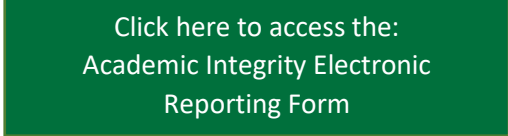




Electronic Report Form Submission Guide

To streamline Academic Incident Reporting for the [Academic Integrity Policy AA48](#), reporting has been converted into an online form. This guide will explain how to access the online form and complete the required elements of the form, which are in line with the current policies and reporting procedures.

Complete the following steps:

1. 
2. To create a **SHORTCUT** to this Electronic Reporting Form:
 - a. Open the Form
 - b. Copy the Form's URL
 - c. Navigate to your computer desktop
 - d. Right click with your mouse on your computer desktop
 - e. Choose the "new" option in the menu that appears
 - f. Select the Shortcut option
 - g. Insert the Form URL in the "Type the location of the item" box
 - h. Click NEXT – and then name/title your shortcut
3. For tracking purposes, only **ONE** student can be entered into the Form at a time. Therefore, if you have a group incident, please complete, and submit a form for each student.
4. Based on the current policy and procedures it is required that faculty/staff communicate with the student about the alleged offence **PRIOR** to submitting the form. For record keeping purposes communication with the student through email is recommended.

5. The form will request faculty/staff to submit information about the correspondence with the student if available. A PDF or a picture file of the correspondence is sufficient.

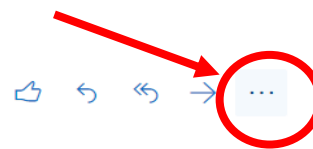
HOW TO CREATE A PDF OF AN EMAIL!

Outlook Desktop Instructions:

- a. Select your email
- b. Go to the **FILE** tab
- c. Select: **Save as Adobe PDF**

Web-Based Outlook Instructions:

- a. Select your email
- b. In the right corner of your message select the More actions ellipsis:



- c. Select the Print option – a print preview will appear.
- d. Select the Print option again in the print preview, and in the printer drop-down menu choose Save as PDF.

6. If faculty/staff have **NOT** communicated with the student about the alleged offence, the form will ask faculty/staff to explain why communication has not occurred.

Completing your electronic report form continued:

7. Once faculty/staff have identified their communication details with the student regarding the alleged offence, faculty/staff will be directed select the **Type of Offence** that has been committed. Faculty/staff will be asked to select one of the following offence types:
 - Plagiarism
 - Citing or Referencing Omission
 - Cheating - Used aids or supports in order to secure an unfair advantage during testing or other evaluation.
 - Unauthorized Collaboration - worked with others without the knowledge or consent of the instructor.
 - Misrepresentation - Falsifying information with the goal of deception. Example: posing as another student to take an assessment; claiming to have completed work that was in fact completed by someone else.
 - Aiding, Abetting, & Unscholarly Behaviour - Helped someone in an act of Academic Dishonesty; Interfered with the ability of another student to successfully complete academic work.
8. Faculty/Staff will then fill in the remaining Required Incident Details
9. Faculty/Staff – when describing the alleged act of academic dishonesty please use proper sentences. **The details captured in this question will be included in the automatic report sent to the students. There are limited character spaces (400), thus if you need to provide more detail, please upload a word document with your comments.**
10. If Faculty/Staff have any additional documentation around the incident they are asked to upload those files. Files help to support the Academic Operations and Planning (AOP) Chair's recommendations for sanctions.
11. Once all required fields in the form are completed Faculty/Staff can **SUBMIT** the form, which will be sent to the AOP Chair's for review.
12. A summary copy of the details collected in the form will be immediately emailed to the faculty/staff member
13. **A summary copy of the details submitted by faculty/staff in the form will be immediately emailed to students as part of their due process rights.**
14. Once a form is submitted you cannot edit the details. Therefore, if Faculty/Staff become aware of an error in the form that has been submitted, Faculty/Staff are directed to contact an AOP Chair as soon as possible. If you run into any other issues with the form, please **DO NOT** contact ITS. Direct form related queries to the AOP Chair's.

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