

mygateway

Portal Training for Staff

The screenshot shows a Microsoft Internet Explorer browser window displaying the mygateway portal. The browser title is "my NCCCOE Login - powered by SunGard Higher Education - Microsoft Internet Explorer". The address bar shows the URL "http://ncccoe.edu/portal/". The page features a yellow header with the mygateway logo and the tagline "Minds. Motivated. Change. Cultivated. Experience Elevated. Greatness. Achieved.".

On the left side, there is a "Secure Access Login" form with fields for "User Name:" and "Password:", and "Login" and "Cancel" buttons. Below the form is a link: "Having problems logging in? Click here."

On the right side, there is a "Welcome to My SunGard University." section with a paragraph: "The secure site provides students, faculty and administrative staff with world class Entrance and Internet services. This is where you can check in, make requests for courses, and explore the entrance."

Below the welcome message is a "What's Inside?" section with three items:

- E-mail: Send and receive e-mail, and create your own personal address book
- Calendar: View and manage your personal calendar and class schedule
- Groups: Create, manage and join groups homogeneous to your affiliation and interests

and much more...

At the bottom of the page, there is a footer with the text "Copyright © 2008 SunGard Higher Education. All rights reserved." and a "Try" button next to the "NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT" logo.

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What Is A Portal?

Have any of you had experience with portals? You might have had experience without realizing that you were using a portal!

What is a portal?

By definition, a portal “provides flexible, customizable, personalized access to information based on the interests, roles, and stylistic preferences of individuals.” (Leslie Malz, Columbia University) Basically, a portal is a customizable home page. It is a place that you can customize to fit YOUR needs. Some examples of well known portals are: **MyYahoo** and **iGoogle**. One of the first portals in an educational environment is **MyUCLA**.

Portal Terms

Portal: “A portal provides flexible, customizable, personalized access to information based on the interests, roles, and stylistic preferences of individuals.” (Leslie Malz, Columbia University)

Our portal, Mygateway, is a Web-based interface that offers a single access point to information, to conduct transactions, and to share communications. It is a private personalized Web space to consolidate content, services and collaborative tools that are tailored to a particular user or group of users.

Examples: iGoogle, MyYahoo, MyUCLA

Luminis: A portal-software platform, developed by SunGard Higher Education, which integrates with Banner. The software behind 'Mygateway'.

Layout: The design of a portal tab. It is a group of channels set up in a certain number of columns that fall within a tab.

Theme: A set of colors, fonts, logos and icons that change the look of a web site without affecting its functionality.

Role: Portal users are assigned one or more roles based on their “status” or “position” at the College. A user will have the role of ‘student’, ‘faculty’, ‘employee’, ‘alumni’, or a combination if they hold multiple roles. The user’s role determines what content is presented to them. Roles are authenticated through Banner.

Tab: A tab is a navigational tool. When a user logs in, the user is directed to the home tab—the main tab within the portal. Predefined tabs appear in the portal according to the user’s role.

Channel: A content delivery tool. Each channel has its own purpose for distributing content; it

may provide information from Banner, or it might include a College event, service or resource information. A channel may also include links to more detailed topic-specific information, Web services or other applications. Channels can have targeted (role-specific) and non-targeted (broad, general appeal) content. It appears as a framed box within a tab.

Locked: Those tools (tabs and channels) that are deemed essential to each tab. Users may not remove them from their default location.

Announcement:

Timely, important, role-specific messages that are pushed to portal users. It appears as a framed box within a tab. There are two types of announcements:

1. Campus, for all portal users, generally messages of critical, broad application
2. Targeted, role-based messages that can be targeted to users on the basis of certain attributes as defined in Banner

Content: The information displayed in a tab, channel, announcement. This encompasses data, text, links, images, ec.

Targeted: Any content (announcements or channels) that is designed for a specific group of users based upon their role(s) or access group. This can be broad or narrow.

Group Studio:

A feature within the portal that enables a specific group of people to participate in a collaborative environment; includes collaborative tools such as online group discussion. Clubs, committees, office personnel and work teams might use a group to share documents and text-based messages (ideas), chat and more.

