The Academic Integrity workshop can be completed online. The online version of this workshop is recommended for students seeking information about academic integrity or completing an assignment for a course.

> **If you have received an Academic Integrity Alert, you are strongly encouraged to attend the live/synchronous workshop. To view workshop times and to register, visit the calendar in SALS ONLINE, ACADEMIC INTEGRITY.**

Complete the SALS ONLINE Academic Integrity Workshop

To complete this workshop, work through the following steps:

1. Log into DC Connect and go to the SALS ONLINE, ACADEMIC INTEGRITY unit.
2. Click the Content tab near the top of the page.
3. Click Content then click Start Here.
4. Once you've visited the Start Here content, including completing the Pre-assessment quiz, the first module will appear.
5. There are five modules, each with content and a Check Your Understanding quiz.
6. You must visit the content and score at least 50% on the quiz within a module in order to access the next module.
7. Complete the Post-assessment quiz. You must score 100% and you have unlimited attempts.
8. Once you have visited all of the content in each of the 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.
9. Complete the Reflection checklist and the Academic Integrity Pledge will become visible. If required, download, read, sign, date and save the Pledge.
10. Obtain your Certificate of Completion.

Obtain Your Certificate of Completion

- Once you have met **all** the requirements, you will receive an Update Alert in DC Connect (indicated by 🔔 at the top of the screen) as a notification that you have earned an award. This notification may take some time to appear and may require that you log out of DC Connect to trigger the alert. If you have not received a notification within 24 hours of completing the workshop, review the workshop to ensure that you have not missed any of the requirements.

- When you receive the notification that you have earned the award, retrieve your certificate by following these instructions:
  1. Click the **Awards** tab near the top of the SALS ONLINE, ACADEMIC INTEGRITY page and click **My Awards**.
  2. Click the icon for the SALS ONLINE [Workshop Name] Workshop.
  3. Click **Generate Certificate**. This will produce a PDF document that you can save, email to your professor, upload to Assignments in DC Connect, or print.

If you have any questions, please contact your professor or email sals@durhamcollege.ca.