

Copyright Guide

Selecting copyright content for teaching purposes (Q&As)

These Q&As apply to copyright content used for teaching purposes and how such content is selected and used on Canvas within UTS.

| Question | Answer |
|---|--|
| <p>Can I put a chapter from any book onto Canvas?</p> | <p>It is recommended that you submit your readings to the Library via the Reading Lists module in Canvas so that the appropriate amounts can be made available to your students. Library staff will provide copyright clearance and make the material available, or advise you if there are any problems.</p> <p>In exceptional circumstances (eg time issues), you can post the approved amount of copyright material onto Canvas, provided you also acknowledge the creator and source. See Manage Your Content-Use Content for approved amounts, and use the Copyright Notice for certain content.</p> |
| <p>Can I extract (cut and paste) anything from the Web and use that for teaching purposes?</p> | <p>In general, yes, but it depends on the type of content and how much you want to use. Remember that the web includes text, images, film, video, audio etc.</p> <p>See Manage Your Content-Use Content for the types of content and approved amounts, acknowledge the creator and source, and use the Copyright Notice for certain content.</p> <p>In some cases it will be easier to provide a link to the website to students and direct them to the intended content. This allows the student to use as much as they prefer (which they are entitled to do under their Fair Dealing* copyright allowances – this is different to the amounts which UTS can provide in order to comply with copyright licences).</p> <p>Also see below for information on using film and videos from the Web.</p> |
| <p>Do I need to check with anyone or get approval to link to modules from a professional website?</p> | <p>Not if you're only providing a link to a publicly available website or web resource, providing the link to web based content does not require permission.</p> <p>However, as some deeper content may only be accessible via a password or subscription, you must check that you are entitled by the terms or conditions of that site to access and reuse the content, eg. if you have a subscription to restricted material on a website, and the conditions only allow you (ie an individual user) to access the material, you should not then provide your subscription access to your students.</p> |

| Question | Answer |
|---|--|
| <p>Can I download online videos and reupload them onto Canvas?</p> | <p>Only if:</p> <ul style="list-style-type: none"> the content licence permits users to do that; or the copyright owner has given you permission for the content to be downloaded and used in the way you intend; or the video (or film or audio) has been broadcast on free-to-air TV, radio or webcasts. <p>We recommend that you source such material through Kanopy or EduTV, both available through the library. For more information, see Using Copyright Video Materials for Educational Purposes.</p> |
| <p>What are the copyright guidelines for showing films or DVDs to students?</p> | <p>Copyright law allows us to:</p> <ul style="list-style-type: none"> play films or DVDs to students in a class or lecture (this excludes making a copy of the entire work and holding that on a server); copy and hold excerpts for specific educational purposes and also special educational purposes (such as for students with special access needs); access the content via a broadcast version (such as Kanopy or EduTV, mentioned above) or other licensed version. <p>We can also copy or download or upload the content from a film or DVD if the terms attached to the film or DVD allow that; or seek permission from the copyright owner for the intended use. For more information, see Using Copyright Video Materials for Educational Purposes.</p> |
| <p>How can we embed videos from Kanopy?</p> | <p>Kanopy provides a direct link to the video—so students can click it, log in and be taken directly to the video. It is better to view the video in a browser rather than through Canvas.</p> |
| <p>Is embedding copyright content the same as linking?</p> | <p>Essentially, yes. Similar to linking to external copyright content, you can embed external copyright content (using the appropriate embedding technology) provided it is from a legitimate source.</p> <p>Often, YouTube content contains an embed option which permits that YouTube content to be embedded. For more information, see Using Copyright Video Materials for Educational Purposes.</p> |
| <p>Can we use a selection of images or stills from a film to embellish the course material?</p> | <p>Only where the terms or conditions of the film or video (or any copyright content) permit your intended use.</p> <p>Where that isn't clear, we recommend that you only use copyright content for direct teaching or educational purposes – ie where the content is being critiqued, analysed, compared, tested, as part of a quiz, etc, and not for general illustrative purposes such as a background picture.</p> <p>See Manage Your Content-Use Content for the types of content and approved amounts, and use the Copyright Notice for certain content.</p> |

| Question | Answer |
|--|---|
| <p>Who should I contact if I'm not sure about the copyright status of the content I want to use for teaching purposes?</p> | <p>Please consult the following sites (as appropriate) concerning your copyright enquiry:</p> <p>Manage Your Content-Use Content: for copyright compliance requirements according to types of content, amounts that can be used, making the content accessible, ensuring such content is appropriately acknowledged, specific copyright notice.</p> <p>Reading Lists: for setting up reading lists for student access and for copyright compliance checks.</p> <p>Using Copyright Video Materials for Educational Purposes for guidance on using video materials for teaching.</p> <p>For any UTS copyright enquiry, Contact the Library.</p> |

**Fair Dealing* is an individual copyright entitlement under Australian Copyright law, where individual copying is permitted under certain circumstances and without needing to seek permission of the copyright owner, eg where someone is copying for their own educational or study or research needs. For more, see the Fair Dealing entry under [Copyright Toolbox](#).