This guide will demonstrate how to import the **Academic Integrity module containing the Academic Integrity test** into an existing Bb course.

Understanding Academic Integrity at Northern College

Welcome to Northern College's Academic Integrity Modules. These modules have been designed to help you discover the basics of academic integrity, and what you need to know to succeed at Northern. Understanding these requirements is essential and you are asked to complete these modules to assist you in preparing to complete work that will meet the college standards. The ideas related to why you may engage in Academic dishonesty and the consequences are also discussed. These modules provide you with the tools and knowledge to maintain academic integrity.

At the conclusion of all four (4) modules, you will be required to complete a quiz for marks towards your Communications credit. You must achieve a score of 80% to pass.

Please Note: Your progress through the modules will be tracked by your professor to ensure that you have read through every slide. Failure to complete the required readings and activities will result in a failing grade on this assignment.

There are two versions of the Academic Integrity module available. An "F20-AI2020T" module that contains a test that students are required to complete (the test will be incorporated into an existing Bb courses gradebook) and an "F20-AI2020NT" version that does not contain a test.

It is anticipated that all Communications courses will use the module that contains the test, while all other courses will make use of module without the test. Please be sure to import the correct module if you have been provided access to both versions.

Note the letter T in the file name. This version contains the test

Note the Letters NT in the file name. This version does not contain the

STEP 1:

Visit the College's employee portal site found at:

http://www.northernc.on.ca/employee-portal/

And log into through the orange Employee Login button

Employee Login
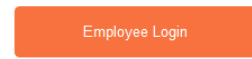
Under the **Blackboard Tools** section you will see a link to the Academic Integrity Modules where you find two zip files. Pick the one you want and download that version to any location on your computer. It does not matter where you place it, as long as you can find it in a few moments.

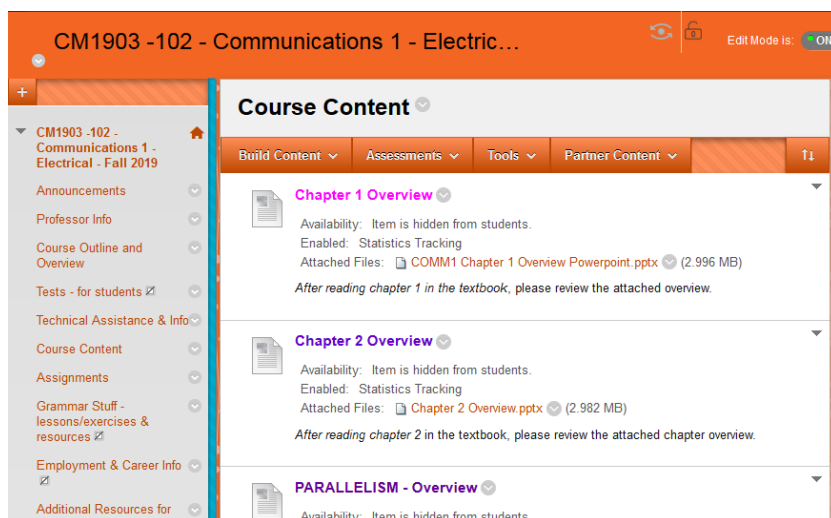Once you save the file, it should look something like this on your computer.
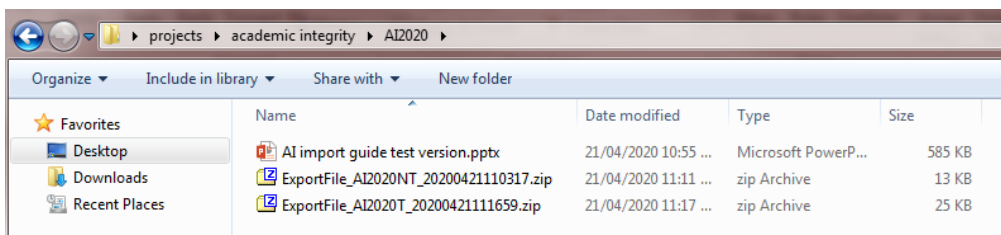
STEP 2:

Log on to Blackboard at:

https://blackboard.northerncollege.ca/
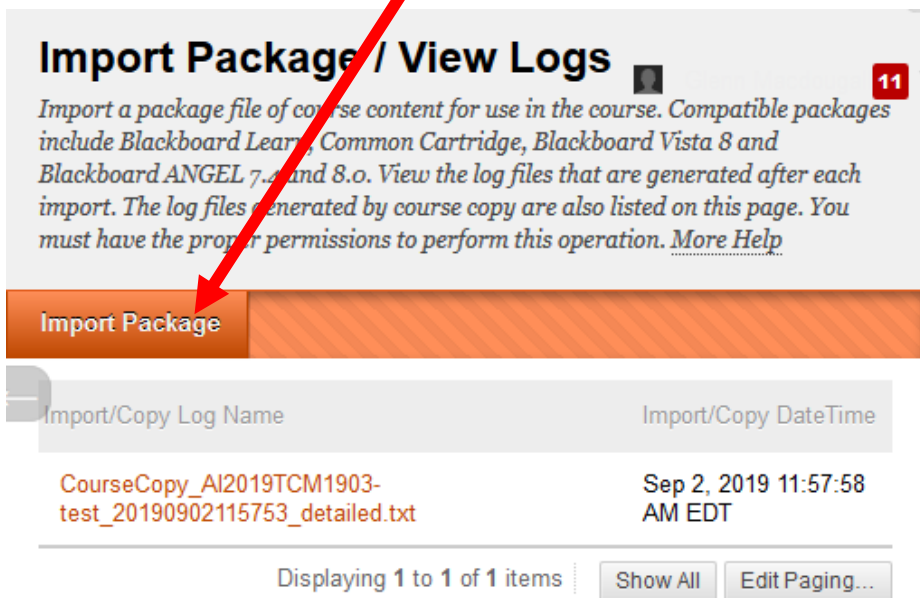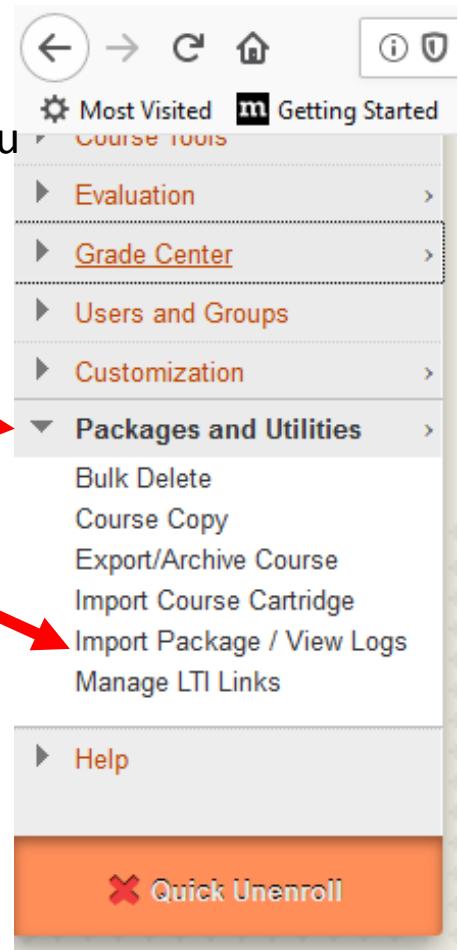
And open the course you plan to add the AI module to

STEP 3:

Scroll down your left hand menu, until you
see the "Packages and Utilities tab

Click on it to expand the menu choices
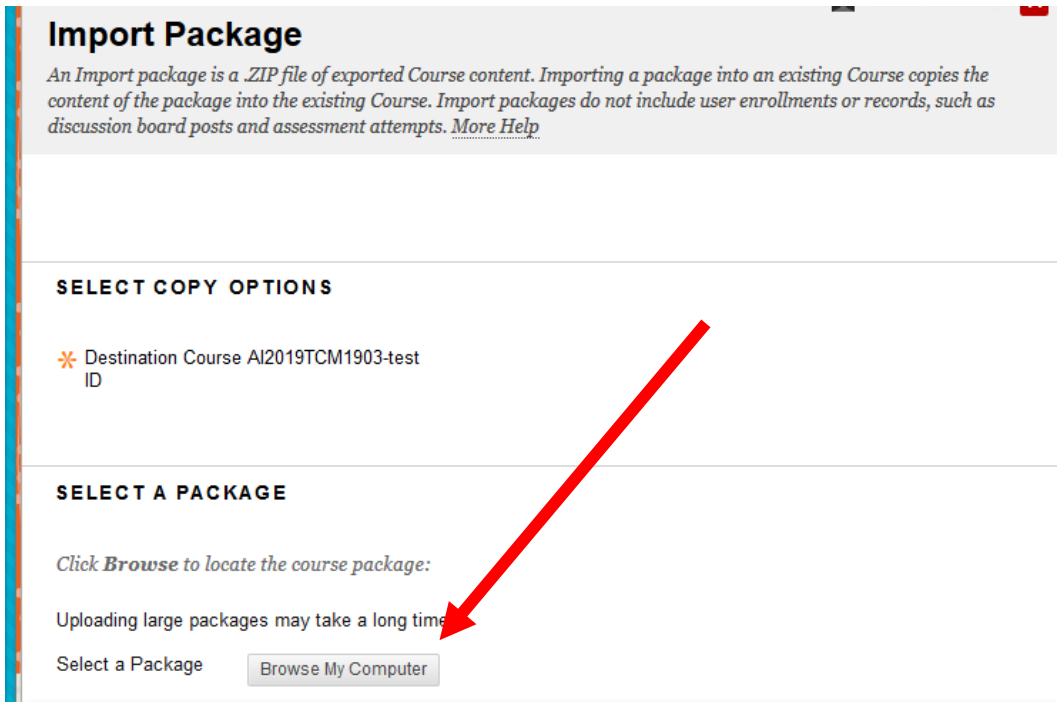and then click on the "Import
Package/view logs" link

You will next see the Import Package
window. There may or may not be other
items listed from previous course copies
and you can ignore these.

