



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.

This guide will demonstrate how to import the **Academic Integrity module containing the Academic Integrity 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

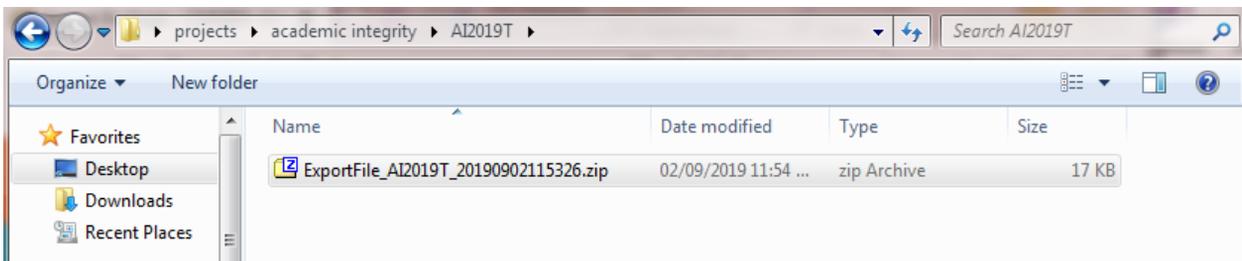
Note the absence of the letter T in the file name. This version does not contain the test

STEP 1:

You would have received an email from your Dean or the department's Program Assistant that contained the Academic Integrity module as a zip file.

Save that zip file to your 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.

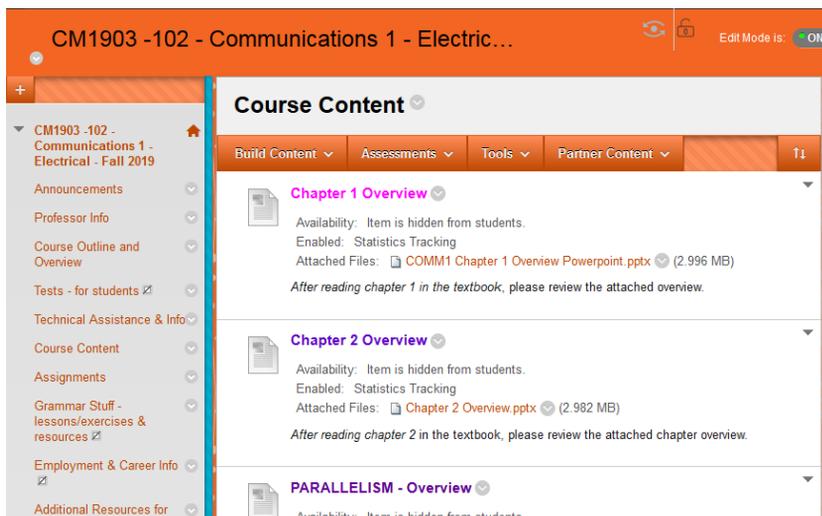


STEP 2:

Log on to Blackboard at:

<https://blackboard.northerncollege.ca/>

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



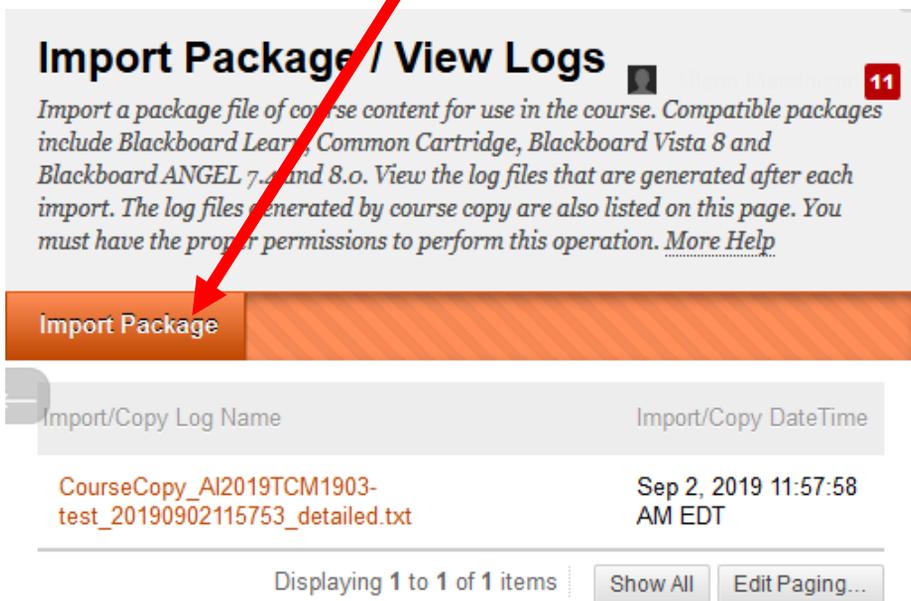
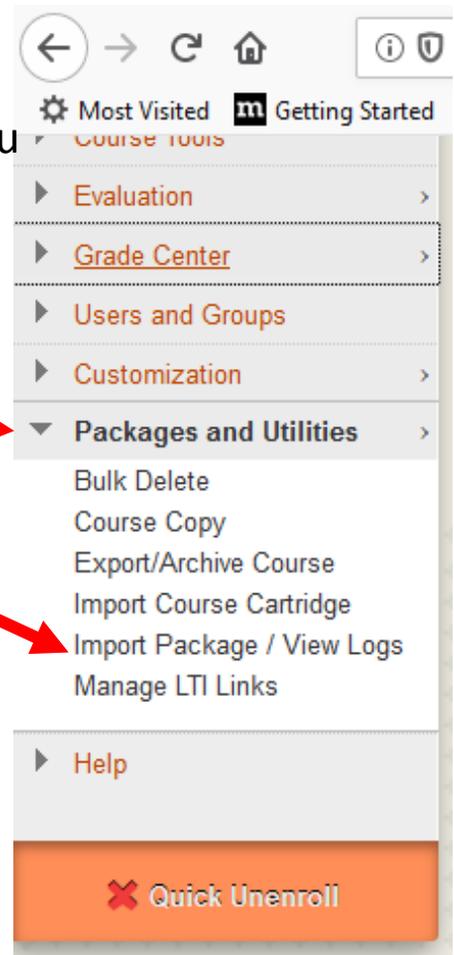
STEP 3:

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

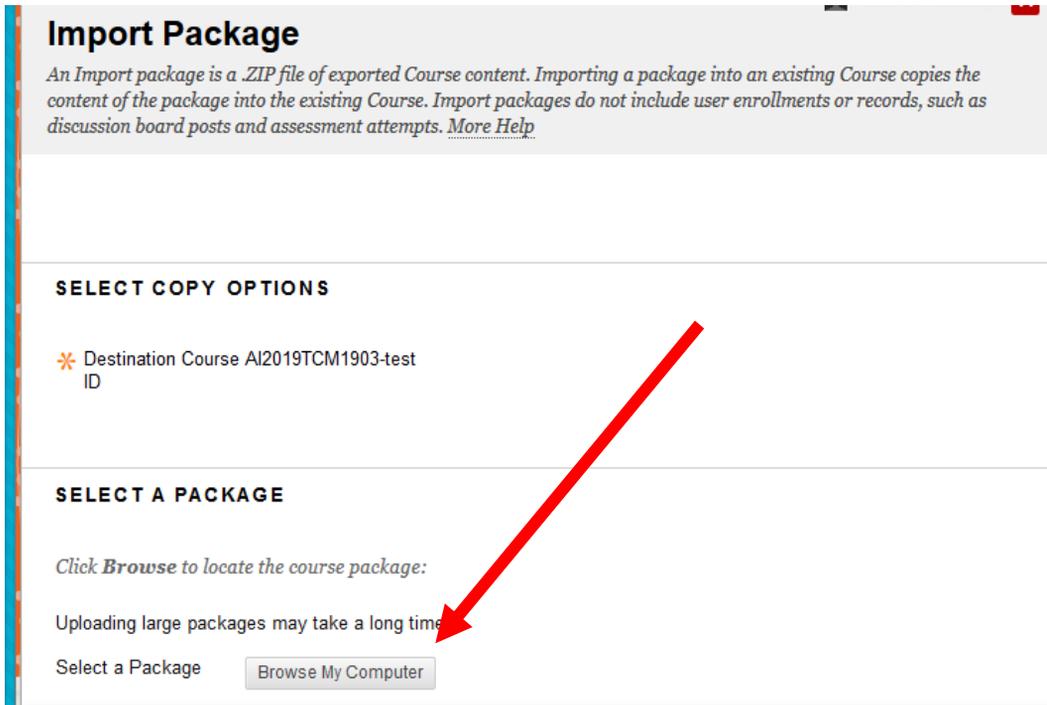
You will next see the Import Package window. There may or may not be other items listed from previous course copies and you can ignore these.

