Getting Started Guide

Research Integrity Online Training for UNSW Staff v2.0

In this Guide:

About UNSW Research Integrity (RI)

UNSW Research Integrity is a comprehensive online learning package that is accessible via Moodle, and is mandatory for all UNSW Researchers and research-related employees to complete within 3 months of the commencement of their employment at UNSW.

UNSW Research Integrity enables you to develop an understanding of key responsibilities you have as a researcher, identify the challenges you could face in meeting those responsibilities, and be aware of strategies for dealing with pressures and difficult situations.
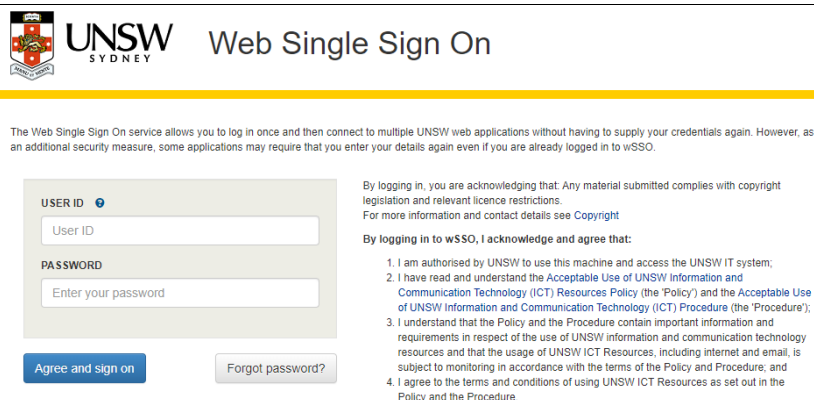

Getting Started with UNSW RI Online Training

- ➢ All newly employed academic employees (excluding casual employees) are automatically enrolled in the online RI training package upon the commencement of their employment at UNSW.
- ➢ Casual academic employees, and professional employees in research-related roles will need to follow the instructions below in Step 1 to self-enrol into the course.
- ➢ Once you have been enrolled into the course, you will receive an automated email notification from PiMS (UNSW People Management System) containing a link to access the training package in Moodle.
- ➢ Your **enrolment in the course is activated overnight** and the course content is available in Moodle the following day.
- ➢ Employees are expected to complete the online training package within 3 months of their enrolment into the course.
- ➢ Please refer below for detailed instructions, and ensure you are using the **latest version of your browser for optimised functionality. Check with UNSW IT if uncertain.** Internet Explorer is **not** compatible.

Step 1: Enrol into the UNSW Research Integrity for Staff package

Note: This step is only necessary for casual academic employees, and professional employees in research-related roles who are required to complete the RI training. All newly-hired academic employees (fixed term and continuing) will be automatically enrolled into the training upon the commencement of their employment at UNSW.

