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## **Academic Integrity Module**

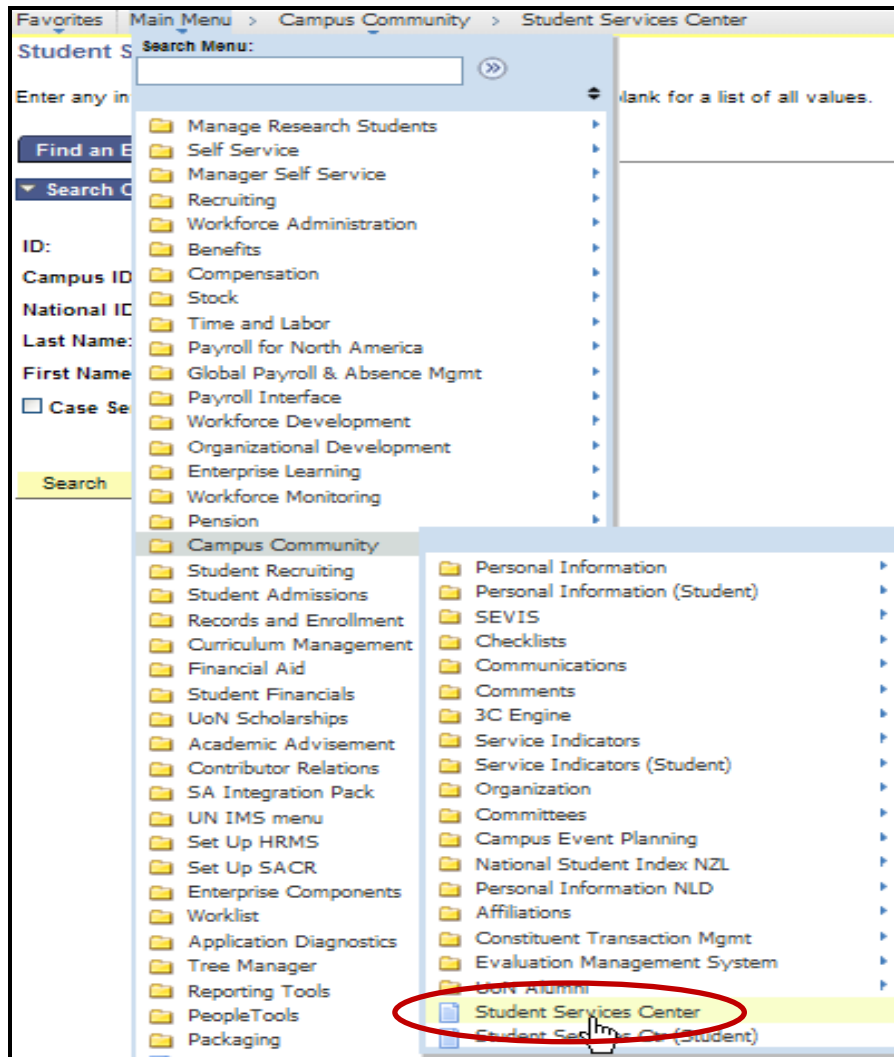
### **Information for Staff – NUSTAR and MyHub**

- 1. HOW TO VIEW WHAT A STUDENT SEES IN MYHUB RELATING TO THE AIM (HOLDS AND TO DO LISTS)**
- 2. HOW TO CHECK THE AUTOMATIC EMAIL NOTIFICATIONS SENT TO A STUDENT**
- 3. HOW TO CHECK AN INDIVIDUAL STUDENT HAS COMPLETED THE AIM**
- 4. HOW TO VIEW AIM COMPLETION STATUS REPORTS (BY FACULTY, PROGRAM, SCHOOL, COURSE, STUDENT)**

# 1. HOW TO VIEW WHAT A STUDENT SEES IN MYHUB RELATING TO THE AIM (HOLDS AND TO DO LISTS)

A student will be informed via the To Do list in their MyHub account that they are required to complete the Academic Integrity Module (AIM). Staff members who have access to NUSTAR and the Admin view of MyHub can view these details through the following pathway:

**Pathway:** Main Menu>Campus Community>Student Services Center



- 1.1. Insert the Student Number or Student Names in the relevant fields and click the Search button

The screenshot shows a search interface titled "Find an Existing Value". Under the "Search Criteria" section, there are five input fields, each with a "begins with" dropdown menu and a text box. The first field (ID) has a blacked-out value. Below these fields is a "Case Sensitive" checkbox. At the bottom, there are "Search" and "Clear" buttons, along with links for "Basic Search" and "Save Search Criteria".