Course Studio:

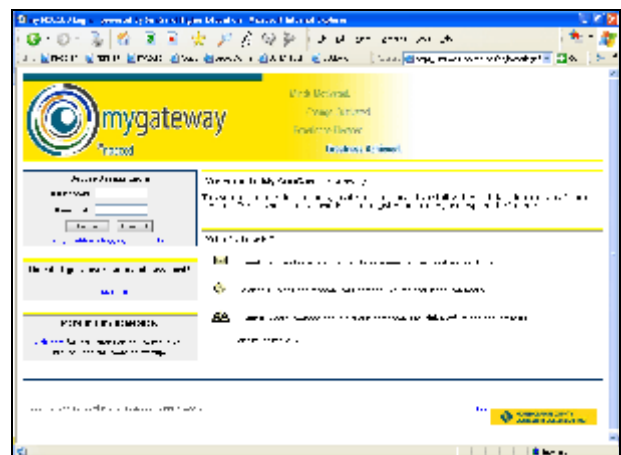
A feature within the portal that allows an instructor to create and manage a class homepage. There are various tools available including photos, links, files, message board, etc. Students will automatically have access to the course home page for every class they are enrolled in.

Signing In To Mygateway

During the training phase of Mygateway, we will have a “test” portal as well as a “productional” portal. All training is done using the test version. The web addresses are:

Test website:

<http://luministest.nocccd.edu>



Production website: <http://mygateway.nocccd.edu>

- Sign in to mygateway portal using your **Banner ID number** (beginning with the @). The password is your **webstar pin number**.
- The default Webstar pin number is your birthday: MMDDYY
- At this time you cannot sign in with your SSN. This is something we are hoping to incorporate soon.
- If you do not know your Banner number, there are a few things you can do to find it out:
 - If you have an identification badge, the number is usually on there.
 - If you log into Webstar, there are many “pages” that will have your @ number at the top right of the screen (example: click on register for classes).
 - Your check stub has the Banner number on it.
 - You can always ask

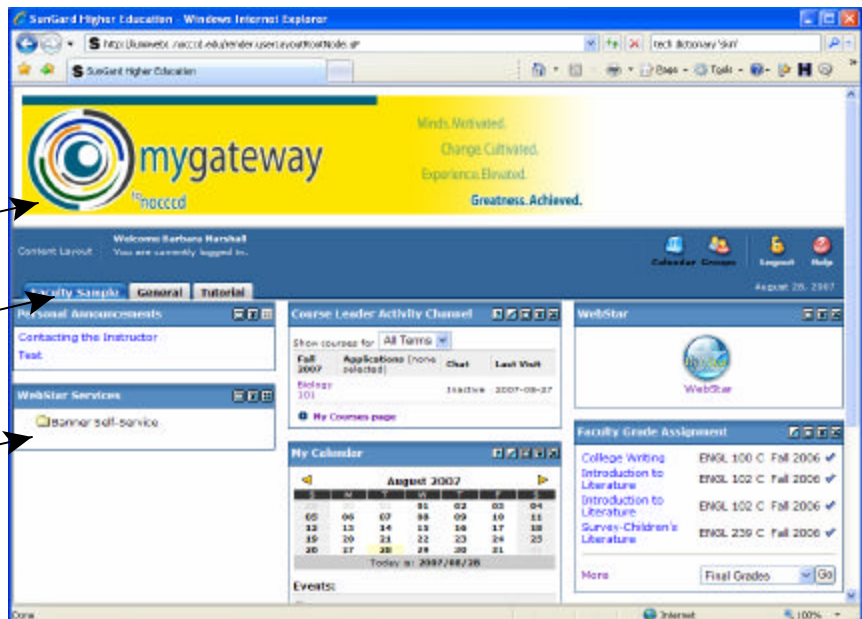
someone in your department with Banner access to look up your number.

Terms in Use

Theme

Tab

Channel



After you sign into Mygateway, you will see many things...

