

Create a new concern

The Course Convenor will create a new concern when a possible concern of student academic misconduct has been identified.

Step before Refer to the job aid Overview.

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.
- Choose <u>Add a New Value</u> (Add a New Value) and the Student Information page will be displayed.

Student Informati	on Concern Detail		
Concern ID:	NEW Status:	Draft	
Course Information	on		
(*Term:			
Select the Cours	e Offering Course ID:		
	Catalogue Nbr:	Course Offering N	br: Campus:
Student informati	on		
*Student ID:			
Title:	First Name:	Last Nam	ie:
Email:			
Save			

Figure 1 New concern

Course information

Field	Instructions
Term	Term refers to the semester (or tri-semester or study period) and year when the concern was identified.
	Choose (Term search) to select the course term for which the concern will be raised.
Select the Course Offering	Choose Select the Course Offering (Select the Course Offering) to display a list of courses for the selected term.
	Select the course from the list displayed and choose OK (OK).
	Table 1 Course Information

The selected term and course details will be displayed in the Student Information page.

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Student information

Student Informa	tion Conc	ern Detail					
Concern ID:	NEW	Status	: Draft				
Course Informat	tion						
*Term:	3101	🔍 Semeste	r 1 2010				
\$elect the Cou	rse Offering	Course ID:	089665	Legal Issues for Manager	rs		
		Catalogue Nbr:	2007PPP	Course Offering Nbr:	3	Campus:	Gold Coast
Student informa	tion						
*Student ID:		0					
Title:		First Name: 🥆		Last Name:			
Email:							
Save							

Figure 2 Student information

Field	Instructions
Student ID	Choose (Student ID search) to select the student about whom the concern is being raised.
	Table 2 Student information

Concern detail

Choose Concern Detail (Concern Detail) to display the fields for entering the details of the new concern.

Concern ID: NEW		Status: Draft	
		Status. Drait	
ourse miormation			
Academic Career:	UGRD	Undergraduate	
Academic Program:	1034	B Business	
Course ID:	089665	Legal Issues for Managers	
Term:	3101	Semester 1 2010	Campus: GC
*Assessment task:	0010 🔍	Essay writing task	
Assessment weighting (%):	30		
Group based 🗔			
Related Student			First 🖪 1-2 of 2 🕨 Last
D	<u>Prefix</u>	<u>First Name</u>	Last Name
1 00000000 🔍	M		P;=====
2 000 000 🔍	Mr	• • · · · · · · · · · · · · · · · · · ·	Materia 🛨 🖃
ncern Details			
*Raiser:	(i		<u></u>
*Raiser: Email:	(griffith.edu.au	
*Raiser: Email: *Raise Date:	··· @ 02/15/201	griffith.edu.au	
'Raiser: Email: 'Raise Date: Was the concern ide	02/15/201	griffith.edu.au	Yes No
'Raiser: Email: 'Raise Date: Was the concern ide ype of Concern	02/15/201 ntified throug	griffith.edu.au 0 (b) gh text matching software?	Yes No
'Raiser: Email: 'Raise Date: Was the concern ide ype of Concern 'Type of Concern:	02/15/201 ntified throug	griffith.edu.au 1 1 1 1 1 1 1 1 1 1 1 1 1	C Yes G No
'Raiser: Email: 'Raise Date: Was the concern ide ype of Concern 'Type of Concern: Evidence:	02/15/201	griffith.edu.au 0 (b) gh text matching software?	Tyes No
'Raiser: Email: 'Raise Date: Was the concern ide ype of Concern 'Type of Concern: Evidence: Note: The n	02/15/201 ntified throug	griffith.edu.au (1)) yh text matching software? e Size that can be attached is	Tyes Provide Action of the second sec
Raiser: Email: Raise Date: Was the concern ide ype of Concern *Type of Concern: Evidence: Note: The n Add Attachment	02/15/201 ntified throug	griffith.edu.au griffith.edu.a	SMB.
"Raiser: Email: "Raise Date: Was the concern ide ype of Concern "Type of Concern: Evidence: Note: The m Add Attachment	02/15/201 nttilied throug Attached 1	griffith.edu.au griffi	SMB.

Figure 3 Concern detail

Concern detail fields

Field	Instructions		
Assessment Task	Choose (Assessment task search) to select the assessment task.		
	Select the Assessment task type or Other if there is no suitable assessment task type. This will display a text box for typing in details.		
Assessment Weighting	The assessment weighting is the percentage the assessment task is worth overall for the semester or tri-semester.		
	Type in a whole number in the Assessment Weighting text box.		
Group Based	Select the Group based checkbox) if the assessment was group-based otherwise leave it blank.		
Related Student	Choose (Related Student ID search) to select another student that is associated with this concern (e.g. Where two students have copied from each other).		
	Multiple students can be added.		
	Choose 🛨 (Add) to add another student that is associated with this concern.		
	Choose 🖃 (Delete) to delete a student.		
Raiser	The Raiser is the academic staff member who identified the concern about academic integrity (eg. They may be Course Convenor or a Course Instructor or Tutor).		
	If the raiser was a different person to the default shown choose (Raiser search) to select the new person's details.		
Raiser Date	If the date the concern was raised is different to the default date then choose (Calendar search) to select another date.		
Text matching software	Select Yes if the concern was detected using text matching software (e.g. SafeAssign).		
Type of Concern	Choose 🔍 (Type of Concern search) to select the type of concern.		
	Select the <i>Type of Concern</i> or <i>Other</i> if there is no suitable type. This will display a text box for entering details.		
	Multiple types of concerns can be added.		
	Choose 🛨 (Add) to add an additional type of concern.		
	Choose 🖃 (Delete) to delete a type of concern.		
Evidence	Type in information about evidence for the concern in the evidence text box.		
Attachment	Choose Add Attachment (Add Attachment) to attach an evidence file.		
	Multiple files can be attached by repeatedly choosing Add Attachment (Add Attachment).		
Initial Evaluation	Select your initial evaluation for the new concern from the drop down list (Tier 1 or Tier 2).		
Seriousness Matrix	The Seriousness Matrix can be accessed using the Seriousness Matrix (Seriousness Matrix) link.		

Table 3 Concern detail fields

Save

Choose Save

(Save) at any time to save the concern.

The concern will now be saved as a draft.

The saved concern is able to be accessed for editing at a later time.

If you need to duplicate a concern choose (Save) and DO NOT submit the concern. This saves the concern as a draft. When you have completed the duplicate concern (refer to *Duplicate a concern*) then open the original concern, edit if required and submit it (refer to *Edit a draft concern*).

Submit concern

Note

Choose Submit Concern (Submit Concern) to send the concern to the Student Academic Integrity Coordinator.

You cannot edit a concern once it has been submitted.

	If you have submitted a concern and receive a notification via email that year are to investigation the concern refer to <i>Edit, send and view a concern lett</i> then refer to <i>Record investigation outcomes.</i>			
Step after	If you have saved the concern and need to edit and submit it, refer to <i>Edit a draft concern.</i>			
	If you need to create a duplicate of a draft concern (e.g. you saved the concern but did not submit it) refer to <i>Duplicate a concern</i> .			

Related job aids

- Edit, send and view a concern letter.
- Record investigation outcomes.
- Edit a draft concern.
- Duplicate a concern.

Additional learning tools / Sources of information

- See <u>https://intranet.secure.griffith.edu.au/teaching/academic-integrity-staff</u> 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 <u>sai-coordinator@griffith.edu.au</u>
- For assistance with technical difficulties phone EIS-Assist 373 55544.

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