

# Edit, send and view a concern letter

During the processing of a concern it is a requirement of the *Student Academic Misconduct policy* to advise the student that a concern about academic misconduct has been raised.

The concern letter must be created and sent to the student before the investigation details can be entered.

Step before	Refer to the job aid <i>Create a new concern</i> . (eg. You created and submitted a concern. You have now received a notification via email that you are to investigate the concern.)						
(Course Convenors)	Refer to the job aid <i>Edit a draft concern.</i> (You edited and submitted a concern. You have now received a notification via email that you are to investigate the concern.).						

To access the Student Academic Integrity Management System, log into Griffith Portal, and choose Learning and Teaching, Managing your teaching, Academic integrity management.

- Choose Manage Concerns.
- A search page will be displayed

### Search for a concern

Type in any information you have in regard to the concern in the search boxes.

Choose Search (Search) to list submitted concerns.

The search results list will be displayed.

Select the concern to be updated.

Note: Concerns requiring a concern letter will have a status of INVESTIGAT.

#### Edit a concern letter

When a concern is opened select the Letters (Letters)

(Letters) tab to edit, send and view the

The Letters page will be displayed.

Student Information Concern Detail Assign Letters									
Concern ID:	0000001267	Status:	Under Investigatio	n Submit Date:	18/03/2010	Closure Date:	15/04/2010		
						First 🖪	1 of 1 🕩 Last		
Letter	<u>Туре</u>			<u>Date Timestamp</u>		Edit	Send		
1 Concer	m Letter						Send		
					/				

Figure 1 Letters page

Choose [Edit] (Edit) to display the *Letter Edit* page.

## Letter Edit page

Letter Edit			
Concern ID:	0000001267	Send Date:	
Letter Type:	Concern Letter	Attachment:	
Letter Template:			
From:			
To:			
cc:	Email Address		Email
	1		
Subject:			
Text:			K
	Noto: The manimum File Cize # -4 t	e etteched is EMD	
	Note: The maximum File Size that can b Attached File	e attached is SMB.	
	1		Q 🖃

Figure 2 Edit letter page

Field Instructions						
Letter Template	Choose (Letter template search) to select the letter template to be used. A search result list will be displayed.					
	Select the required template.					
From	The electronic mail address of the person who is sending the student letter.					
То	o The electronic mail address of the student.					
СС	The electronic mail address of another person who will receive the student letter.					
	Multiple electronic mail addresses can be added.					
	De-select 🔽 (Email check box) to stop an email copy of the concern letter being sent.					
Subject The subject title of the student letter.						
Text	The body text of the student letter.					
	Type in the text box to add additional information or edit the letter.					
Add Attachment	Choose Add Attachment (Add Attachment) to attach a file to be store with this concern letter.					
	Multiple files can be attached by repeatedly choosing Add Attachment (Add Attachment).					

Table 1 Edit letter fields

Step after

Copies of attachments previously added to database when creating concern will automatically be attached to the concern letter. If you do not wish these attachments to go to the student please delete them using the minus sign.

Save

Choose (OK) to save the letter contents.

### Send a concern letter

When a concern is opened select the Letters (Letters) tab to view relevant student letter.

Concern ID: 0000001267 Status: Under Investigation Submit Date: 18/0	03/2010 Closure Date: 15/04/2
	First 🖪 1 of 1 🕩 I
Letter Type Date Timestamp	Edit Send
1 Concern Letter	Edit

Figure 3 Send a concern letter

Choose Send (Send) to send the letter to the student's electronic mail address.

### View a concern letter

When a student letter has been sent the contents of the letter are locked but the concern letter can be viewed.

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When a concern is opened select the Letters (Letters) tab to view relevant student letter.
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ſ	Stu	dent Info	rmation	Cor	ncern Deta	iil	Assign	Y	Investigation	Letters			
	Conc	ern ID:	0000000	008	Status:	Unde	er Investiga	tion	Submit Date:	09/02/2010	Closure	e Date:	09/03/2010
											I	First 🖪	1 of 1 🕩 Last
		Letter	Туре					Da	<u>te Timestamp</u>		۱	/iew	Send
	1	Concer	rn Letter					10	/02/10 3:05:11	PM	<b>~</b> (	View	Send

Figure 4 View a concern letter

Choose View (View) to view a concern letter that has already been edited and sent.

Step after Refer to the job aid Record investigation outcomes.

### Related job aids

- Create a new concern.
- Edit a draft concern.
- Record investigation outcomes.

Additional learning tools / Sources of information

- See <a href="https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff">https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff</a> for links to workbooks, job aids and self-paced tutorials.
- For assistance with Academic integrity process contact the Student Academic Integrity Coordinator. Phone 373 54275 or email sai-coordinator@griffith.edu.au
- For assistance with technical difficulties phone EIS-Assist 373 55544.

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