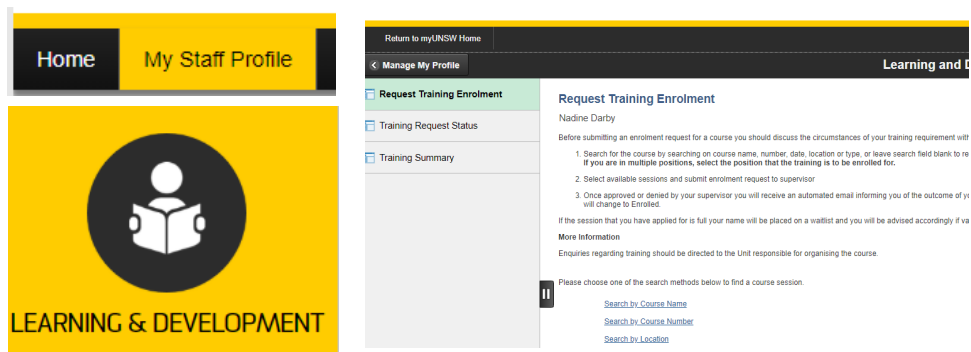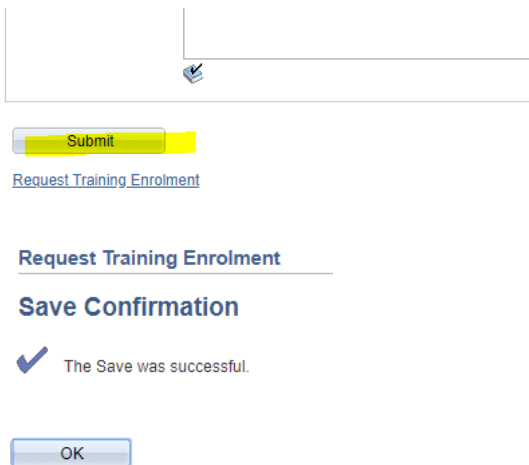|	
1.1 Log into myUNSW self-service using your zID and zPass.	UNSW SYDNEY — Web Single Sign On The Web Single Sign On service allows you to log in once and then connect to multiple UNSW web applications without having to supply your credentials again. However, as an additional security measure, some applications may require that you enter your details again even if you are already logged in to wSSO. **USER ID** User ID **PASSWORD** Enter your password Agree and sign on Forgot password? By logging in, you are acknowledging that: Any material submitted complies with copyright legislation and relevant licence restrictions. For more information and contact details see Copyright **By logging in to wSSO, I acknowledge and agree that:** 1. I am authorised by UNSW to use this machine and access the UNSW IT system; 2. I have read and understand the Acceptable Use of UNSW Information and Communication Technology (ICT) Resources Policy (the 'Policy') and the Acceptable Use of UNSW Information and Communication Technology (ICT) Procedure (the 'Procedure'); 3. I understand that the Policy and the Procedure contain important information and requirements in respect of the use of UNSW information and communication technology resources and that the usage of UNSW ICT Resources, including internet and email, is subject to monitoring in accordance with the terms of the Policy and Procedure; and 4. I agree to the terms and conditions of using UNSW ICT Resources as set out in the Policy and the Procedure.
1.2 Navigate to **My Staff Profile > Learning & Development > Request Training Enrolment.**	Home My Staff Profile LEARNING & DEVELOPMENT Return to myUNSW Home < Manage My Profile Learning and D ☐ Request Training Enrolment ☐ Training Request Status ☐ Training Summary **Request Training Enrolment** Nadine Darby Before submitting an enrolment request for a course you should discuss the circumstances of your training requirement with 1. Search for the course by searching on course name, number, date, location or type, or leave search field blank to re. If you are in multiple positions, select the position that the training is to be enrolled for. 2. Select available sessions and submit enrolment request to supervisor 3. Once approved or denied by your supervisor you will receive an automated email informing you of the outcome of y will change to Enrolled. If the session that you have applied for is full your name will be placed on a waitlist and you will be advised accordingly if va **More Information** Enquiries regarding training should be directed to the Unit responsible for organising the course. Please choose one of the search methods below to find a course session. Search by Course Name Search by Course Number Search by Location
1.3 From the course search options, select **Search by Course Number.** Enter course number **"URI001"** and click search. Click **View Available Sessions.** Click on session # **0001** Click **Continue** **Note:** The start and end dates are not relevant as this is an online course that does not open or close.	Search by Course Name Search by Course Number Search by Location Course Number URI001 Search Course Number URI001 Search **Course Details** 	Course Number	Course Type	Description	Course Detail	Session Availability
---	---	---	---	---
URI001	SCAR	UNSW Research Integrity- Staff	ⓘ	View Available Sessions | **Course Session Details** | Session	Start Date	Location	Duration (Hours)
---	---	---	---
0001	11/07/2019	Online Course	1.0 | **Session Schedule** | Date	Session Start Date	Session End Date	Training Facility Name
---	---	---	---
Thursday	11/07/2019	11/07/2029	Online Course	 ☑ If this session is full, place me on the waiting list. Continue
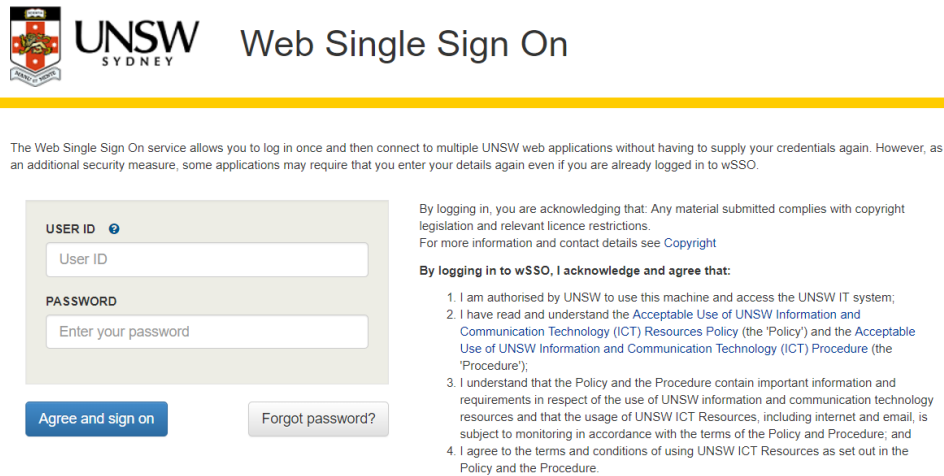
Click **Submit** to submit your enrolment request. **Save Confirmation** means your enrolment has been submitted successfully. You will receive a system-generated notification email to confirm your enrolment into the course and details on how to access the training package in Moodle the following day. Refer to Step 2 for more details.	Submit Request Training Enrolment --- **Request Training Enrolment** **Save Confirmation** ✔ The Save was successful. OK