- Notice the **theme** of the portal. At the top you see the logo. Depending on what campus you are from, you will also see “mygateway to (NOCCCD, Fullerton College, Cypress College, or School of Continuing Education).”
- Depending on how you are coded in Banner, you will see different **roles** or tabs. If you have been a student, you will see a Student tab. If you are an instructor, you will see a

Faculty tab. If you are an employee, you will see an Employee tab, etc.

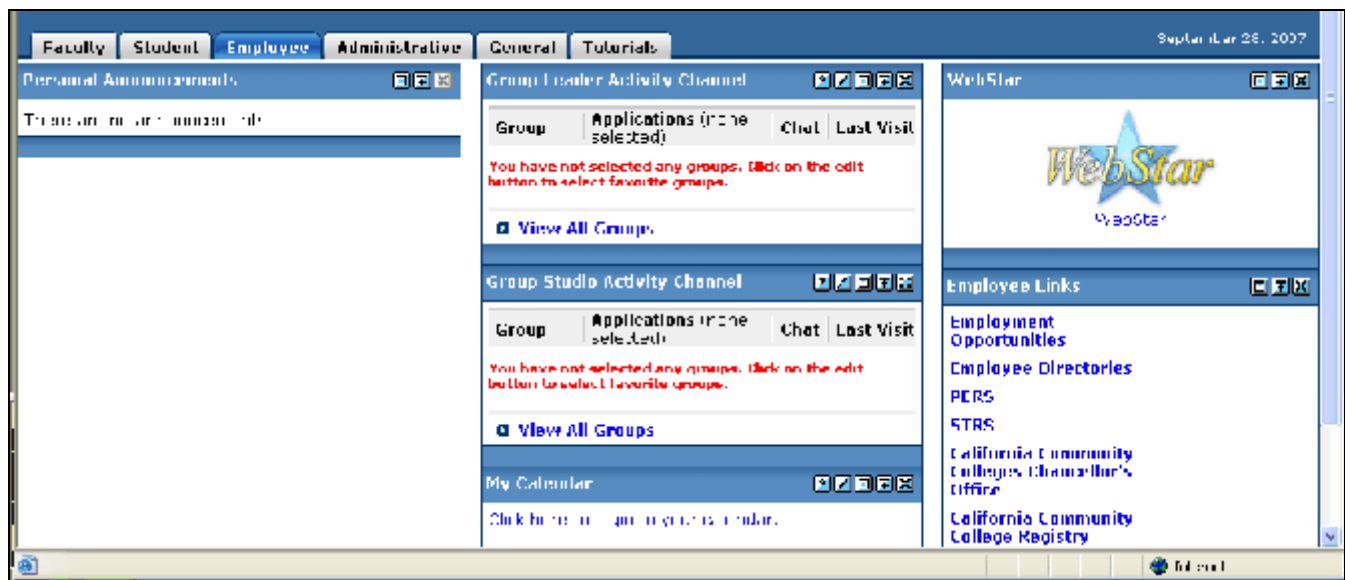
- Which ever tab is first is the default “landing page”. This is something that you can change or customize. You can also add tabs!
- When you click on the various tabs, you will see different **channels**.
- Sample: Your roles will show up in Mygateway as TABS. (See below)



Channels

A **channel** is a box with specific information. You can customize what channels you have, where they are placed, etc.

- Some Channels are FIXED, meaning you cannot remove them, such as the PERSONAL ANNOUNCEMENTS. Notice how the “X” is greyed out?
- Other Channels can be removed or added as you wish.
- Below is an example of channels on the Employee tab.



Remove / Add a Channel

- Click on the GENERAL tab
- There is a channel there, Word of the Day, that you don't want. Just click on the X to

- remove the channel.
- If you later decided that you want that channel back, you will need to edit the CONTENT LAYOUT.

