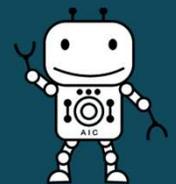


Academic Integrity App





App Development

- Speed up the process
- Case tracking
- Aid data entry
- Reduce paperwork
- Facilitate PDF signature issues
- Preempt redaction requirements



Current Case Report Form Process




Recommendations for sanction.

Typical sanctions include suspension, reduction of grade by a specific percentage, loss for assignments/teams, suspended activities such as extracurricular and leadership roles, and suspension. Please note that these sanctions are made by the Academic Integrity Committee. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.

When completing the form for a single assignment discuss the alleged violation, please ensure the student is advised of their rights to a hearing and to request a support person to the meeting between the student and instructor or with the Case Report Form and all evidence will be reviewed by and presented to the student.

The student is advised that they may bring a support person to the meeting between the student and instructor or with the Case Report Form and all evidence will be reviewed by and presented to the student.

The student is advised that they may submit a written statement to the Academic Integrity Committee by email or in person.

Signature of Faculty Member: _____ Name of Faculty Member: _____ Date: 01/04/2022



Why have you not been completed by using a print copy, or using the latest version of Canvas LMS or Canvas LMS desktop application?

Step One - To be completed by Faculty Member

Faculty Member:

- Fill out the form online, including your student assignment or case fact form. Use multiple forms if the student involves multiple assignments or case fact forms. Use multiple forms if the student involves multiple assignments or case fact forms. Use multiple forms if the student involves multiple assignments or case fact forms.
- Print out a hard copy of the form and email it to the Academic Integrity Commission. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.
- Complete a printed copy of the form and email it to the Academic Integrity Commission. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.
- Save the form to your computer or cloud storage (i.e., OneDrive, Google Drive, etc.).
- Sign the form and email it to the Academic Integrity Commission. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.

Student Name: _____ **Student Email:** _____

Faculty Member Name: _____ **Course Name and Number:** _____

Assignment Number or ID: _____ **Department:** _____ **Term or Semester:** _____

Description of Violation of Academic Integrity Policy (EO 12.1.1): _____ (provide assignment or exam please use Page 4 if you need more room)

Recommendations for sanction.

Typical sanctions include suspension, reduction of grade by a specific percentage, loss for assignments/teams, suspended activities such as extracurricular and leadership roles, and suspension. Please note that these sanctions are made by the Academic Integrity Committee. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.

When completing the form for a single assignment discuss the alleged violation, please ensure the student is advised of their rights to a hearing and to request a support person to the meeting between the student and instructor or with the Case Report Form and all evidence will be reviewed by and presented to the student.

The student is advised that they may bring a support person to the meeting between the student and instructor or with the Case Report Form and all evidence will be reviewed by and presented to the student.

The student is advised that they may submit a written statement to the Academic Integrity Committee by email or in person.

Signature of Faculty Member: _____ Name of Faculty Member: _____ Date: 01/04/2022

Why have you not been completed by using a print copy, or using the latest version of Canvas LMS or Canvas LMS desktop application?

Step One - To be completed by Faculty Member

Faculty Member:

- Fill out the form online, including your student assignment or case fact form. Use multiple forms if the student involves multiple assignments or case fact forms. Use multiple forms if the student involves multiple assignments or case fact forms.
- Print out a hard copy of the form and email it to the Academic Integrity Commission. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.
- Complete a printed copy of the form and email it to the Academic Integrity Commission. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.
- Save the form to your computer or cloud storage (i.e., OneDrive, Google Drive, etc.).
- Sign the form and email it to the Academic Integrity Commission. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.

Student Name: _____ **Student Email:** _____

Faculty Member Name: _____ **Course Name and Number:** _____

Assignment Number or ID: _____ **Department:** _____ **Term or Semester:** _____

Description of Violation of Academic Integrity Policy (EO 12.1.1): _____ (provide assignment or exam please use Page 4 if you need more room)

Recommendations for sanction.

Typical sanctions include suspension, reduction of grade by a specific percentage, loss for assignments/teams, suspended activities such as extracurricular and leadership roles, and suspension. Please note that these sanctions are made by the Academic Integrity Committee. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.

