Protecting Integrity in Online Instruction: Tips for Instructors

Best Practices in Online Assignments

- Remind students of UB’s academic integrity policy: https://academicintegrity.buffalo.edu/policies.php.
- Be very specific about the limits of collaboration in your course.
- Use SafeAssign (in UBlearns) to check for plagiarism.
- Give students options for assignments (e.g., write a paper, tape a speech, design a political cartoon) so not all students are completing the same task.

Best Practices in Online Exams

- Clarify testing rules.
- Have students sign an honesty statement prior to being allowed to see the test.
- Use Lockdown Browser and/or Respondus Monitor (in UBlearns) to minimize external help.
- Create a pool of test questions so no two students take the same exact test.
- Randomize questions and answers.
- Set time limits on questions and only allow students to view one question at a time.
- Mix objective and subjective test questions.
- Use the tools in UBlearns to customize when and how students get feedback.

Protecting Course Materials from Unwanted Sharing

- Copyright all instructional materials.
- Clarify that your materials are copyrighted on your syllabus.
- Explicitly prohibit sharing course materials on your revised syllabus.

Resources

- The Office of Academic Integrity, 402 Capen Hall, 716-645-2111
  - Email: academicintegrity@buffalo.edu
  - Website: https://academicintegrity.buffalo.edu/
- Safe Assign in UBlearns: http://www.buffalo.edu/ubit/service-guides/teaching-technology/learning-resources-for-students/ublearns/assignments-and-tests/safe-assign.html
- Respondus in UBlearns: http://www.buffalo.edu/ubit/service-guides/teaching-technology/teaching-services-for-faculty/ublearns/assessing-learners/respondus-rebuild.html
- Respondus — Lockdown Browser: https://web.respondus.com/he/lockdownbrowser/
- Respondus — Monitor: https://web.respondus.com/he/monitor/
- Center for Educational Innovation: http://www.buffalo.edu/ubcei.html