Content Layout

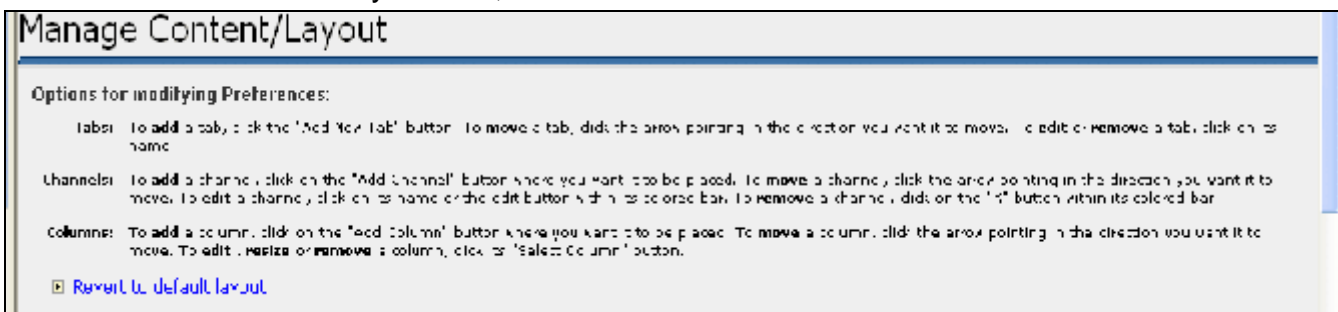
Using Content Layout, you can not only add and remove channels, but add tabs, add and remove columns, change the location of channels, etc. You can customize it to work for you!

- Click on the CONTENT LAYOUT in the upper left corner. This takes you to “Manage Content/Layout”.
- Notice the information at the top of the screen. It tells you your options for modifying tabs, channels, and columns.

Order of the Tabs

The first tab listed is your “landing page” - or the tab that will be displayed when you first sign into mygateway. You can select a different tab to be the “landing page” or default tab. You can also change the order of the tabs.

- If you want to rearrange the order of the tabs, just click on the little arrows moving the tab either to the left or right. Each time you click on an arrow it will move the tab one position.
- If you wanted this to be the default tab without moving things around, all you have to do is click first on the tab you want, then click on “Make this the default “Active Tab””.

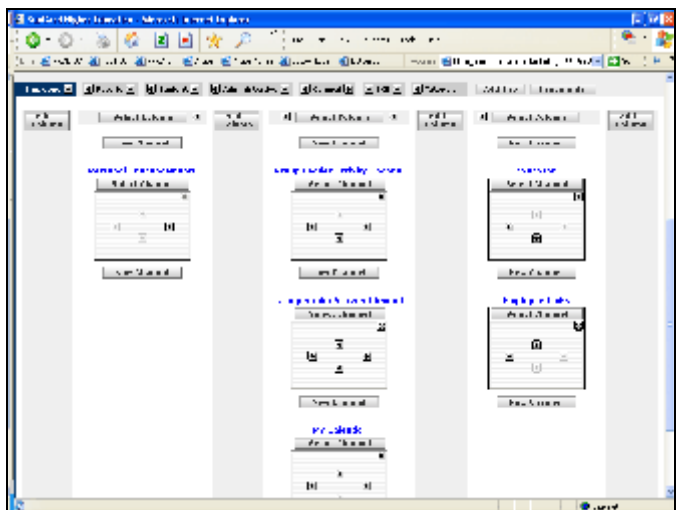


Customizing the Content

While in Manage Content/Layout you can customize the layout of a tab. You can add/remove columns and channels.

Customizing Columns/Channels

- Below the tabs I can see the content layout of whatever tab is highlighted. It shows me the columns and channels.



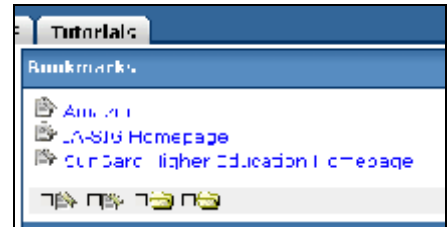
- Generally, you will not want more than 3 columns. Having more than 3 will result in the columns being “squished” together on the screen.
- Moving a column is just like moving a tab. To move a column, just click on the arrow to move it right or left one position.
- Within the columns you can see the channel layout.

To ADD a channel, click on NEW CHANNEL in the column that you want to add it in.