When completing the form for a single assignment discuss the alleged violation, please ensure the student is advised of their rights to a hearing and to request a support person to the meeting between the student and instructor or with the Case Report Form and all evidence will be reviewed by and presented to the student.

The student is advised that they may bring a support person to the meeting between the student and instructor or with the Case Report Form and all evidence will be reviewed by and presented to the student.

The student is advised that they may submit a written statement to the Academic Integrity Committee by email or in person.

Signature of Faculty Member: _____ Name of Faculty Member: _____ Date: 01/04/2022

Why have you not been completed by using a print copy, or using the latest version of Canvas LMS or Canvas LMS desktop application?

Step One - To be completed by Faculty Member

Faculty Member:

- Fill out the form online, including your student assignment or case fact form. Use multiple forms if the student involves multiple assignments or case fact forms. Use multiple forms if the student involves multiple assignments or case fact forms.
- Print out a hard copy of the form and email it to the Academic Integrity Commission. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.
- Complete a printed copy of the form and email it to the Academic Integrity Commission. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.
- Save the form to your computer or cloud storage (i.e., OneDrive, Google Drive, etc.).
- Sign the form and email it to the Academic Integrity Commission. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.

Student Name: _____ **Student Email:** _____

Faculty Member Name: _____ **Course Name and Number:** _____

Assignment Number or ID: _____ **Department:** _____ **Term or Semester:** _____

Description of Violation of Academic Integrity Policy (EO 12.1.1): _____ (provide assignment or exam please use Page 4 if you need more room)

Recommendations for sanction.

Typical sanctions include suspension, reduction of grade by a specific percentage, loss for assignments/teams, suspended activities such as extracurricular and leadership roles, and suspension. Please note that these sanctions are made by the Academic Integrity Committee. Please provide evidence on Page 4 if you are recommending a specific sanction or wish to be considered for the committee.

When completing the form for a single assignment discuss the alleged violation, please ensure the student is advised of their rights to a hearing and to request a support person to the meeting between the student and instructor or with the Case Report Form and all evidence will be reviewed by and presented to the student.

The student is advised that they may bring a support person to the meeting between the student and instructor or with the Case Report Form and all evidence will be reviewed by and presented to the student.

The student is advised that they may submit a written statement to the Academic Integrity Committee by email or in person.

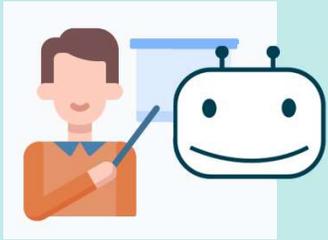
Signature of Faculty Member: _____ Name of Faculty Member: _____ Date: 01/04/2022



- Instructor completes Case Report Form (CRF) and sends to Student
- Student acknowledges receipt, adds comments and returns to Instructor
- Instructor views, adds comments, and forwards to Chair
- Chair views, adds comments, and forwards to Dean
- Dean views, adds comments and forwards to AIC email
- The student's signature is not required to continue the process
- The Case Report Form is incomplete without ALL Faculty signatures. Which causes delays
- This interferes with the student's right to expedient adjudication



Academic Integrity App Case Reporting Process



- ✓ Speed up the process
- ✓ Provide tracking
- ✓ Aid data entry
- ✓ Reduce paperwork
- ✓ Facilitate PDF signature issues
- ✓ Preempt redaction requirements



Credentials Determine Access



tru.ca

Academic Integrity

V. 106



THOMPSON RIVERS UNIVERSITY

[Start Here](#)



Creating a New Case

- Case creation starts by choosing the type of course the allegation is in.

The screenshot shows the 'Academic Integrity' Power App interface. At the top, the header includes the Thompson Rivers University logo, the text 'Power Apps | Academic Integrity-App-2', and various utility icons. The main title 'Academic Integrity' is centered. Below the title, the user's email 'jhedge@tru.ca' is displayed on the left. A search bar is located on the right. The primary action area contains the text 'Start a new Academic Integrity Case Here :' followed by two large blue buttons: 'On Campus Course' and 'Open Learning Course'. Two red arrows point from the top of the slide to these two buttons. To the right of the buttons is a list of existing cases, each with a document icon, a name, and a right-pointing chevron. The list contains two entries: 'Julia Hedge-67' and 'Julia Hedge-72'.

