Getting Started with UNSW Research Integrity for Staff

What is UNSW RI?

UNSW Research Integrity is a comprehensive online resource and training package which is accessible via Moodle online portal and aligned with UNSW’s 2025 strategic priority A: Academic Excellence. This package supports UNSW’s commitment to creating and maintaining an environment that promotes responsible research conduct in an international context.

What information is included in this User Guide?

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What is included in UNSW RI Training Package?

1. Check-in Quiz
   - Short multiple choice quiz (10 questions) with instant feedback results
   - Use these results to save time & identify areas for focus within the Discipline Package (Step 3)

2. Portfolio Download (Optional)
   - Self-annotate important information in the Discipline Package (Step 3)
   - Record UNSW and Australian research policies and legislations info

3. Choose and complete your Discipline Package (Choose 1 out of 5)
   - Each package contains comprehensive readings, videos, and interactive quizzes for your discipline.
   - Use the Modules-Quick Reference Guide to navigate the package faster

4. Complete the Final Assessment
   - This is a required assessment consisting of 16 multiple choice randomised questions
   - You have only 2 attempts in total, and you must get a minimum score of 14 out of 16 to pass
   - Using Screen Capture functionality on your computer, you are required to capture the score of your final assessment
   - This image must then be printed and e-mailed to your Head of School.

5. Capture your final score as evidence of completion
   - Required

6. Give us your feedback
   - We appreciate your feedback for the course as it helps us improve our future offerings
   - A Survey Monkey link can be found once you have finished the Final Assessment

Important Documents

Look out for the green icon as you go through the training to access downloadable supplemental resources.
# How to Access the Training (Log-in Instructions) - Two Methods

## Method 1. If you haven’t signed into Moodle (Web Single Sign On)


2. Sign in to Web Single Sign On portal with your user name and password.

3. Enter your **Faculty-specific Password** as a **Participant**.  
   (This is provided in the email sent to you by your Head of School).

   *Please ensure you do not sign in as an Instructor*

4. You are now on the “UNSW Research Integrity for Staff” **Home page**.

## Method 2. If you are already signed onto Moodle (Web Single Sign On)

1. Click on “Site home” on the top right of your Moodle page.

2. Type in “**Research Integrity for Staff**” into the Search Courses prompt.

3. Enter your **Faculty-specific Password** as a **Participant**.  
   (This is provided in the email sent to you by your Head of School).

   *Please ensure you do not sign in as an Instructor*

4. You are now on the “UNSW Research Integrity for Staff” **Home page**.
How to complete the Required Components: Final Assessment

Minimum score of 14/16 with maximum 2 attempts

1. Go to UNSW Research Integrity for Staff” Home page activity tabs.

2. Click on Step 4. Final Assessment (Required).

3. Click on the UNSW Research Integrity Assessment.

4. A new window will open, and your Final Assessment will begin.

5. Complete the 16 Multiple Choice Questions.

6. Click “Finish Review” button at the bottom right of the final question, then Go back to Home Page by clicking the button provided.
1. Click on **Step 4. Final Assessment (Required)**.

2. Click on the **UNSW Research Integrity Assessment**.

3. Your “Summary of previous attempts” will appear.

4. Scroll down and check that your course total is at least 85% or 14/16 (= Pass).

5. **Screen capture** this screen (Ctl+ Print Sc), ensuring that your Full Name and Final Score is clearly visible.

6. Save the image for your own records.

7. **Send to your Head of School** as evidence of completion and to discuss during your myCareer Conversation.
Completing the Check-in Quiz first will help you identify areas of focus and assist you in completing the required Final Assessment more quickly and efficiently.

1. Access the Check-in Quiz by scrolling down the page.

2. Click on the first toggle of the training, “CHECK-IN QUIZ”.

3. You will be taken into the quiz.

4. Click “next” after finishing every question. There are 10 questions in the check-in quiz.

5. Click “submit” once you finish.
6. Review your results and the **suggested Modules** identified.

7. These suggested modules highlight relevant areas of focus in the Discipline Packages.

8. You can do the Quiz as many times as you want to check your knowledge.

9. Click on “Finish Review” button at the bottom right of the final question.

10. Click on the button “Go back to UNSWRI Main Page” to return to your Home Page.
Selecting your Discipline Package

**Important:** This package will not save progress. If you cannot complete the entire package in one go, we recommend that you work through one module at a time and take note of which modules you have completed. You can re-enter this package as many times as you like.

1. To access the Discipline Package, click on **Step 3: Choose & Complete a Discipline Package**.

2. Read the brief description for each of the five packages.

3. Select ONE discipline package that is most relevant to your field of research by clicking on the photo.

   **To Navigate to the Discipline Package faster, download the Modules - Quick Reference Guide** (which includes a brief summary of every Module).

   On the next page, click “Enter”.

4. Your selected discipline package will appear as a separate pop-up window.
5. You will see the entire course contents on the left-hand side of your screen.

6. Click on the folders and subfolders to proceed from one submodule to the next.

7. **Important:** This package will not save progress. If you cannot complete the entire package in one go, we recommend that you work through one module at a time and take note of which modules you have completed. You can re-enter this package as many times as you like.

8. To go back to the Home page once you have finished the Package, click on the “Go Back to UNSWRI Main Page” once you have minimised your Discipline Package window.

End of User Guide. If you have any questions, please contact RDU on researcherdevelopment@unsw.edu.au.