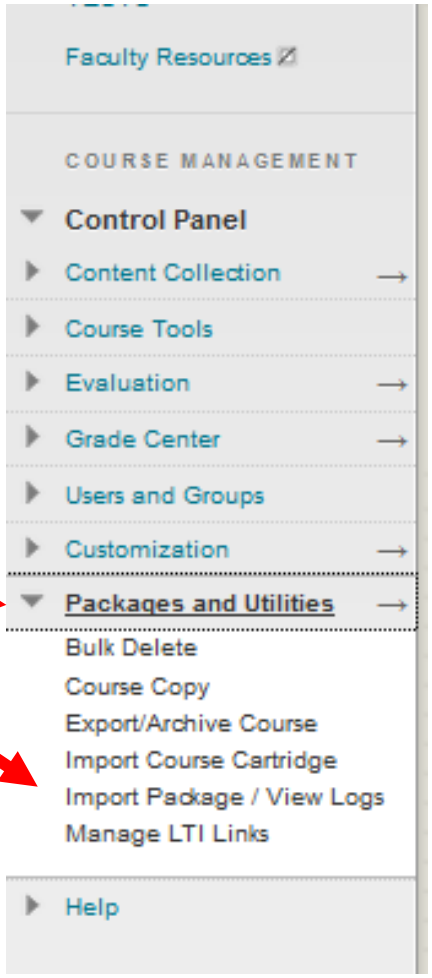
and open the course you plan to add the AI module to



STEP 3:

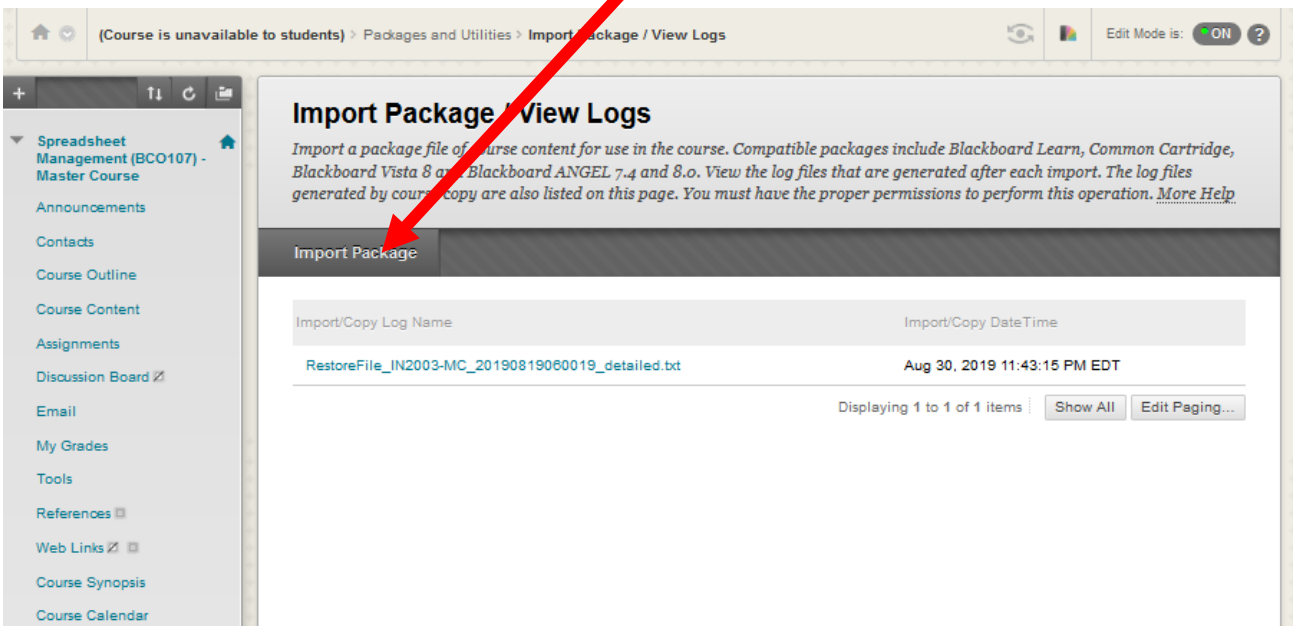
- Scroll down your left hand menu, until you see the “Packages and Utilities” tab

- **Click** on it to expand the menu choices and then click on the “Import Package/view logs” link



