Update student actions

Decisions made by the Course Convenor or Chair, Faculty Assessment Board after the investigation of a concern may require further actions to be completed by the student.

Step before	Refer to the job aid *Record investigation outcomes.*

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 an update of student actions have a status of UPDATE.

Updates

The [**Updates**] (Updates) tab will be displayed with details of the student actions listed.

Figure 1 Updates

Student actions will be defaulted to [No ▼] (No).

When the student has completed the action select [Yes ▼] (Yes) from the drop down list.

The date will be defaulted to the current date however it can be changed by choosing [31] (Calendar search) and selecting a new date.

Close Concern

The closure letter must have been sent to the student before the concern can be closed.

Refer to job aid *Edit, send and view a closure letter*.

When all student actions have been completed or the completion date for all student actions has passed the [Close Concern] (Close Concern) will be enabled.

Choose [Close Concern] (Close Concern) to close the concern.

Related job aids

- Record investigation outcomes.
- Edit, send and view a closure letter.

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.