

# Successfully Learning Online: Myths, Facts and Expectations

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# Presentation overview

- Myths about online learning
- Academic integrity expectations
- Avoiding common pitfalls in an online class
- Tips for writing online exams



# Myths About Online Learning

## #1 Online classes are easier.

- The workload for online and in-person classes is the same.
- There is more reading in online classes.
- There is the potential for technology challenges and miscommunication with the instructor and other students.

# Myths About Online Learning

## #2 Online classes are self-paced.

- Some instructors will release content ahead of time, and others may do it throughout the course.
- The instructor sets the pace for the course.
- If you do not keep up with the pace of the class, you may end up cutting corners – this can lead to problems later.

# Myths About Online Learning

## #3 You are anonymous in an online class.

- Even though you are not attending class in person, your instructor is tracking the quality and quantity of your participation.
- In an online class, the instructor may know more about you than in an in-person class.
- If you do not actively participate in an online class, this will hurt your learning and your grade.

# Myths About Online Learning

## #4 You can access your instructor any time of day or night.

- Your instructors will usually provide a timeframe of 24-48 hours in which they will respond to your email.
- Every instructor will have a different approach to communicating with students, and no instructor is available all the time.
- If you have a question, you should leave enough time for your instructor to respond and for you to integrate the information you receive into your assignment.

# Myths About Online Learning

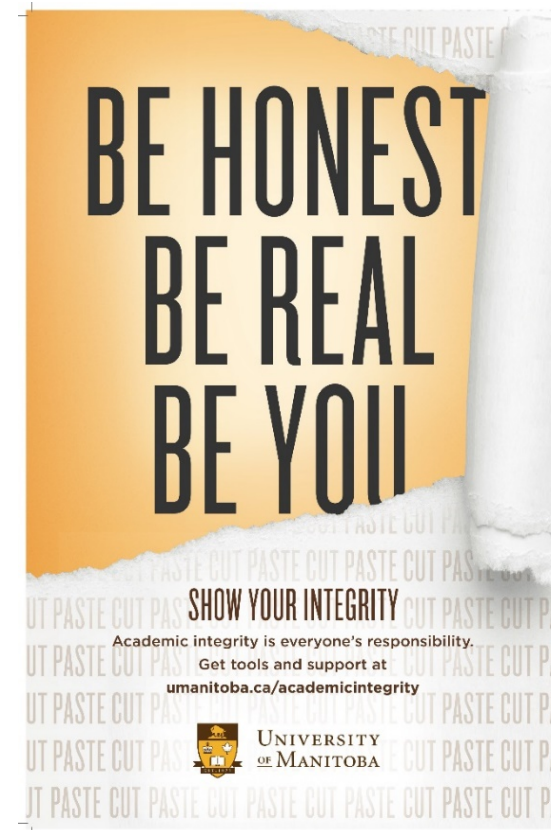
## #5 An online class is more informal than an in-person class.

- An online class should be treated as a regular class – because it is.
- The same expectations for quality of work apply to both online and in-person classes.
- Academic misconduct can be detected easily online, and academic integrity expectations still apply.

# What is Academic Integrity?

Academic integrity at the University of Manitoba includes six values (ICAI, 2014):

- Honesty
- Trust
- Fairness
- Respect
- Responsibility
- Courage





# Why is Academic Integrity important?

- Foundation of the University
- Gives credibility
- Shows respect for others' ideas
- Reflects good practices
- Has broad implications
- Helps prevent academic misconduct

# Policies/Procedures

## Student Discipline Bylaw

- Student Academic Misconduct Procedure
- Student Non-Academic Misconduct and Concerning Behavior Procedure
- Student Discipline Appeal Procedure



# Online Learning: Pitfalls

- Perception of anonymity and lack of accountability
- Technology challenges (i.e., slow internet, freezing etc.)
- Potential for confusion about expectations (i.e., open book exams, collaboration)
- Perception that the same rules do not apply (i.e., citing sources, completing an exam independently)



# Forms of Academic Misconduct

**Plagiarism**

**Cheating**

**Inappropriate  
Collaboration**

**Duplicate  
Submission**

**Personation**

**Academic Fraud**



# Scenario #1

Sarah is taking a class with an open book exam. While studying from the practice questions, Sarah decided to copy and paste Wikipedia definitions into her notes. During the final exam Sarah looked through her notes and used these Wikipedia definitions as her answers. Since it is an open book exam, and she doesn't remember where she got the information from, she doesn't cite it.

**Is this a problem?**



# Plagiarism

**Taking someone else's idea(s) or words and using them as if they were your own.**

*In the Western academic system, ideas and words are owned.*



# How to Avoid Plagiarism

- Start your assignments early
- Take notes using your own words (**paraphrase**)
- When you **copy** sections from an article, clearly indicate using “direct quotations”
- Make it clear which notes are paraphrases and which are your own thoughts/analysis.
- Include full references with your notes
- Remember: You are expected to ask questions and seek help when you need it.
- Use professor’s notes/slides rather than online resources for studying.

## Scenario #2

Anna is having trouble during an exam. She has answered every question except for one long answer which is worth 25% of her mark. As it is an open book exam, Anna opens her Chegg account for help and sees someone has posted the exam. Anna decides to just look at the first portion of the answer to help herself get started.