- SELECT CATEGORY: Best to select ALL, then click GO
- Find Word of the Day (list is alphabetical), and highlight
- Click on Add Channel.
- Once done, click on BACK TO GENERAL TAB.... not the back button!

! ADD A BOOKMARK

- At the bottom of the bookmark channel you can see there are little icons for adding, removing bookmarks and folders.
- Click on the +Add a bookmark
- Enter in the Bookmark TITLE
- Enter in the URL (including the http)
- Description if you want
- ADD
- NOTE: If you want to organize your bookmarks into folders, you will need to create the folders first.



! REMOVE A BOOKMARK

- Click on the REMOVE a bookmark icon
- You will see a list of bookmarks. Click in the box for the ones that you want to delete.
- Click on DELETE

Groups

If you have a special interest group or a committee, you can create a group. You are automatically the “group leader” when you request the creation of an online group and that request is approved.

Group Leader Responsibilities

As a Group Leader you will have various responsibilities that may include:

- Creating and managing the group home page, which can include links, photos, articles, announcements, a message board, etc.
- Setting up the group message board with topics, deleting topics, messages or replies as necessary.
- Setting up and maintaining a group calendar.
- Activating and deactivating members as necessary.

- **Group Type:** There are 3 kinds of groups that

you can have. You can have a **Public** group, meaning anyone can join it. You can have a **Restricted** group, meaning only people that meet certain criteria can join the group. You can have a **Hidden** group. This group is hidden from all lists. Only an administrator can add or remove members.

- **Group Applications:** These are all the applications that are available to your group. These include things such as message boards, chat room, announcements, etc. Choose what applications you want your group to have.
- Fill in any request comments.
- Click on **Submit Request**.

Managing Your Group

Now that your group has been approved, you can now upload images, links, files, etc. to your home page. As the leader, you have the responsibility for maintaining your group. Some of these responsibilities include:

- Create and maintain the group homepage, including photos, links, files, and news articles
- Set up the group message board. This includes setting up topics, deleting topics, messages or replies as necessary.
- Create and maintain the group calendar
- Send announcements to group members as necessary.

There are tools available to help you with managing your group. It works much like building a web page... or in simpler terms, it is much like uploading photos to be printed at a store like Sams Club! First you upload the photos you want printed, then, once uploaded to Sams, you can select what photos to print as a 4x6, which ones to print as a 5x7, etc.

Mygateway groups work using the same principle. First, you have to upload all the material (photos, files, links, etc) you want to use on your group's homepage using **GROUP TOOLS**. Then, once the files have been uploaded, you can select which ones you want to display on your home page using **CONTENT TOOLS**.

Group Tools

Group Tools are tools that every member of the group can use. As the leader, you will use these tools to upload information to your group's home page on the mygateway portal. A member can upload information as well, however, you, as the leader, can choose whether to display it or not.

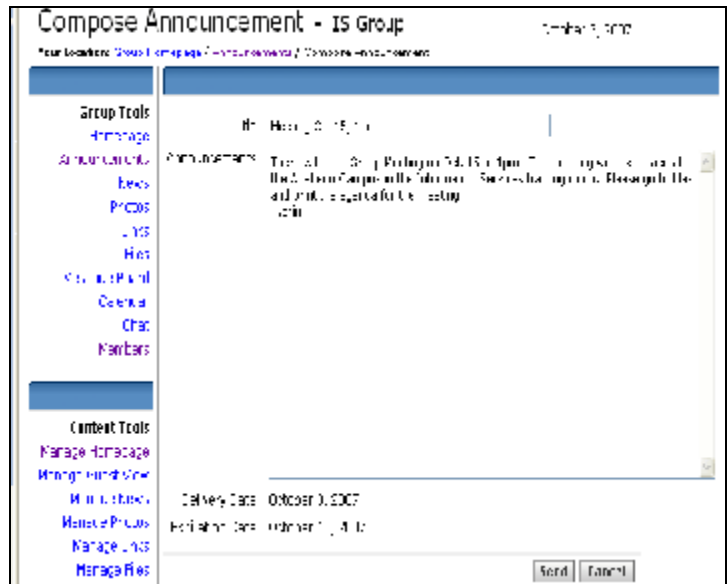
Homepage: Click here to display your group's home page.



