

July 30, 2015

To: All Graduate Students
From: Dr. John (Jay) Doering, Vice-Provost (Graduate Education) & Dean of Graduate Studies
C.c.: Graduate Faculty & Staff
Re: **GRAD 7500 Academic Integrity Tutorial**

Academic Integrity is a matter of paramount importance in academia. It is the foundation of scholarly work. Yet too many graduate students find themselves facing allegations of breach of Academic Integrity. To help graduate students better understand the issues surrounding Academic Integrity, the Senate of the University of Manitoba passed a motion requiring all graduate students to take a compulsory tutorial on Academic Integrity.

Beginning in the Fall 2015-16 all graduate students must register for and complete **GRAD 7500 Academic Integrity Tutorial**. This is a zero (0) credit-hour course intended to introduce students to their basic responsibilities regarding academic integrity and to the resources available to them.

Please register for GRAD 7500 in Fall 2015 term: CRN 16892

Failure to successfully complete this course will result in suspension of registration privileges.

This course runs entirely online and is comprised of a series of brief videos (the total duration of these videos is approximately 1 hour) followed by a true/false test. Students must achieve 100% on the test in order to complete the tutorial and receive a pass grade for the course. If necessary, the test may be taken multiple times until a 100% grade is achieved.

The Academic Integrity course is accessed through UM Learn using your JUMP login. To access the course, go to <https://universityofmanitoba.desire2learn.com/d2l/login>. Enter your UMNNetID username and password. Once you have logged in, click *Academic Integrity* under **My Courses**. Additional details are provided on **UM Learn** once the course is entered.

Complete instructions for the tutorial are attached to this email and available [here](#)

*Note: Students graduating in October 2015 are not required to GRAD 7500. Students on an exceptional/parental leave of absence must register in GRAD 7500 upon return from leave.

Thank you for your cooperation.

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Academic Integrity Course

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To Begin


When you first log in, you will be taken to the course **Overview** landing page. On subsequent logins, your most recently accessed item will open. To return to the home screen at any time, click the *Table of Contents* link at the top left corner of the screen.

There are three modules that make up the Academic Integrity course: **Videos**, **Verification**, and **Academic Integrity Quiz**. You must complete the modules in this order (i.e., you will not be able to complete the verification until you have watched the videos, and will not be able to view the Academic Integrity quiz until you have completed the verification).

To start, click the **Videos** module.

Videos

There are six video tutorials. The first time you access the videos, you must watch them in order, starting with the Introduction. Once you have watched all of the videos, you may return to them at any time, in any order.

Click the *Introduction* link to start the video tutorials. Once you have finished watching a video, you may click the Next button  above or below the video to advance to the next tutorial in the series.

Once you have finished watching the videos, you may proceed to the **Verification** module. Click the Next button below the last video, or click the **Verification** module on the left-hand-side of the screen to proceed.

Verification

The verification section of the Academic Integrity course is used to confirm that you have watched and understood the content of the video tutorials. You must complete this module before advancing to the Academic Integrity Quiz.

Click the **Verification** module to begin this section of the quiz.

1. On the Verification screen, click the *Confirmation* link. The Confirmation page will open.
2. Click **Start Quiz**, then **OK** to confirm that you wish to start now.
3. You must select *Yes* in order to proceed to the Academic Integrity test, so it is imperative that you have watched all six tutorial videos prior to answering this confirmation question.
If you have watched all Academic Integrity tutorial videos, click the *Yes* button, then **Go to Submit Quiz**. In the Confirmation dialog, click **Yes** to submit your answer. If you have not watched the videos, please restart the course and watch the videos.
4. Click **Submit Quiz** to confirm, then **Yes, submit quiz** in the Confirmation dialog to submit.
5. Click the *Table of Contents* link at the top of the screen to return to the modules.

Academic Integrity Quiz

Once you have watched the video tutorials and completed the verification, you may start the Academic Integrity Quiz. To begin, click the **Academic Integrity Quiz** module.

1. On the Academic Integrity Quiz screen, click the *Academic Integrity Quiz* link. The Academic Integrity Quiz page will open.
2. Click **Start Quiz** (or **Continue Quiz** if this is a subsequent attempt), then **OK** to confirm that you wish to start now.
3. Complete the quiz. It is recommended that you save your response as you complete each question. Once you have completed all the questions, click **Go to Submit Quiz**.
4. On the Quiz Submission Confirmation page, you may return to any of the quiz questions by clicking the question number in the links at left. Click **Submit Quiz** to complete your submission, then **Yes, submit quiz** to confirm.
5. The Academic Integrity Quiz submission view will display the results of your quiz. If you have answered a question incorrectly, the question will be displayed, along with an arrow that indicates the correct answer.

If you have answered all questions correctly, congratulations! You will receive an email confirmation stating that you have passed the Academic Integrity course.

If you have answered one or more questions incorrectly, you must retake the quiz. Click the RETURN TO ACADEMIC INTEGRITY QUIZ link to retry, or the *Table of Contents* link at the top of the screen to return to the modules. You may retake the quiz as many times as required in order to answer all questions correctly.