Faculty of Graduate Studies | University of Manitoba

# GRAD 7500 - Academic Integrity Tutorial

> **Note that you *must register for GRAD 7500 in Aurora* prior to accessing the course in UM Learn.** If you have registered but do not see the course in UM Learn within 24 hours, please contact **graduate.communications@umanitoba.ca.** Please include your name and student number in your email.

The GRAD 7500 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 UM email address and password. Once you have logged in, click **GRAD-7500-A## - Academic Integrity Tutorial** under **My Courses**.

To Begin

When you first log in, you will be taken to the **Announcements** landing page. To start, click the link at the bottom of this page (*To begin this course, please click here*). On subsequent visits, click the *Content* link in the top menu, then the unit title in the left pane under Table of Contents.

You must read through each topic to progress to the next. Use the arrow buttons `‹ ›` at the top or bottom of the page to advance to the next topic.

To return to the home screen at any time, click the *Table of Contents* link in the left-hand side menu, or the *Content* link in the top menu.

To progress through the course, it is suggested that you complete one unit every three days. Each unit will open on the date posted on the schedule.

Units

There are seven units that make up this course. You must complete the units in order; the next unit will not be available until the preceding unit is completed.

Each unit consists of the following sections: Introduction, Discussion, Learning Activity, Your Perspective, and Knowledge Check. See these headings below for information on completing each section.

Once you have completed all units, you must then complete the final Academic Integrity Quiz.

To get started in a unit, click the unit title in the left Table of Contents pane, then click the
Unit #: Introduction link in the right pane.

Use the arrow button ▸ to proceed through the unit content.

Discussions

You must post a discussion thread as per the instructions, and at least one response to another
student's post.

To create your post:
1. Click the **Start a New Thread** button.
2. Enter a subject in the box, then your comments into the text area.
3. Once you have completed, click the **Post** button.

To reply to a post:
1. Click the subject link for the post to which you would like to reply, then click the **Reply to Thread**
   button.
2. Once you have finished entering your reply, click **Post**.
   You may reply to multiple posts, but you must reply to at least one post in order to proceed.

Once you have finished contributing to the discussion, click the **Back to Topic** button at the top of the
page, then use the arrow button ▸ to proceed.

Stuck in a discussion? If at any point you need to get back to a unit, click the **Content** link in the top
menu bar to return to the Table of Contents. Click the unit name in the left-hand list, then click on a link
in the right pane to return to that section.

Learning Activities

1. To start a learning check, click the **Start Quiz!** button.
2. Answer the questions as described, then click the **Submit Quiz** button. To confirm your answers, click the **Submit Quiz** button. If you would like to revise, click the **Back to Questions** button.
3. Once your quiz has been submitted and confirmed, click the **Done** button.
4. Click the arrow button ▶ to proceed.

Your Perspective

Follow the above steps to complete the *Your Perspective* quizzes.

Knowledge Checks

You have two attempts to successfully complete each Knowledge Check.

> **Watch for the Next Page button!** This button is used to progress to the next question in a Knowledge Check. If you click Submit Quiz before answering all of the questions, you will be given zero points for the questions missed.

1. To start, click the **Start Quiz!** button.
2. Answer each question as described, then click the **Next Page** button, then **Yes** to confirm your answer. When there are no further questions, the **Next Page** button will be disabled.
3. Click the **Submit Quiz** button. To confirm your answers, click **Yes**, then the **Submit Quiz** button. If you would like to revise your answers, click the **Back to Questions** button.
4. Once your quiz has been submitted and confirmed, click the **Done** button.
5. Click the arrow button ▶ to proceed.

If you would like to redo the quiz, return to the Table of Contents, click the unit link in the left pane, then click the **Unit #: Knowledge check** link.

Academic Integrity Quiz

Once you have completed all the units, you may start the Academic Integrity Quiz. You have five attempts to achieve 100% and pass the course. To begin, click the **Academic Integrity Quiz** link.

1. Click the **Start Quiz!** button.
2. Answer each question as described, then click the **Next Page** button, then **Yes** to confirm your answer. When there are no further questions, the **Next Page** button will be disabled.
3. Click the **Submit Quiz** button. To confirm your answers, click **Yes**, then the **Submit Quiz** button. If you would like to revise, click the **Back to Questions** button.

4. Click **Done**.
5. If you would like to retake the quiz, click the Academic Integrity Quiz link at top to return the topic and restart the quiz.
6. If you have answered all questions correctly (i.e., scored 100%), congratulations! You will receive an email within 24 hours confirming that you have passed the Academic Integrity course.

If you do not successfully complete the Academic Integrity Quiz (achieve 100%) in five attempts, you will be contacted at the end of the term with information on attending a remediation workshop. After attending the workshop, you will have five more attempts to complete the Academic Integrity Quiz.

For further information, please visit **http://umanitoba.ca/grad7500**.