Document Icon	Case Name	Action
	Julia Hedge-67 67	>
	Julia Hedge-72 72	>



Setting up the Case

TRU - Academic Integrity

Info Details Stu-Comment Chair-Comment Dean-Comment Sanction-Details

Title CaseNumber Status

Department CourseNumber Term

* Student Name * Student TID * Faculty Member

* Chair Name * Dean Name Allegation

Assignment# or Exam Type

Discard Next Add Attachments

- Instructor adds all pertinent information.
- The app writes all information to confidential Sharepoint database



Description of Violation

The screenshot shows a mobile application interface for Thompson Rivers University. At the top, there is a header with the university logo and the text "THOMPSON RIVERS UNIVERSITY" and "Power Apps | Academic Integrity-App-2". Below the header, the title "TRU - Academic Integrity" is displayed. There are several tabs: "Info", "Details" (which is selected), "Stu-Comment", "Chair-Comment", "Dean-Comment", and "Sanction-Details". The "Details" tab contains a form with two main sections. The first section is labeled "* Student TID" and has a text input field with the placeholder text "Eg. T12345678". The second section is labeled "* Description of Violation of Academic Integrity Policy ED 5-0 with respect to a particular assignment or exam." and features a rich text editor with a toolbar containing options for bold, italic, underline, link, unlink, and list. At the bottom of the form, there are three buttons: "Discard", "Submit Form", and "Add Attachments".

- Description of the allegation
- Can only be submitted and modified by the instructor



Attachments

- Supporting evidence
- Automatically coded
- Can be changed

The screenshot shows a mobile application interface for 'Academic Integrity'. At the top, there is a dark blue header with the university logo and the text 'THOMPSON RIVERS UNIVERSITY' on the left, and 'Power Apps | Academic Integrity-App-2' in the center. On the right side of the header are several icons: a gift, a window, a download arrow, a gear, a question mark, and a circular profile icon with the initials 'JH'. Below the header, the main content area has a light blue background. On the left, there is a blue 'Back' button. In the center, the title 'Academic Integrity' is displayed in a large, serif font. To the right of the title, the text 'Case# 73' is visible, followed by '67' and '0' on separate lines. Below the title, there is a large white rectangular area, likely a placeholder for an attachment. To the left of this area, a small white box contains the text 'There is nothing attached.' At the bottom right of the screen, there is a prominent blue button labeled 'Submit Form'.



Submit Without Attachments - Warning Message

Choosing "Submit" sends this form and attachments to the student for review and sign off.

Before you submit, please:

- COMPLETE ALL SECTIONS
- APPEND ATTACHMENTS

Submit

Back



Sharepoint Database - Cases

Academic Integrity Committee-O365 | New Tab | Academic Integrity-App-2 - Powe | +

onetrु.sharepoint.com/teams/comm_AIC-O365/Lists/Academic%20Honesty/AllItems.aspx

THOMPSON RIVERS UNIVERSITY | SharePoint | Search this list

OneTRU Home | QuickLinks | Committees | Employee | TRU Hubs | Workplace Culture | Ellucian Links | Tech Training

THOMPSON RIVERS UNIVERSITY | Academic Integrity Committee-O365 | Private group | Following | 14 members

Home | Teams | Case Report Forms | Shared with us | Agendas and Minutes | Recycle bin | Edit

Return to classic SharePoint

Academic Honesty ☆

Title	CaseNumber	TID	Department	CourseNumber	Created	Allegation	Sanction
Joey Manuel-1	1	T1234		fggrgr	August 04, 2021	Fabrication	None
Joey Manuel-2	2	T1234		thfyjtyjty	August 04, 2021	Academic Misco...	None
Joey Manuel-3	3	T1234		hhhhhhhh	August 04, 2021	Cheating	None
Joey Manuel-4	4	T7890		hhhhhhhhhhhhhhrrrrrrrrr	August 04, 2021	Fabrication	None
-5	5			phil 1000	August 04, 2021	Cheating	None
Marian Anderberg-5	5			SOCW 1231	August 04, 2021	Cheating	None
-5	5				August 04, 2021		None
Nadia Karim-6	6	test			August 04, 2021		None



