

Duplicate a concern

This feature enables a Course Convenor to copy an existing draft concern and create duplicate concerns for a selected number of students from the same course.

Step before Refer to the job aid *Create a new concern*. Note the concern you need to duplicate should have been saved and not submitted.

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

- Choose *Duplicate concern*.
- A search page will be displayed.

Search for a concern

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

Choose (Search) to list saved concerns.

Note: Use the search features to narrow the search results.

A search result list will be displayed.

Note: Only concerns with a status of DRAFT will be included in the list.

Manage Concern
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Concern ID:

Student ID:

First Name:

Last Name:

Catalogue Nbr:

Status:

[Basic Search](#)

Search Results

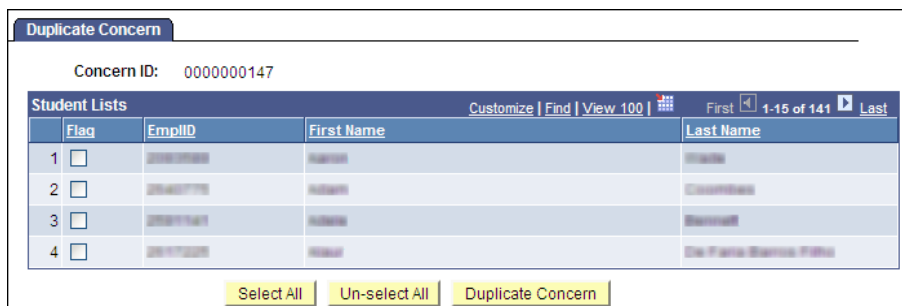
View All First 1-10 of 10 Last

Concern ID	Student ID	First Name	Last Name	Catalogue Nbr	Status
000000107				1003ENG	DRAFT
000000115				1003ENG	DRAFT
000000116				1003ENG	DRAFT

Figure 1 Existing concern search results

Duplicate concern

Select the concern to be duplicated and a list of students for the course will be displayed.



The screenshot shows a web interface titled "Duplicate Concern". At the top, it displays "Concern ID: 0000000147". Below this is a table titled "Student Lists" with columns for "Flag", "EmplID", "First Name", and "Last Name". The table contains four rows of student data. At the bottom of the interface, there are three buttons: "Select All", "Un-select All", and "Duplicate Concern".

Flag	EmplID	First Name	Last Name
1 <input type="checkbox"/>	2000000001	ADAM	SMITH
2 <input type="checkbox"/>	2000000002	ADAM	SMITH
3 <input type="checkbox"/>	2000000003	ADAM	SMITH
4 <input type="checkbox"/>	2000000004	ADAM	SMITH

Figure 2 Duplicate concern student list

Select the students for which you want to create a duplicate concern.

Choose **Duplicate Concern** (Duplicate Concern) to create a duplicate concern for each of the selected student names.

The duplicate concerns will be created and a dialog box will be displayed.

Choose **OK** (OK) to close the dialog box.

Note Note you will need to add information to a draft duplicated concern that is specific to a particular student such as individually uploading a copy of their assignment or SafeAssign report.

Step after Refer to the job aid *Edit a draft concern* and *Edit, send and view a concern letter*.
Remember to submit the original draft concern that you duplicated (refer *Edit a draft concern*).

Related job aids

- Create a new concern.
- Edit a draft concern.
- Edit, send and view a concern letter.
- 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.

© Griffith University 2010 Apart from fair dealing as permitted by the copyright law of your country, this work may be reproduced in whole or in part for non-profit educational use, provided correct attribution is given. Abstracting with credit is permitted. Other uses should be discussed with the copyright owner.