- 1.2. Information regarding the AIM is located on the right side of the page under Holds and To Do List

The screenshot displays the "my Enrollments" page. A central notification box states "You are not enrolled in classes." Below it, a section titled "Not Studying for a Term?" offers the option to "take Leave of Absence\* or". On the right sidebar, the "Holds" and "To Do List" sections are highlighted with a red box. Both sections list "Uni Academic Integrity Module" with a "details" link.

- 1.3. Note that initially the student will only have a notification under the To Do List.
- 1.4. If the student has not completed the AIM by the end of their first term of enrolment, a hold will be placed on their record. This can be viewed under Holds in MyHub.
- 1.5. The Hold will prevent the student from enrolling, viewing their results, graduating and obtaining a formal transcript.

## 2. HOW TO CHECK THE AUTOMATIC EMAIL NOTIFICATIONS SENT TO A STUDENT

Staff members who have access to NUSTAR can view the AIM communications sent to students.

**Pathway:** Main Menu>Campus Community>Communications>Person Communications>Communication Detail

2.1. Insert the student number or name details and click on the Search button

Favorites | Main Menu | Campus Community > Communications > Person Communica

### Communication Detail

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

Find an Existing Value

▼ Search Criteria

ID: begins with [redacted] 🔍

Sequence Number: = [ ]

Communication Date: = [ ] 📅

Academic Institution: begins with [ ] 🔍

Administrative Function: begins with [ ] 🔍

Communication Category: begins with [ ] 🔍

Communication Context: begins with [ ] 🔍

National ID: begins with [ ]

Campus ID: begins with [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

### Search Results

View All

ID	Sequence Number	Communication Date	Name	Academic Institution	Administrative Function	Communication Category	Communication Context
[redacted]	1	01/11/2012	[redacted]	UNAU	SFCO	SFIN	COL030
[redacted]	3	13/12/2012	[redacted]	UNAU	STRM	AIM	GAIM
[redacted]	4	13/12/2012	[redacted]	UNAU	STRM	AIM	GAIM
[redacted]	5	13/12/2012	[redacted]	UNAU	STRM	AIM	GAIM
[redacted]	6	14/12/2012	[redacted]	UNAU	GEN	AIM2	GAIM2
[redacted]	7	14/12/2012	[redacted]	UNAU	GEN	AIM2	GAIM2

2.2. Note the Communication Category in the Search Results. Those emails related to the AIM have the Communication Category of AIM.

2.3. By clicking on any one of these hyperlinks, details of the communication can be viewed.

The Communication Detail 1 tab provides information on the date and time of the email as well as the type of information next to Letter Code. The example below shows that the correspondence is an 'Academic Integrity NSI Added' email.

Communication Detail 1		Communication Recipient Data	Communication Attachments
Student's name	ID: Student number		
<b>Communication Assignment</b>			
Assign DateTime:	14/12/2012 10:22:39AM		
Function:	GEN	General	<a href="#">Variable Data</a>
Institution:	The University of Newcastle		
Comm Key:	.		
Category:	AIM2	AIM General Communication	
Context:	GAIM2	GAIM General Communication	
Method:	E	E-Mail	
Direction:	Outgoing Communication		
Letter Code:	AI7	Academic Integrity NSI Added	<input type="checkbox"/> Include Enclosures <a href="#">Enclosures</a>
<b>Communication Process Details</b>		<b>Checklist Association</b>	
Communication Date:	14/12/2012	Begin Time: 10:22AM	End Time: 10:22AM
Comments:	<input type="text"/>	<input type="checkbox"/> Print Comment	Sequence: Item Sequence:
Communication ID:	7806015	Munt, Frances Elizabeth	
Department:	<input type="checkbox"/> Create Joint Communications		
	Related ID:		
<b>Communication Outcome</b>			
Communication Generation Date:	14/12/2012		
<input checked="" type="checkbox"/> Communication Completed	Date Activity Completed: 14/12/2012		
<input type="checkbox"/> Unsuccessful Outcome	Reason:		

