

Academic Integrity & Plagiarism Tutorial

Accessing the tutorial on Sakai

Before you can access the tutorial, you must “join” the site in Sakai:

1. Go to <https://sakai.durhamtech.edu/>
2. Login with your Sakai user name and password.
3. In the menu on the left, click the **MEMBERSHIP** button.
4. Click the **JOINABLE SITES** tab along the top.
5. Click the **JOIN NOW** link beside the *Academic Integrity & Plagiarism Tutorial*.

To access the tutorial (after joining):

1. Click **SITES** in the upper right corner.
2. Under the **PROJECTS** section, click the link that says **Academic Integrity & ...**
 - You are now in the tutorial!
 - You do not have to complete the tutorial in one sitting – you can leave and come back later, and pick up where you left off.
 - When you come back, **you do not have to “join” again** – just click on **SITES** to access the tutorial from now on.

Taking the tutorial

Follow the instructions in the tutorial site. Basically, you will...

- Click on **Lessons** in the tutorial site menu.
- Complete the eight (8) lessons in order. Each lesson has some questions that you must answer.
- You cannot move on to the next lesson until you answer all questions (right or wrong).
- After you complete all eight (8) lessons, you can take the Final Assessment.
- You must score 80 or higher on the Final Assessment to earn a Certificate of Completion.
- You can re-take the Final Assessment as many times as needed to attain a score of 80.

Getting your Certificate of Completion

- After submitting the Final Assessment, click on **CERTIFICATION** in the tutorial site menu.
- On the right, under **View Certificate**, click the **VIEW** link to see your certificate (PDF).
 - If you don't see a **View** link... you'll see instead a message that says “Requirement(s) not met.” This means you scored less than 80 on the Final Assessment and must retake it, or you didn't complete all modules and must do that and then take the Final Assessment. Visit the **GRADEBOOK** in the tutorial site to identify which items you've done and any you need to do.
- **Share your certificate with your instructor**, to show them that you completed the tutorial. You can print your certificate and give it to your instructor, or save/download it and email it to your instructor. *You will not receive credit for completing the tutorial unless you do this step!*