Academic Integrity Module
Information for Staff – NUSTAR and MyHub

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1. HOW TO VIEW WHAT A STUDENT SEE 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

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

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

![Search Criteria](image)

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.

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

![AIM Completion Example](image)

**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.

![Transcript Example](image)
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.