Click on the Import Package link

- Course Tools
- ▶ Evaluation   >
- ▶ Grade Center   >
- ▶ Users and Groups
- ▶ Customization   >
- ▼ **Packages and Utilities**   >
   - Bulk Delete
   - Course Copy
   - Export/Archive Course
   - Import Course Cartridge
   - Import Package / View Logs
   - Manage LTI Links
- ▶ Help

✖ Quick Unenroll

Import Package / View Logs

Import a package file of course content for use in the course. Compatible packages include Blackboard Learn, Common Cartridge, Blackboard Vista 8 and Blackboard ANGEL 7.4 and 8.0. View the log files that are generated after each import. The log files generated by course copy are also listed on this page. You must have the proper permissions to perform this operation. More Help

Import Package

Import/Copy Log Name	Import/Copy DateTime
CourseCopy_AI2019TCM1903-test_20190902115753_detailed.txt	Sep 2, 2019 11:57:58 AM EDT

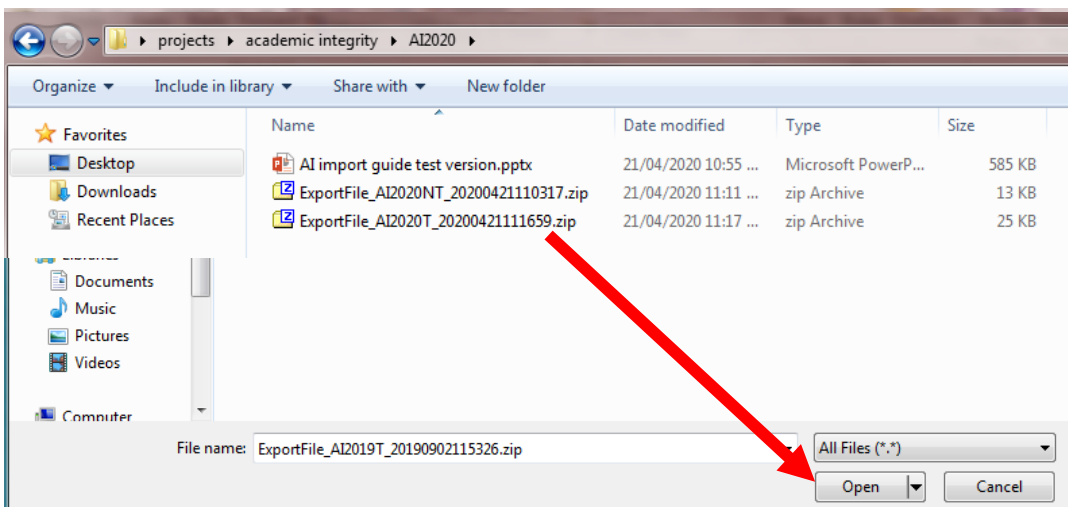Displaying **1** to **1** of **1** items   Show All   Edit Paging...

STEP 4:

The next screen you will see will look like the one below. **Click** on the **Browse My Computer** tab.

Locate the Zip file that you saved to your computer. Highlight it, and then click the Open button

STEP 5:

- You will be returned to the Import Screen, and this time you will see the name of the file you are about to import.

Import Package

An Import package is a .ZIP file of exported Course content. Importing a package into an existing Course copies the content of the package into the existing Course. Import packages do not include user enrollments or records, such as discussion board posts and assessment attempts. More Help

SELECT COPY OPTIONS

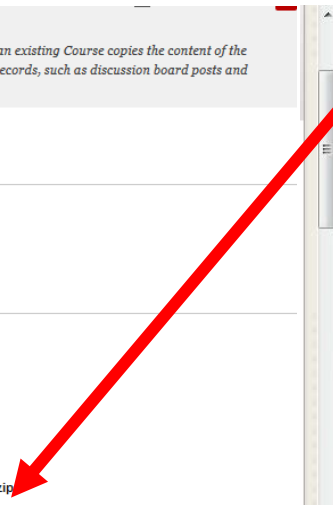✳ Destination Course ID   AI2019TCM1903-test

SELECT A PACKAGE

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

Select a Package   Browse My Computer
Selected File   File Name   **ExportFile_AI2019T_20190902115326.zip**
                   Do not attach

