

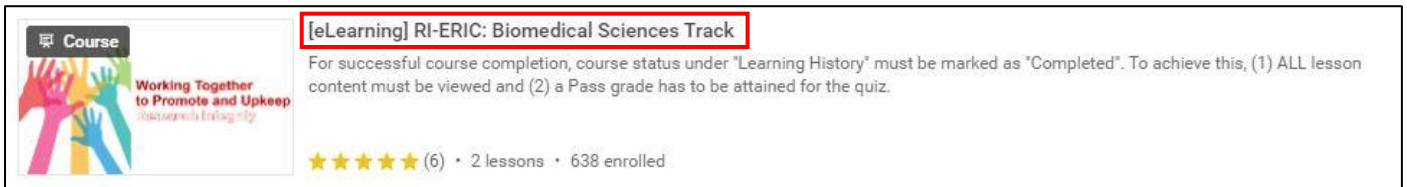
RI-ERIC Access Guide

New research staff must complete at least one of 5 tracks for **RI-ERIC**. The following guide outlines steps for the successful completion of **RI-ERIC** on Workday. In this guide, the *Biomedical Sciences Track* is used as an example. Research Staff are reminded to consult their Schools/supervisor in order to select and complete the most relevant track(s).

Please avoid using Internet Explorer to view and attempt this course.

1) **RI-ERIC** is located under Workday > Learning > *Required for You*.

Click on track title to launch programme:

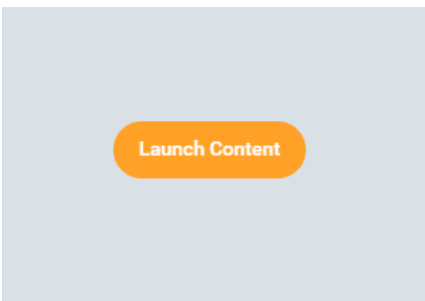


The screenshot shows a course card with a thumbnail on the left and text on the right. The thumbnail features a graphic of hands in various colors and the text 'Working Together to Promote and Upkeep Research Integrity'. The course title is '[eLearning] RI-ERIC: Biomedical Sciences Track', which is highlighted with a red box. Below the title, there is a description: 'For successful course completion, course status under "Learning History" must be marked as "Completed". To achieve this, (1) ALL lesson content must be viewed and (2) a Pass grade has to be attained for the quiz.' At the bottom of the card, there are five yellow stars, a '(6)' indicating the number of reviews, and the text '2 lessons • 638 enrolled'.

2) Click "Begin"



3) On the page that loads, click "Launch Content":



4) The (1) Course Menu page and (2) Pop-up window featuring course content will be launched.

Viewing of course content

All module topics are listed under the Course Menu. When the course is first launched, the pop up window auto loads to reveal the content for each module topic. Close the pop up window for the next topic's page to load:

Biomedical Sciences

1. Course Menu

2. Pop up window showing content for browsing. Close this window to load the next page.

5) Sometimes, the next topic page might not load automatically, resulting in the error message called *“Please make a selection to continue”*.

Biomedical Sciences

10

Please make a selection to continue.

Research with human participants: Key principles

Title reflected in bold refers to page that did not launch automatically. Click on this to load page and continue browsing.

When this occurs, click on the topic title that did not load (in **bold**) to launch the topic content. After browsing, proceed to close the pop up window to load next topic.

6) The status bar indicates content view progress. All course content **must** be viewed. When all content is viewed, the status bar will be fully shaded and state the overall page count.

Biomedical Sciences

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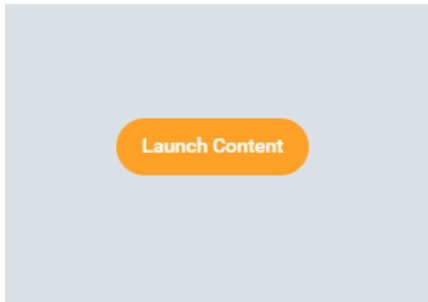
7) Once all content has been reviewed, click on “Return to LMS” to return to course page.

Hide Menu Previous Next Close Item Return to LMS

8) Click "Continue" to proceed to Quiz (Lesson 2).



9) On the page that loads, click "Launch Content":



10) A pop up window for the quiz will automatically load. Click on "Start" to commence the quiz.



The RI-ERIC quiz comprises 50 questions. Passing score is 80%, or 40 of 50.

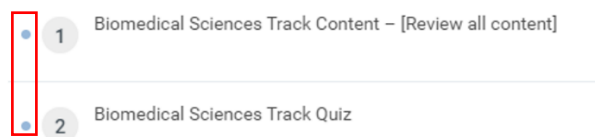
11) If the course still shows up under Workday > Learning > *Required for You* even after you have scored at least 80% on the final quiz, return to the course main page to verify if all course content, Lesson 1, has been browsed through.

The **green** ticks found on the main course page denote successful browsing and quiz completion:

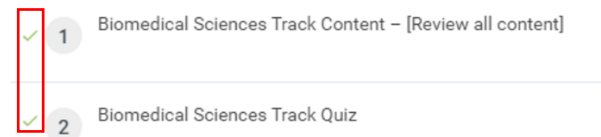
Before course and quiz commencement:

After viewing all content and scoring at least 80% on quiz:

Lessons



Lessons



Successfully completed courses will be located under Learning History found in Workday > Learning > Progress > *My Transcript* with Completion Status "Completed":

Learning History 10 items 🔍 📄 📊 📅

Name	Version	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Expiration Date	Attendance Status	Grade	Score	Record Type
[eLearning] RI-ERIC: Biomedical Sciences Track		Digital Course	Enrolled	08/04/2019	Completed						