**Is this a problem?**





**Inappropriate  
Collaboration**

**Working together with  
other person(s) on an  
individual assignment.**



# How to Avoid Inappropriate Collaboration

- Make sure that you understand the expectations for appropriate collaboration for each specific assignment.
- Keep your work separate from other students' work.
- Do not allow another person to directly edit or revise your work.
- Do not give copies of your work (printed or electronic) to another person – you do not know how they will use it.



## Scenario #3

Michael's home internet connection was giving him issues all term. He would lose WiFi at random times and he tried contacting his internet provider but they couldn't do anything. Leading up to the final exam, Michael decides to ask his friend Julia if he can write his exam at her place. Julia is in the class with Michael but agrees to let him write the exam at her place.

**Is this a problem?**



## Scenario #4

Francois has done very well in Stats 2000 throughout the term. Leading up to the final exam, he has been tutoring his friend Nnamdi. During the final exam Nnamdi texts Francois asking for help with the multiple choice questions. Francois doesn't realize that Nnamdi has a different version of the exam but gives him advice for answering some of the questions.

**Is this a problem?**



## Scenario #5

Ariel has received a take-home exam for her class, and she has 48 hours to complete it. Since the exam asks some questions related to a topic she wrote about earlier in the term, she answers the questions by taking sentences from that paper and combines it with information she copied from the textbook into her notes. She submits her exam just in time for the 48 hour deadline.

**Is this a problem?**



## Scenario #6

Erik and his sister Desiree are both taking Math 1240 together. They live together and often take the same classes in order to study together and save money on textbooks. They studied together, as usual, for the Math 1240 final. During the final they wrote their exams in their bedrooms, separate from one another.

**Is this a problem?**

# Consequences

- A finding of academic misconduct can affect your academic standing in the program
  - Zero on assignment
  - F-DISC notation
  - Suspension/expulsion
- Can affect study permit, co-op/placements, athletic scholarships etc.
- Online classes are the same as in-person classes.



# How are online and in-person exams similar?

- You must study and prepare.
- You must maintain academic integrity standards.
- You need to read and follow instructions very carefully.
- The exam is timed and your activity is tracked.





# Online exam expectations

- Questions constructed for online exams focus on application and analysis
- You can access class materials, but most tests are constructed to limit the effectiveness of that access
- Technology is your responsibility and there may be glitches



# Preparing for an Online Exam

- Study for this type of exam as you would for a regular exam
- List what topics/concepts you'll need to know for each text/exam
- Organize and gather materials
  - Lecture notes – make sure they are organized, and key information is easily accessed. Reduce where possible.
  - Textbook – use sticky notes so you can easily turn to sections you think are important.
  - Slides - compile key slides. Organize according to topic - print, if possible.



# Writing a Take-Home Exam

- Don't write more than you need to
- Pay close attention to the question and use it as your guide
- Use sources effectively, but don't use more than required
- Give yourself enough time and take breaks!
- Try to draft within the 'normal' time limit
- Save frequently!
- Review and revise as needed



# Avoiding academic misconduct in online classes

- Treat an online exam like an in-person exam, and assume you are being monitored.
  - Student information and communication is tracked through both UM Learn and by faculties.
- If you consult any source, ensure you are properly quoting, paraphrasing and citing.
  - Memorizing information prior to exam and including it without citation is considered plagiarism.
- Read instructions very carefully so you know the expectations, including what materials are permitted.
  - Do not ask your classmates. Only your instructor can set the expectation.



# Avoiding academic misconduct in online classes

- Work independently on your exam or assignment, and do not discuss your work with other students.
  - Faculties are adept at identifying inappropriate collaboration through matching wording, answer structure, wrong answer patterns etc.
- You should not be re-using previous exam answers or assignments (unless explicitly permitted).
- Do not take pictures or screenshots of the exam for any reason.
- Note that academic misconduct (i.e., plagiarism) within a testing environment carries higher penalties than on a class assignment.





# Academic integrity

The University of Manitoba takes academic integrity seriously. As a member of the [International Centre for Academic Integrity](#), the University defines academic integrity as a commitment to six fundamental values: honesty, trust, fairness, respect, responsibility and courage.

## On this page:

Student resources

Academic misconduct

Faculty and staff resources

## Academic supports

### Academic integrity

- How an academic misconduct investigation works

Adapting to remote learning

Final exam supports for students

Academic advising

Academic Learning Centre

English Language Centre

First year planning

Student advocacy



# Resources

- [Academic Advisors](#)
- [Academic Integrity Site](#)
- [Academic Learning Centre](#)
- [Career Services](#)
- [Financial Aid and Awards](#)
- [Food Bank](#)
- [Health and Wellness](#)
- [Indigenous Student Centre](#)
- Instructors & Course Outlines
- [International Centre](#)
- [Libraries](#)
- [Office of Human Rights and Conflict Management](#)
- [Security Services](#)
- [Student Advocacy & Case Management](#)
- [Student Accessibility Services](#)
- [Student Counselling Centre](#)
- [UMSU & GSA](#)
- [University Health Services](#)



**Thank you**  
and best  
wishes as you  
move forward  
with your  
studies!