Click on the Import Package link

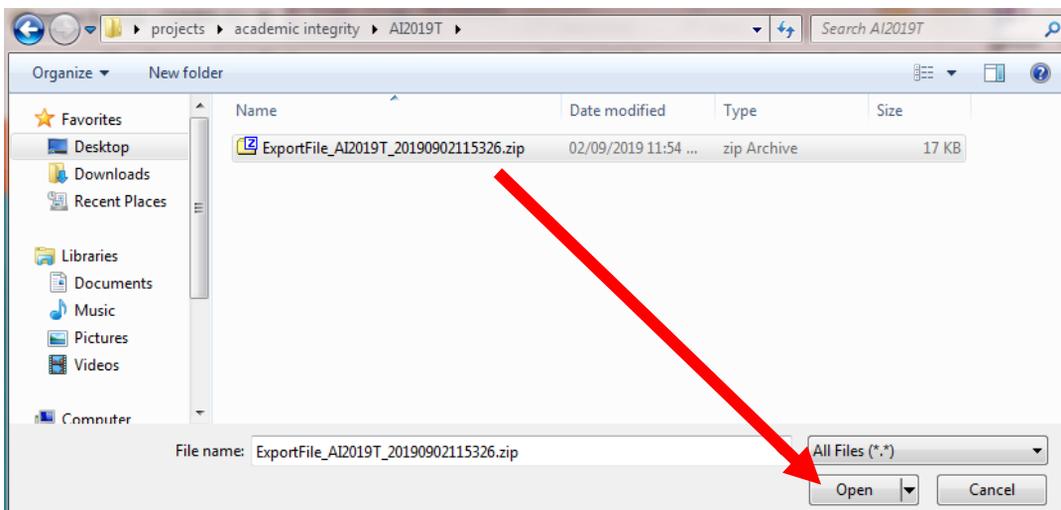


STEP 4:

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 AI2019TCM1903-test

SELECT A PACKAGE

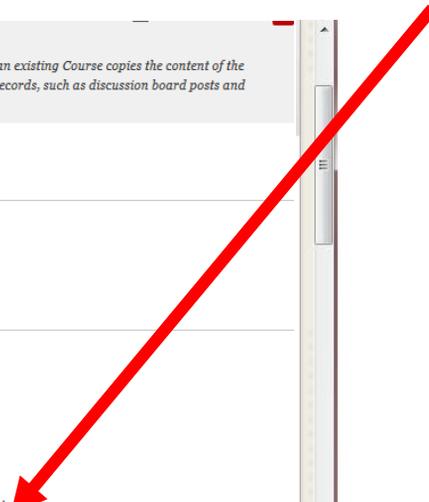
Click **Browse** to locate the course package:

Uploading large packages may take a long time.

Select a Package

Selected File File Name ExportFile_AI2019T_20190902115326.zip

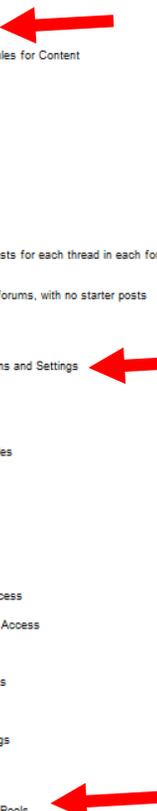
Click **Submit** to proceed.



SELECT COURSE MATERIALS

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

- 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



- 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

Click **Submit** to proceed.

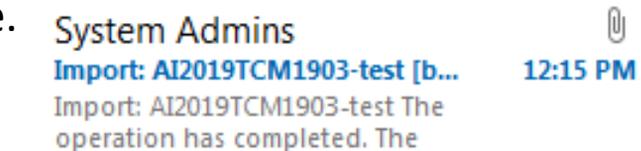


STEP 6:

- 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

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.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Grade Information Bar

Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Quiz Chapte	MyLab Quiz	RF ONLY COM	Total	Weighted Total	Academic Inte
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Selected Rows: 0

Move To Top Email

Move To Top Email

Icon Legend

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.



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