Copyright Tips for Online Course Delivery

Key points to remember:

1. Most of the legal issues are the same whether the teaching is done in person or online (via an LMS).
2. If it was okay to do in class, it is often okay to do online – especially when your online access is limited to the same enrolled students.
3. You can continue to apply the Fair Dealing Guidelines

Additionally:

- Use Bow Valley College's password-protected Brightspace LMS to make material available to your students, and use MS Teams to deliver lectures with copyrighted content.

- Post your in-class slides to Brightspace. Slides provided by textbook publishers can almost always be used, according to their Terms of Use.

- Course readings rules for print and online posting online either on Brightspace or MS Teams are similar. Either use the Fair Dealing Guidelines, link to a resource from the RGO Library and Learning Commons, or link out to Internet content.

- Library Staff may be able to help you find alternative content, and the Library website has a large collection of online journals, eBooks, films etc. Using the Google Scholar link can help your search for resources. It is right under the search bar on the Library Homepage. Your librarian can also help you find openly licensed teaching materials like Open Educational Resources (OER).

- Use phone apps like Genius Scan or Adobe Scan to easily scan to post print materials on Brightspace within the limits allowed by the Copyright Act (including fair dealing – see Fair Dealing Guidelines). Make scanned PDF files more accessible for your students by using an optical character recognition (OCR) online tool to convert "non-selectable" text files into more accessible versions.

- Sharing audiovisual material like films and audio files is more complex. But remember you can still link to legally posted online content (from YouTube etc.). The Library website has access to our audio visual collection that you may link to. Standard commercial streaming options like Netflix, Crave or Disney Plus that students may also subscribe to can be an option – though some students may not have access to those services.

- Using copyrighted material in exams can be easy, as you can use the Fair Dealing Guidelines . If you need to use material beyond this, copyright exception s. 30.01 can also apply, contact the Copyright Office if you need help to implement this copyright exception as there are rules that need to be followed to use it.

- The Copyright Office can help you obtain copyright permission for anything that goes beyond the Fair Dealing Guidelines . Please submit your requests through the Copyright Evaluator.

Publisher Update

Some publishers are opening up their online resources to instructors. If you would like access to the additional publisher resources please contact the Copyright Office with the following information.

Publisher:
Course Code and Title:
Number of students in the course:
Current textbook or resource you are using:
What resources would you like to access?:
Name and Emails of instructors who would require access:

Additional Resources

You can visit the Copyright Website for additional copyright information.