Sharepoint Database - Attachments

The screenshot shows a SharePoint page for the 'Academic Integrity Committee-O365' team. The page title is 'Academic Honesty Attachments'. The table below lists the attachments:

Name	Modified	Modified By	CaseNumber	AttachmentID
20211129_This form is for TRU internal boo...	February 7	Cara McKelvey	57	
4 - CER - Template - Jun - 2022.pdf	September 20	Joey Manuel	70	
4253 - Othello and the Aristotle Tragedy Ru...	April 21	Julia Hedge	62	
70 - Banner timeout error.png	September 23	Joey Manuel	70	
70 - TCAButton.png	September 22	Joey Manuel	70	
70 - tru-logo2 - email,signature.jpg	September 22	Joey Manuel	70	
72 - Programming - CFBX 92.pdf	September 28	Julia Hedge	72	72 - 1
73 - LIVE-VIRTUAL-ESSENTIAL-WORKPLACE...	October 5	Julia Hedge	73	73 - 0
77856DF.png	September 22	Joey Manuel	70	



Email Notifications

From: [SharePoint](#)
To: [Julia Hedge](#)
Subject: Academic Integrity Case
Date: Monday, May 2, 2022 10:41:56 AM
Importance: Low

Notification to Faculty/OLFM initiating case

You have initiated an academic integrity case:

Case Initiated: 2022-05-02T17:41:21Z

Case File Number: 67

Student: Julia Hedge

T-ID: T00705745

Assignment: Cheating

Course: 1234

From: [SharePoint](#)
To: [Julia Hedge](#)
Subject: AIC case (Faculty)-
Date: Monday, May 2, 2022 10:44:45 AM
Importance: Low

This message is your confirmation that there has been no student response to the academic integrity case you initiated:

Case Initiated: 2022-05-02T17:41:21Z

Case File Number: 67

Student: Julia Hedge

T-ID: T00705745

Assignment: Cheating

Course: 1234

The case will now proceed to Joey Manuel for their review and sign-off.



Email Notifications

OSA Case - Julia Hedge-67 - Chair Review

To: Joey Manuel



Approvals | Power Automate

OSA Case - Julia Hedge-67 - Chair Review

Requested by **Joey Manuel** <jmanuel@tru.ca>

Date Created Monday, May 2, 2022 10:45 AM

Link [Click here to review case](#)

Your signature is required related to the following Academic Integrity Case:

Case Initiated: Monday, May 2, 2022 5:41 PM GMT

Case File Number: 67

Student: Julia Hedge

T-ID: T00705745

Faculty/OLFM: Julia Hedge

Assignment: Cheating

Course: 1234

You have 7 days to respond. Your response may also include the addition of further documentation. If you do not respond, notification will be sent to Joey Manuel for your required follow-up.

Comments

OSA- Julia Hedge-67 - Needs Review

This message was sent with High importance.



SharePoint
Mon 5/2/2022 10:55 AM

To: Joey Manuel



The following Academic Integrity Case is ready for review and next steps:

Case Initiated: 2022-05-02T17:41:21Z

Case File Number: 67

Faculty/OLFM: Julia Hedge

Assignment: Cheating

Course: 1234

Student Response: (Power Automate Student Response Date or No Response)

Chair/Manager Response: (Power Automate Chair/Manager Response Date Received)

Dean/Associate Director Response: (Power Automate Power Automate Dean/Associate Director)

Review Here: [Click me to review case](#)



An Existing Case

- Any case ready to view will be available on this menu.
- Associated with the user's log in credential
- Individuals looking for a specific case can search by name or case number here

Power Apps | Academic Integrity-App-2

Academic Integrity

jhedge@tru.ca jhedge@tru.ca

Start a new Academic Integrity Case Here :

On Campus Course

Open Learning Course

Search:

	Julia Hedge-67 67	>
	Julia Hedge-72 72	>



Viewing an Open Case

Select the relevant tag to add comments

Academic Integrity Committee - X Academic Integrity-App-2 - Powe X +

apps.powerapps.com/play/e/default-eb1c9d1a-e6e8-4097-87fe-bb01690935b7/a/ebb28348-e04a-4c13-9fb9-4c178472b766?tenantId=eb...