Step 2: Access the UNSW Research Integrity for Staff package

Note: Your enrolment information will be uploaded to Moodle overnight, and the course content will be accessible to you the following day. This may take up to 48 hours following the receipt of your enrolment confirmation once submitted via myUNSW.

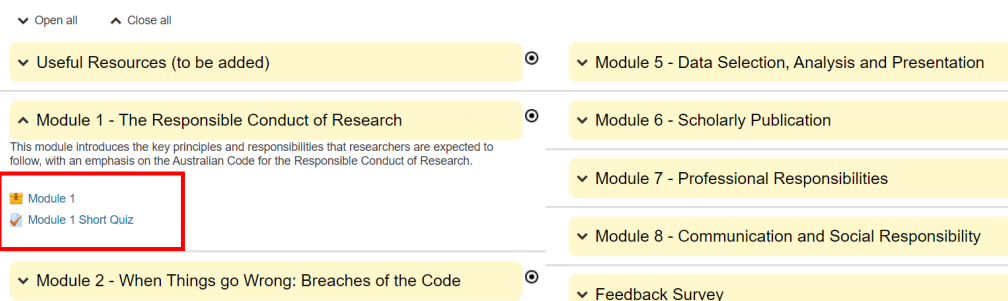|	
2.1 Click on the link you have been provided via email to access the course: *UNSW Research Integrity*. **Note:** You may then be prompted to log into Moodle using the "*Web Single Sign On*" portal. Use your zID and zPass for access.	**UNSW** Web Single Sign On The Web Single Sign On service allows you to log in once and then connect to multiple UNSW web applications without having to supply your credentials again. However, as an additional security measure, some applications may require that you enter your details again even if you are already logged in to wSSO. USER ID ❓ [User ID] PASSWORD [Enter your password] Agree and sign on Forgot password? By logging in, you are acknowledging that: Any material submitted complies with copyright legislation and relevant licence restrictions. For more information and contact details see Copyright **By logging in to wSSO, I acknowledge and agree that:** 1. I am authorised by UNSW to use this machine and access the UNSW IT system; 2. I have read and understand the Acceptable Use of UNSW Information and Communication Technology (ICT) Resources Policy (the 'Policy') and the Acceptable Use of UNSW Information and Communication Technology (ICT) Procedure (the 'Procedure'); 3. I understand that the Policy and the Procedure contain important information and requirements in respect of the use of UNSW information and communication technology resources and that the usage of UNSW ICT Resources, including internet and email, is subject to monitoring in accordance with the terms of the Policy and Procedure; and 4. I agree to the terms and conditions of using UNSW ICT Resources as set out in the Policy and the Procedure.
2.2 If you are not automatically taken to the course, locate and click on '**URI001** - **UNSW Research Integrity for Staff**' on your Moodle dashboard. Alternatively, you can also find the course by referring to the Moodle Site Home > My Courses and selecting '**RIST1901**' from the list of available courses. *The course breadcrumb should include: 'RIST1901'.*	UNSWA - University of New South Wales ••• URI001-UNSW Research Integrity for Staff --- URI001-UNSW Research Integrity for Staff Dashboard / Courses / (hidden) / RIST1901

Step 3: Explore the UNSW Research Integrity Moodle 'homepage'

Before you commence the training, take a few minutes to familiarise yourself with the **course homepage** content. We recommend you specifically refer to:

- *Things to know before you start*
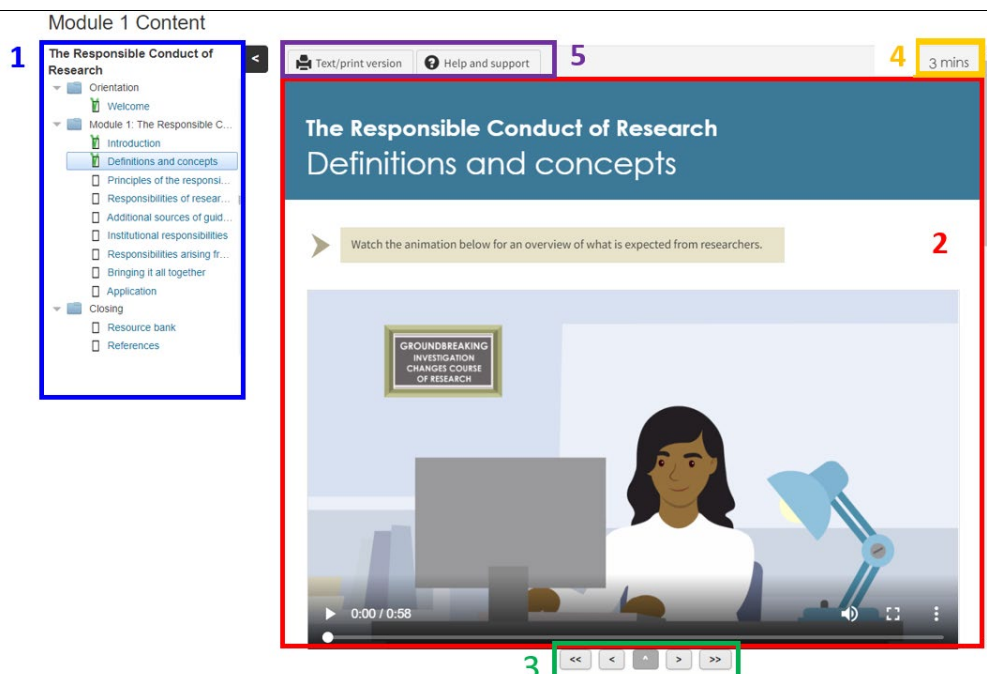- *Useful Resources*

3.1 Each **module** and **accompanying short quiz** can be accessed by clicking on the yellow toggles on the course homepage.	
3.2 Use this guide to assist you to navigate your way through the online content. *It is recommended that you start at the introduction and work your way through the package, one module at a time.*	 **KEY (Refer numbers above):** **1** Side navigation for all course files, activities, resource bank and other key course headings. **2** Core course content. **3** Navigation forwards/backwards through the course files. **4** Study time (allocated for each screen). **5** Accessibility options and help. **Note:** The Text/print version does not include interactive activities.
3.3 Navigation: To return to the course homepage or to move onto the next module, use the '**Exit Activity**' button (located at the top right of page).	

Step 4: Successful Completion of Quizzes

Each of the 8 modules has a short quiz comprised of 4 multiple choice questions. Once you have reviewed the learning module for each topic, staff will be required to **answer 3 out of 4 multiple choice questions (MCQs)** <u>correctly in each of the 8 short quizzes.</u>

Completion of the online training will not be recorded until **all 8 quizzes** have been attempted and an overall **passing grade of 75%** has been achieved. Staff have a **maximum of 3 attempts** per short quiz to achieve a passing grade.

4.1 Refer above to **Step 3.3** to return to the course homepage, followed by **Step 3.1** to access any short quiz. *It is recommended you complete each short quiz as you progress through the modules.*	∧ Module 1 - The Responsible Conduct of Research This module introduces the key principles and responsibilities that researchers are expected to follow, with an emphasis on the Australian Code for the Responsible Conduct of Research. ▮ Module 1 ✓ Module 1 Short Quiz
4.2 To commence the quiz for each Module, click on quiz icon and then '**Preview quiz now**' button.	**Preview quiz now**
4.3 Work your way through each of the 4 questions by clicking on the 'Next page' button.	**Next page** *Similarly, use the Previous page button to refer back to your answers within a short quiz.* **Previous page**
4.4 **IMPORTANT:** To submit your answers to each quiz, you must all click on **all three buttons** as shown.	**1** **Finish attempt ...** **2** **Submit all and finish** **3** Confirmation [X] Once you submit, you will no longer be able to change your answers for this attempt. **Submit all and finish** **Cancel**
4.5 Review your results: Once you have submitted your attempt, you can review your correct and incorrect responses in the **Quiz Navigation** panel located on the top left of the page within each quiz as well as review feedback. You can re-attempt each quiz for each module up to 3 times, by clicking the '**Re-attempt quiz**' button.	**Quiz navigation** | 1	2	3	4 | Show one page at a time Finish review **Note:** Re-attempt only required if you received less than 7.5 out of 10 on this page: Module 1 Short Quiz Attempts allowed: 3 Grading method: Highest grade Summary of your previous attempts | Attempt	State	Marks / 4.00	Grade / 10.00	Review
1	Finished Submitted Thursday, 26 September 2019, 3:11 PM	3.00	7.50	Review	 Highest grade: 7.50 / 10.00. Re-attempt quiz
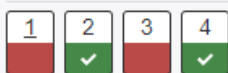
4.6 To check your *overall course grade*, go to the drop down menu next to your profile and click **Grades**. Find **URI001** in the course list and click you view your grades.	
4.7 In order to successfully complete this training, **you must have acquired at least 75%** in each Module Quiz. You should see 'P' for PASS under the **Letter Grade** column.	
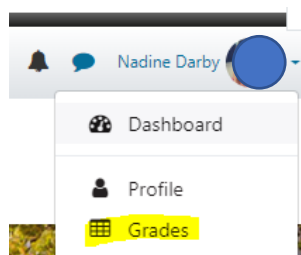
Step 5: Successful Completion of Research Integrity Online

