Overview – Course Convenors

The Student Academic Integrity Management System captures, manages and tracks concerns about student academic misconduct. Features have been provided within the system to enable Course Convenors to raise and track concern from initiation to completion.

System features

Course Convenors have access to the following features after accessing the system:

- Enter a new concern
- Duplicate a concern
- Record investigation outcomes
- Record student actions
- Close a concern
- View, edit and send student letters
- View a concern's status

Navigation

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

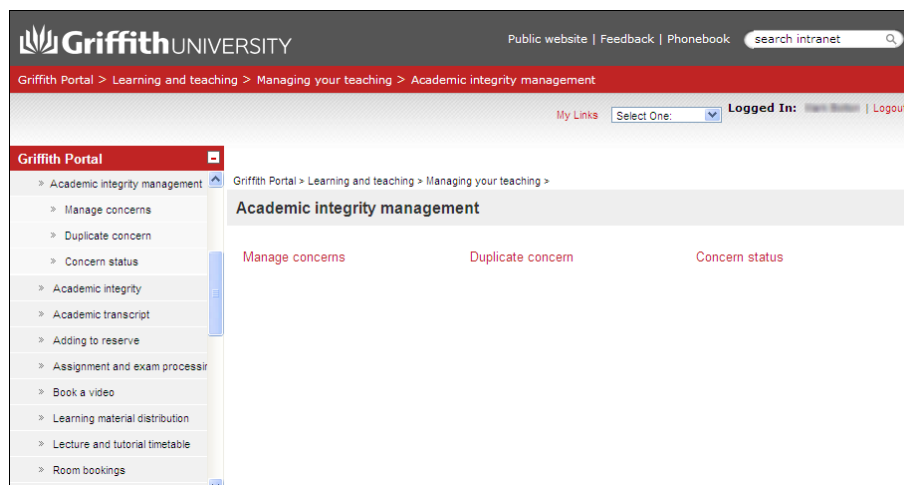The Academic Integrity Management menu items will be displayed.

Figure 1 Accessing Student Academic Integrity Management from the Griffith Portal

Navigation items

After accessing the system via the Griffith portal the following navigation items are displayed. Descriptions of the navigation items are provided in the following table.

Figure 2 Navigation items

Navigation Item	Description
Manage concerns	This navigation item enables the Course Convenor to enter a new concern, record investigation outcomes, record student actions to be taken and record when a student has completed the required actions. The convenor can also edit, send and view student letters.
Duplicate concerns	This navigation item enables the Course Convenor to create clones of an existing draft concern for a number of selected students.
Concern status	This navigation item enables the Course Convenor to view the status of a concern with which they have an association. This feature allows the viewing of the concern in display only mode the concern is not able to be edited.

Table 1 Navigation items descriptions

Step after	Refer to the job aid *Create a new concern*.

Related job aids

- Create a new concern.
- Glossary of terms.

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.