DURHAM COLLEGE | SUCCESS MATTERS | STUDENT ACADEMIC LEARNING SERVICES (SALS)

1. Log into DC Connect and go to the DC Connect homepage
2. On the right side of the homepage, look for the Register for Resources icon below:

3. Click the SALS ONLINE – Academic Integrity unit
4. Click Register, Submit, Finish, Done
5. The SALS ONLINE – Academic Integrity unit will be on your DC Connect homepage by clicking either Manually Managed Term or All
6. Click Content then click Introduction
7. Once you've visited the Introduction content, including completing the Pre-assessment quiz, the first sub-module will appear
8. There are five sub-modules, each with content and a Check Your Understanding quiz
9. You must visit the content and score at least 50% on the quiz within a sub-module in order to access the next sub-module
10. Complete the Post-assessment quiz. You must score 100% and you have unlimited attempts
11. Once you have visited all of the content in each of the sub-modules, scored 50% or greater in each of the Check Your Understanding quizzes, and scored 100% on the Post-assessment quiz, a Reflection checklist will become visible
12. Complete the Reflection checklist and the Academic Integrity Pledge will become visible. If required, download, read, sign, date and save the Pledge.
13. Obtain your Certificate of Completion

Obtaining the Certificate of Completion

Once you have met **all** the module requirements, you will receive an Update Alert in DC Connect (indicated by 🔔 at the top of the screen) as notification that you have earned an award. This notification may take some time. If you have not received notification within 24 hours of completing the module, review the module to ensure that you have not missed any of the requirements. When you receive notification that you have earned the award, retrieve your certificate by following these instructions:

*   Go to DC Connect and click SALS ONLINE – ACADEMIC INTEGRITY
*   Click the Awards tab near the top of the page. Click My Awards
*   Click the icon for the SALS ONLINE – Academic Integrity Certificate and click Generate Certificate
*   The certificate will be a PDF document that you can save and/or print