5.1 The **Completion Progress** bar on the left side of the course home page provides a snapshot of your progress and identifies any activities still to be completed. **All 8 quizzes must be completed with a passing grade.** Refer to Step 4.7 for how to view grades.	
5.2 Once an overall course total of at least 75% has been achieved, the result will be sent overnight to PiMS and will be recorded on your training history. You will receive a system-generated **completion notification email** to confirm that you have successfully completed. You can also view the completion status in myUNSW self-service via **My Staff Profile > Learning & Development > Training Summary.**	
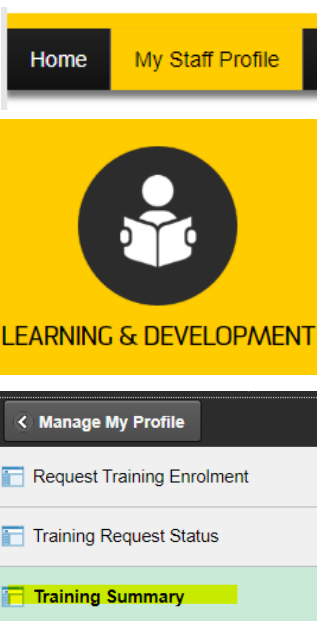
Step 6: Key Course Features

Throughout the training you will find **Key points**, **Discipline specific content**, **UNSW Context** and **Useful Links** pods (pictured below) which all offer further insights to support each module. The UNSW Context Pods provides additional key insights, links to policies and other information that support the operating context and expectations at UNSW.

Key points icon

Discipline specific content icon
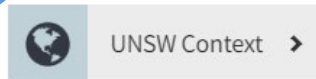
UNSW Context pod
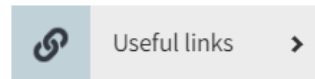
Useful Links Context pod

Additional course features, that provide an opportunity to apply your knowledge to a real-life situation can be accessed via the Application module in each Module (see 3.2). There is also a comprehensive resource bank (see 3.2)

Useful Tip:
You can easily switch between the **Interactive mode** and the **text only version** by clicking on the buttons at the top of each page (pictured below). In text only, you can print relevant sections to contribute to a training '*portfolio*', which you can refer back to where and when required.

6.1 **Application** Located at the end of each module, this interactive scenario or activity is designed to apply your learning to a real-life situation. *In the **Interactive mode**, work through the scenarios and activities which provide you with relevant feedback on your choices.* *Some activities give you the option to type answers directly into the page to print out for your own training portfolio.*	
6.2 **Resource Bank & References** Accessible by referring back to the list of module sections on the left-hand side of your screen, both the Resource Bank and References list are useful tools which include the links mentioned in each module. *You can save or print and refer back to these lists as needed.*	

Help & Support

*Refer to the **Help & Support button** (found on most pages) for common troubleshooting of issues you may experience within the course itself (text entry activities, printing pages etc).*

🖨 Text/print version ❓ Help and support   3 mins

The Responsible Conduct of Research
Definitions and concepts   Page 9 of 9

➤ Watch the animation below for an overview of what is expected from researchers.

UNSW Support:

- For help relating to your zID or zPAss, Moodle access or browser issues, please contact the UNSW IT Service Centre on (02) 9385 1333 or at itservicecentre@unsw.edu.au.

- For technical issues related to the training package itself, please contact Researcher Development at researcherdevelopment@unsw.edu.au.

- To check your completion status, please review your Training History via myUNSW self-service, under the **Learning and Development** tab.

- To provide feedback on the course, please click here.