Click **Submit** *to proceed.*   Cancel   Submit
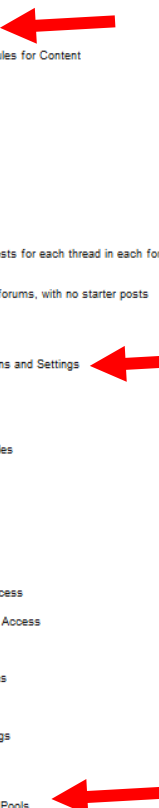
SELECT COURSE MATERIALS

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

Select All   Unselect All

- ☑ Content Areas
- ☐ Adaptive Release Rules for Content
- ☐ Announcements
- ☐ Blogs
- ☐ Calendar
- ☐ Contacts
- ☐ Content Alignments
- ☐ Discussion Board
  - ◉ Include starter posts for each thread in each forum (anonymized)
  - ○ Include only the forums, with no starter posts
- ☐ Glossary
- ☑ Grade Center Columns and Settings
- ☐ Group Settings
- ☐ Journals
- ☐ Retention Center Rules
- ☐ Rubrics
- ☐ Settings
  - ☐ Availability
  - ☐ Banner Image
  - ☐ Course Guest Access
  - ☐ Course Observer Access
  - ☐ Duration
  - ☐ Enrollment Options
  - ☐ Language Pack
  - ☐ Navigation Settings
- ☐ Tasks
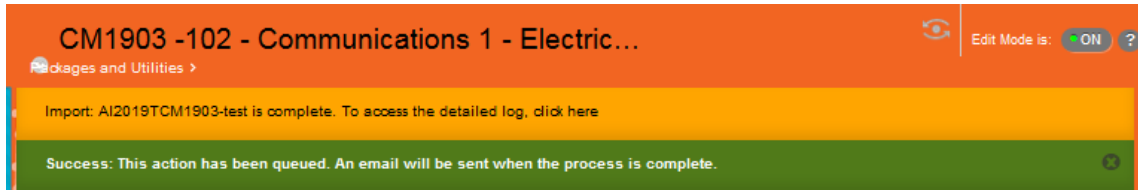- ☑ Tests, Surveys, and Pools
- ☐ Wikis

- Scroll down the screen and be sure to click the boxes beside the:
  - "Content Areas"
  - "Grade Centre Columns and Settings"
  - "Tests, Surveys and Pools"
- Only these three boxes should be checked.
- Click on the **Submit** button

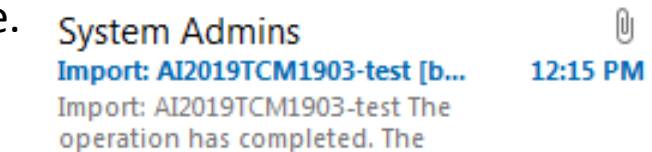*Click* **Submit** *to proceed.*   Cancel   Submit

STEP 6:

- You will be returned to the Import Screen, and this time you will see a message in the green bar indicating the import has been queued.

CM1903 -102 - Communications 1 - Electric...

Edit Mode is: ON ?

Packages and Utilities >

Import: AI2019TCM1903-test is complete. To access the detailed log, click here

Success: This action has been queued. An email will be sent when the process is complete.

- Within a few minutes you will receive an email, indicating the process is complete.

System Admins

Import: AI2019TCM1903-test [b...   12:15 PM

Import: AI2019TCM1903-test The operation has completed. The

Content Collection >

CM1903 -102 - Communications 1 - Electrical - Fall 2019

Announcements

Professor Info

Course Outline and Overview

Technical Assistance & Info

Course Content

Assignments

Email

My Grades

Academic Integrity 2019

- When the import has completed, you will see a new "Academic Integrity modules" tab at the bottom of your course's left hand menu.
- If your course has been made available to students, they too will now see this tab.
- Click on the Academic Integrity modules tab to launch the AI module

STEP 7:

- Since this last section of the AI module contains a test for all students to complete, you should check to ensure that your grade book contains a column for the test, and if necessary you will need adjust your grade totals to allow for the proportion of the course grade that has been allocated for the successful completion of the test.

- The AI test will most likely appear as the last column of your grade book.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help

| Create Column | Create Calculated Column ⌄ | Manage ⌄ | Reports ⌄ | | | Filter | Work Offline ⌄ |

| Move To Top | Email | | | | | Sort Columns By: | Layout Position | Order: | Ascending |

Grade Information Bar

| ☐ Last Name | First Name | / Quiz Chapte | / MyLab Quiz | RF ONLY COM | Total | Weighted Total | Academic Inte |

Selected Rows: 0

| Move To Top | Email |

Icon Legend

Edit Rows Displayed

If you require assistance with configuring Grade Book to account for the new AI module test, please contact Angela Bourgeois in the IT department.