THOMPSON RIVERS UNIVERSITY Power Apps | Academic Integrity-App-2

Academic Integrity (View)

Julia Hedge - T00705745 - ENGL - 1000 - Alt Test 2

- Info
- Details
- Stu-Comment
- Chair-Comment
- Dean-Comment
- Sanction-Details

Title	CaseNumber	Status
Julia Hedge-72	72	OSA
Department	CourseNumber	Term
ENGL	1000	Fall
Student Name	Student TID	Faculty Member
Julia Hedge	T00705745	Joey Manuel
Chair Name	Dean Name	Allegation
Joey Manuel	Joey Manuel	Academic Misconduct
Assignment# or Exam Type		
Alt Test 2		

Text

Approved Edit Permissions Edit Form View Attachments



Adding Comments and Completing

For students, instructors, chairs or deans

- Submit Changes to complete that step in the process.

THOMPSON RIVERS UNIVERSITY | Power Apps | Academic Integrity-App-2

Home Academic Integrity (View) T00705745

Info Details **Stu-Comment** Chair-Comment Dean-Comment Sanction-Details

Student TID
T00705745

Student Comments

View Attachments Edit Form Edit Permissions

THOMPSON RIVERS UNIVERSITY | Power Apps | Academic Integrity-App-2

Back Academic Integrity (Edit)

Info Details **Stu-Comment** Chair-Comment Dean-Comment Sanction-Details

TID
T00705745

Student Comments

Format - **B** / U | [Link] [Image] [List] [More] ...

The student can add their comments here.

submit changes

- Select the required tab
- Use the Edit Form button to add information



Case Tracking

- All submitted CRFs go to OSA
- Stored in the Integrated SharePoint Database from opening
- Status will state 'OSA'

Home Academic Integrity (View) T00705745

Info	Details	Stu-Comment	Chair-Comment	Dean-Comment	Sanction-Details
Title	CaseNumber	Status			
Julia Hedge-67	67	OSA			
Department	CourseNumber	Term			
COMP	1234	Fall			
Student Name	Student TID	Faculty Member			
Julia Hedge	T00705745	Julia Hedge			
Chair Name	Dean Name	Allegation			
Joey Manuel	Joey Manuel	Cheating			
Assignment# or Exam Type					

View Attachments

OSA under 'status' indicates the CRF was submitted successfully



Committee Decisions



Browser tabs: (3) Unitea Open Mic | Facebook, Academic Integrity Committee-C, Academic Integrity-App-2 - Power Apps

Browser address bar: apps.powerapps.com/play/e/default-eb1c9d1a-e6e8-4097-87fe-bb01690935b7/a/ebb28348-e04a-4c13-9fb9-4c178472b766?tenantId=eb...

Power Apps header: THOMPSON RIVERS UNIVERSITY | Power Apps | Academic Integrity-App-2

Academic Integrity (Edit)

Buttons: Back, Info, Details, Stu-Comment, Chair-Comment, Dean-Comment, Sanction-Details

TID:

Sanction:

Sanction Details:

submit changes



Permissions



Academic Integrity Committee - X Academic Integrity-App-2 - Power X +

apps.powerapps.com/play/e/default-eb1c9d1a-e6e8-4097-87fe-bb01690935b7/a/ebb28348-e04a-4c13-9fb9-4c178472b766?tenantId=eb...

THOMPSON RIVERS UNIVERSITY Power Apps | Academic Integrity-App-2

Back Permissions Home

Type Name:

Select Name:

Case Number 72

add to List

1. Type Name in the Type Name Field	jmanuel@tru.ca	X
2. Click on drop down arrow to select staff or student	jhedge@tru.ca	X
3. Click on Add to List Button		X
4. Click on Update to update permissions for the specific case file		X

jmanuel@tru.ca
jhedge@tru.ca

Update



Next Steps

- Further Development
 - Add wording from existent forms
 - Adjustments for policy and procedure changes
- Vetting the app
- Ensure alignment with OL

AIC@TRU.CA

