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 **(Course Convenors)**	Refer to the job aid *Create a new concern.* (eg. You created and submitted a concern. You have now received a notification via email that you are to investigate the concern.)
	Refer to the job aid *Edit a draft concern.* (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) tab to edit, send and view the concern letter.
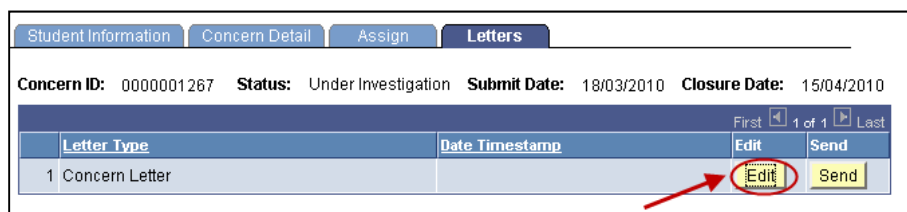The Letters page will be displayed.

Figure 1 Letters page

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

Student Academic Integrity Management System

Letter Edit page

Figure 2 Edit letter page

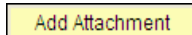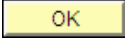| Field	Instructions
Letter Template	Choose 🔍 (Letter template search) to select the letter template to be used. A search result list will be displayed. Select the required template.
From	The electronic mail address of the person who is sending the student letter.
To	The electronic mail address of the student.
CC	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] (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.
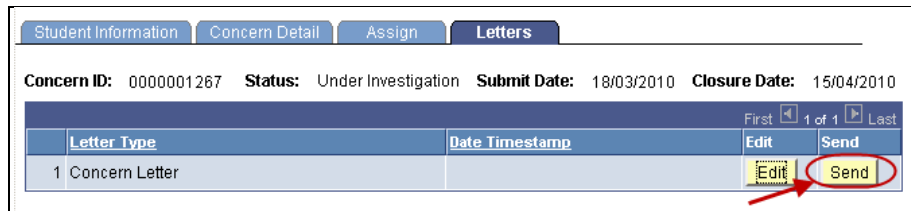

Figure 3 Send a concern letter

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.

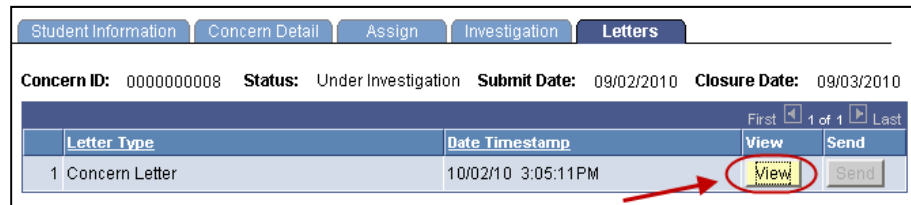When a concern is opened select the [Letters] (Letters) tab to view relevant student letter.

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 https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff 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.