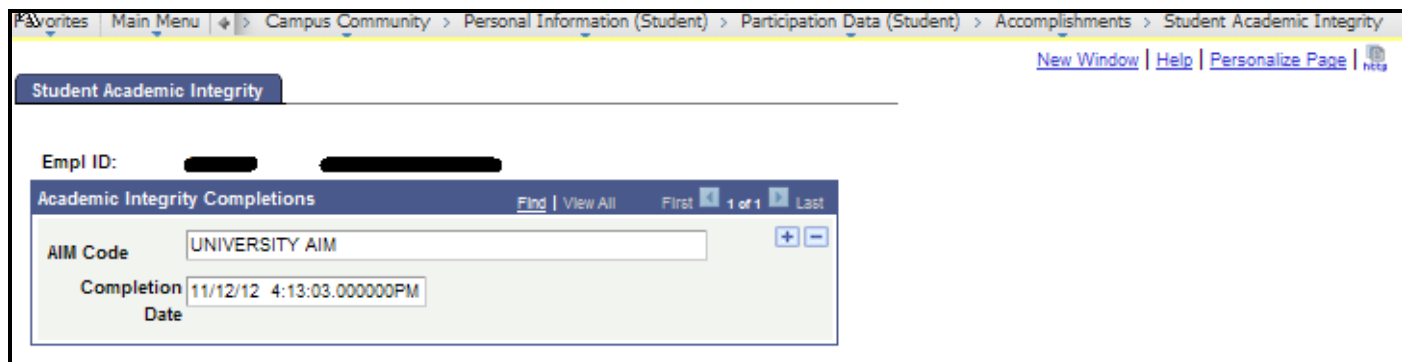
The Communication Attachments tab provides detail on the content of the email.

Communication Detail 1	Communication Recipient Data	Communication Attachments
Student's name	ID: Student number	
<p><b>From:</b> 15000-UoN-Enquiries@newcastle.edu.au</p> <p><b>To:</b> [REDACTED]</p> <p><b>CC To:</b></p> <p><b>Subject:</b> <b>URGENT ACTION REQUIRED: A hold has been placed on your student record</b> Dear [REDACTED]</p> <p>Our records show that you have not yet completed the University Academic Integrity Module. It is a requirement of your enrolment that you complete this module before the end of your first term of enrolment, which is now overdue. A hold has been placed on your student record, preventing you from viewing your grades and transcripts, re-enrolling, or graduating.</p> <p>To access the Academic Integrity Module, log in to Blackboard and select the Academic Integrity Module tab. Click on the UNIVERSITY ACADEMIC INTEGRITY MODULE link and follow the prompts.</p> <p>Regards, Professor Andrew Parfitt Deputy Vice-Chancellor (Academic) University of Newcastle</p>		

### 3. HOW TO CHECK AN INDIVIDUAL STUDENT HAS COMPLETED THE AIM

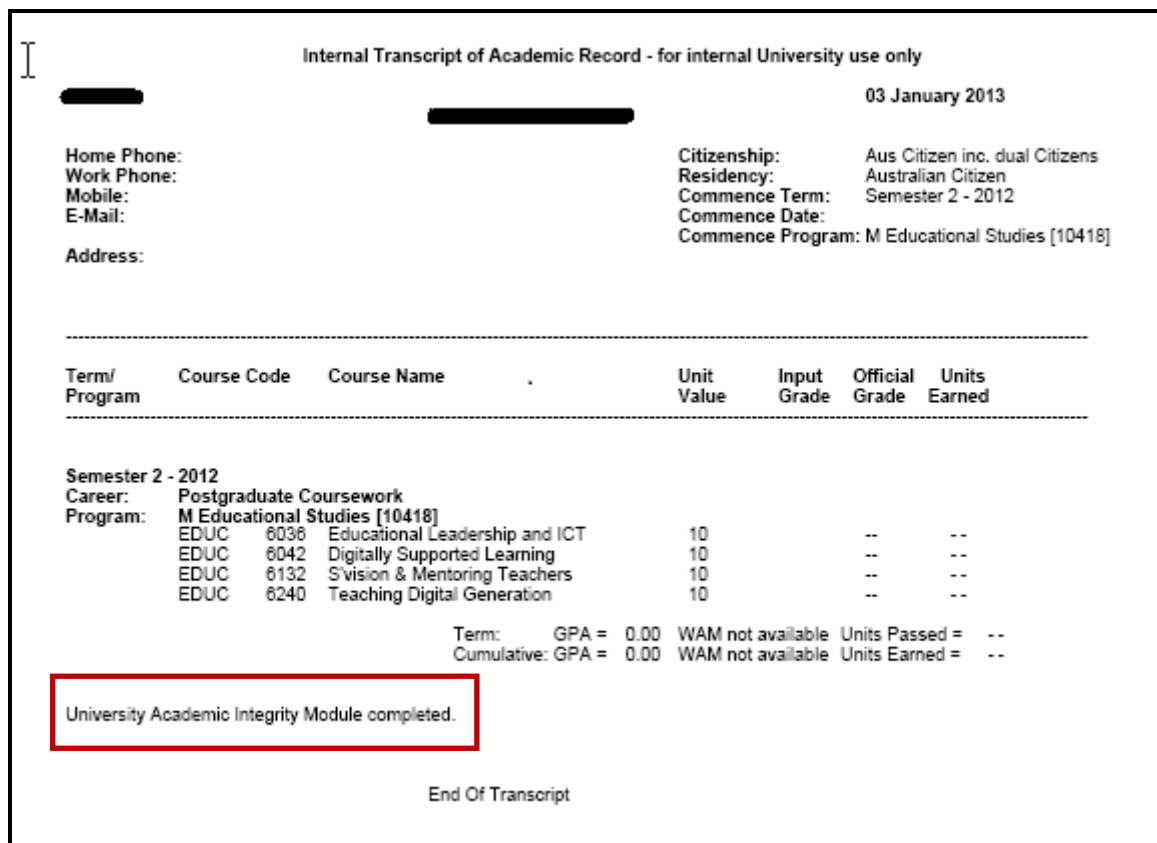
Once an individual student has completed the AIM, this can be identified using one of the following methods:

**Pathway:** Campus Community > Personal Information (Student) > Participation Data (Student) > Accomplishments > Student Academic Integrity



**Pathway:** Records and Enrolment > Transcripts > UoN Internal Transcripts

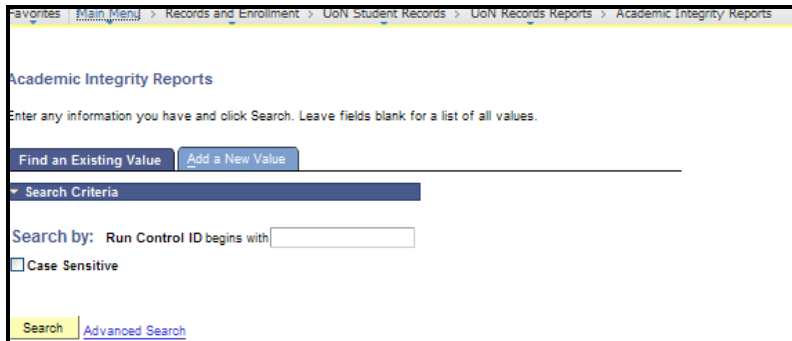
A comment will appear on both the internal academic transcripts. If the student has not completed the AIM, there will be no comment.



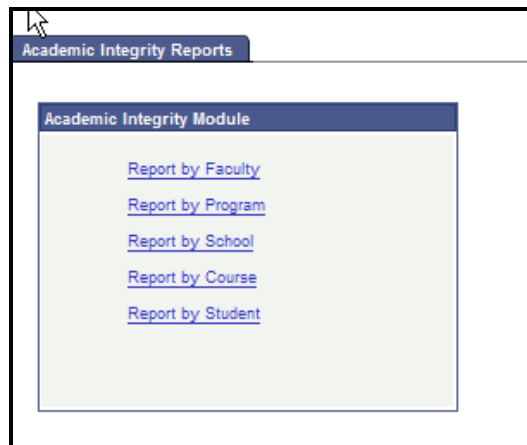
#### 4. HOW TO VIEW AIM COMPLETION STATUS REPORTS (BY FACULTY, PROGRAM, SCHOOL, COURSE, STUDENT)

There are a number of reports that staff members with NUSTAR access can run.

**Pathway:** Main Menu>Records and Enrollment>UoN Student Records>UoN Records Reports>Academic Integrity Reports



- 4.1. Click Search and select the Run Control with \_RC if more than 1 is provided. If the following page appears, there is no need to select a Run Control.



- 4.2. Select the relevant report, insert the parameters and click on View Results.

UN\_AIM\_BY\_FAC - Completed AIM by Faculty

AIM Code: UNIVERSITY AIM

Faculty: FEDUA

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

View All First 1-9 of 9 Last

	Faculty	StudentID	First Name	Last Name	Email	Program	Program Descr	Program Status	Admit Term	Career	Campus	Citizenship Status	AIM Code	Student Completion Date
1	FEDUA					12211	G Cert Theology	AC	5280	PGCW	CALLA	1	UNIVERSITY AIM	13/12/2012 2:18:10PM
2	FEDUA					12211	G Cert Theology	AC	5280	PGCW	CALLA	1	UNIVERSITY AIM	13/12/2012 3:42:14PM
3	FEDUA					10418	M Educational Studies	AC	5280	PGCW	CALLA	1	UNIVERSITY AIM	11/12/2012 4:13:03PM