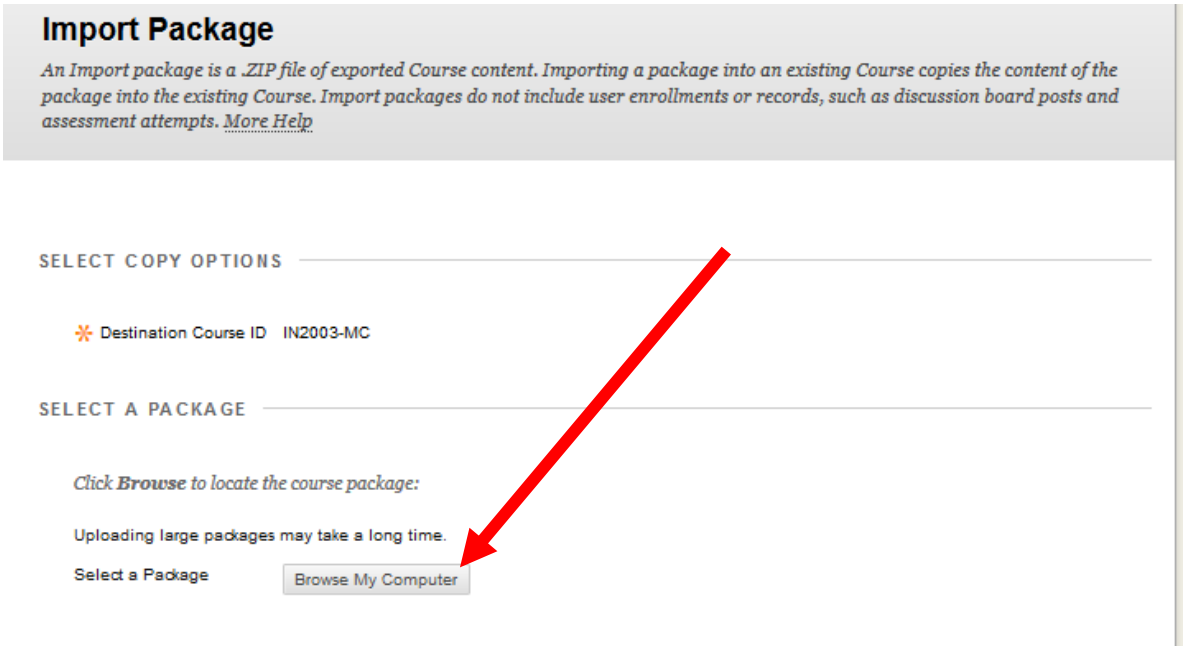
- You will next see the Import Package window (see below). There may or may not be other items listed from previous course copies and you can ignore these.

- **Click** on the Import Package link

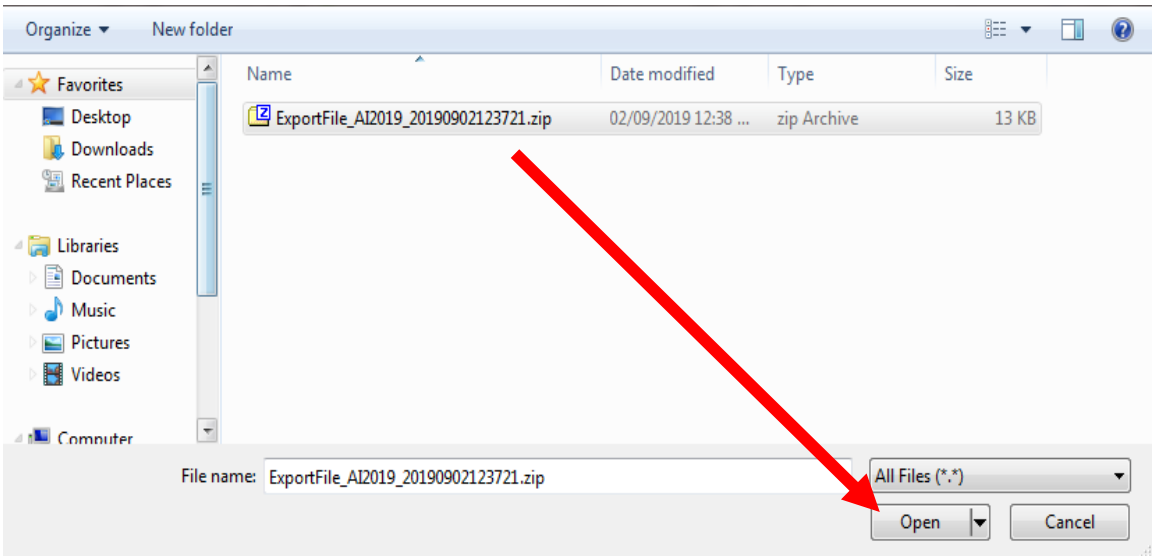


STEP 4:

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

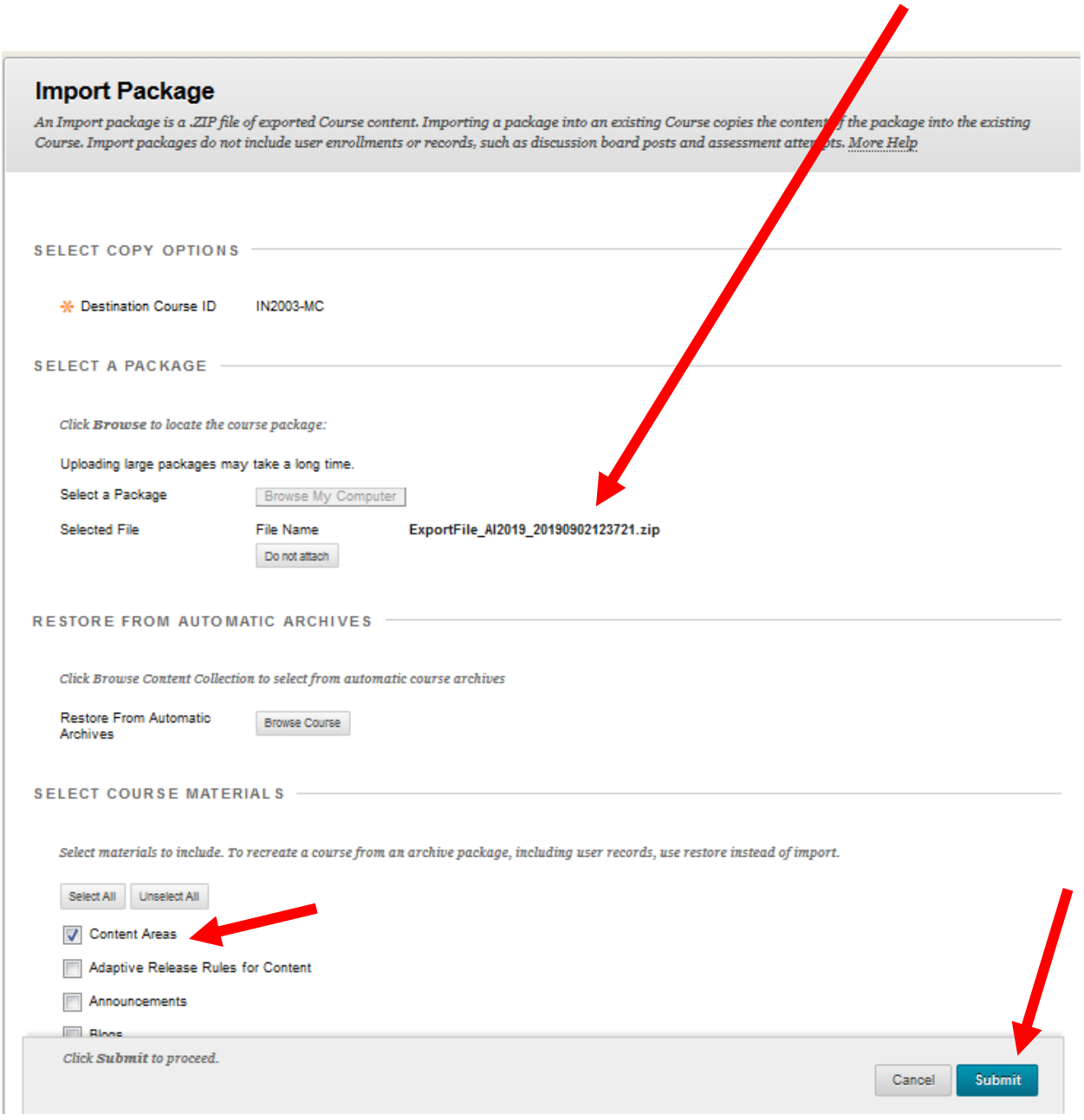


- Locate the Zip file that you saved to your computer. Highlight it, and then click the Open button



STEP 5:

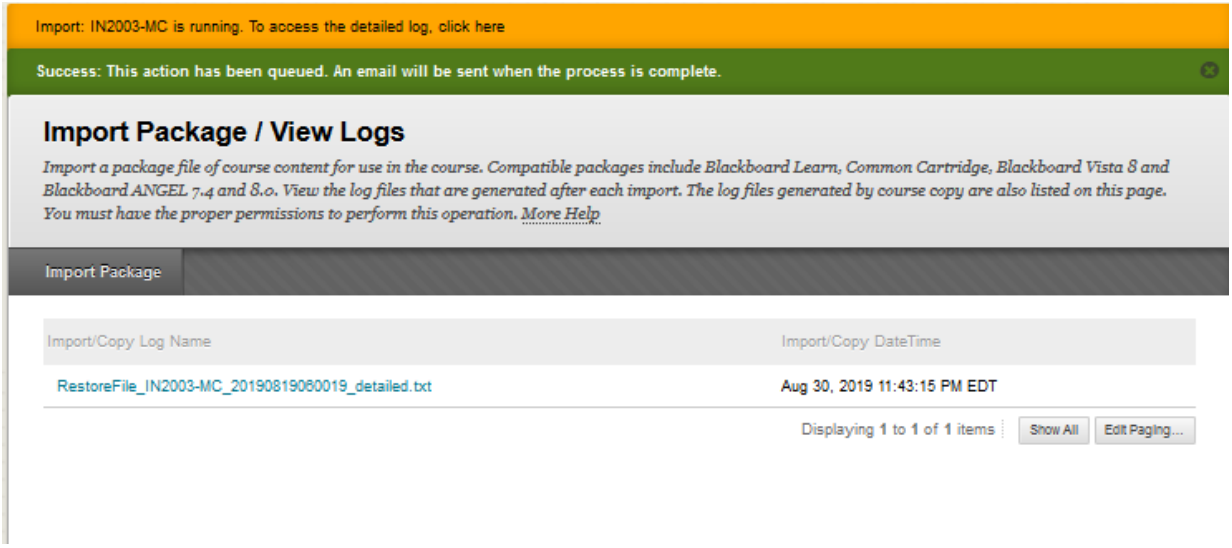
- You will be returned to the Import Screen, and this time you will see the name of the file you are about to import.



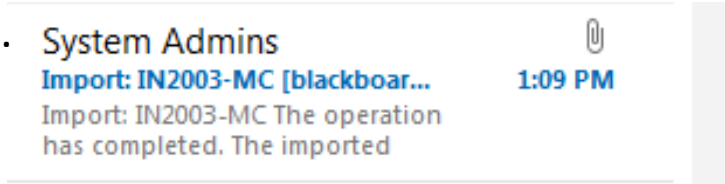
- Scroll down the screen and be sure to click the box besides the “Content Areas” choice. *(this is the only box that needs to be selected for the AI module without the Student test).*
- Click on the **Submit** button

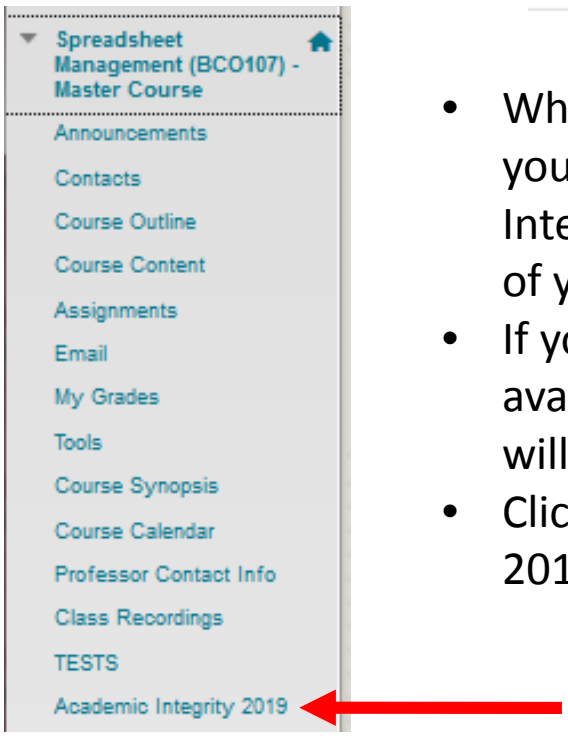
STEP 6:

- 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 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