Announcements: You can view announcements sent to your group. Announcements are available for 7 days after posting.

To send an announcement:

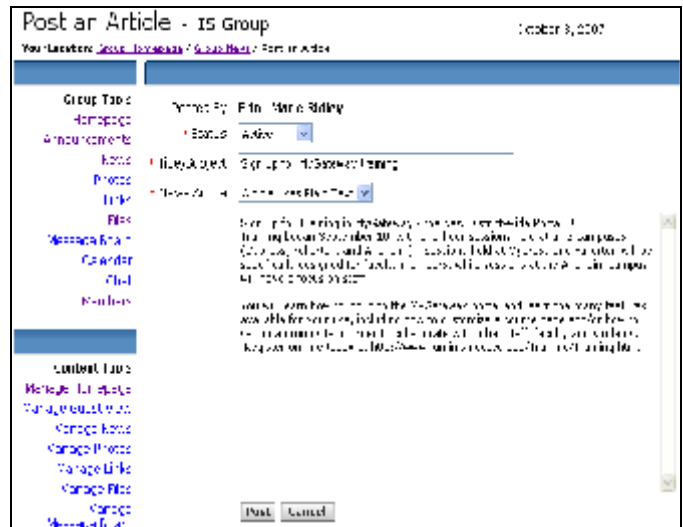
- Click on Announcement under Group Tools
- Click on Send Announcement
- Title: The title is like the subject of an e-mail. You want it to be short and precise.
- Announcements: Here you can be as detailed as needed. You can remind people to get a file posted under the group files, or go to a link, check out the calendar, etc.
- Click on Send.
- The message will appear on the group’s homepage under announcements. It will also appear under each individual members “personal announcements” channel.



News: You can read articles that have been written by other members and submit articles for potential posting.

To post a news article:

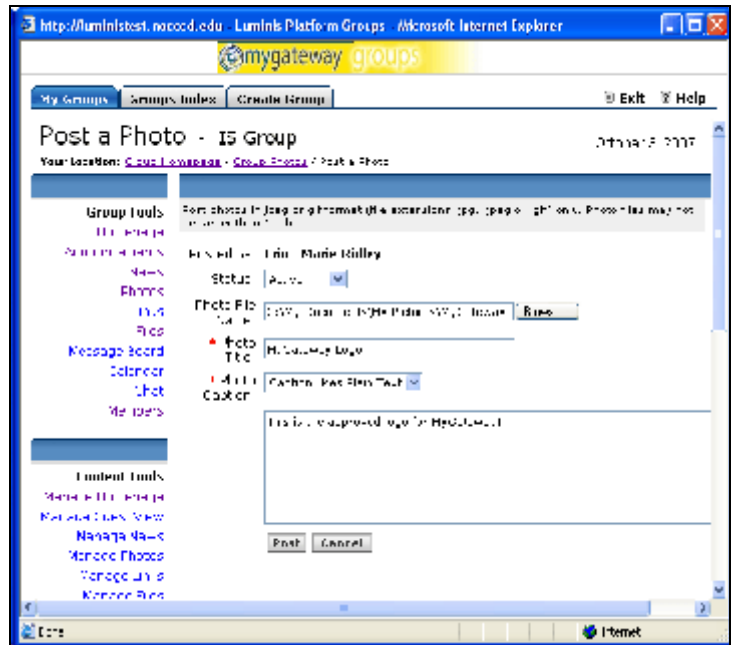
- Click on News under Group Tools
- Click on Post an Article
- Status: There are 3 choices (Submitted, Active and Inactive). Members can Submit an article, but it is up to the leader to post it (or accept it). As the leader you can have a status of Active, meaning the article is available right after posting); or Inactive, meaning you are posting the article for use at another time.
- Title: The title is like the subject of an e-mail. You want it to be short and precise.
- News Article: The news article can either be posted in plain text or, if you know html, you can use HTML to make headers, bold, italic, etc.
- Click on Post.



Photos: You can view photos that have been posted and submit photos for potential posting.

To post a photo:

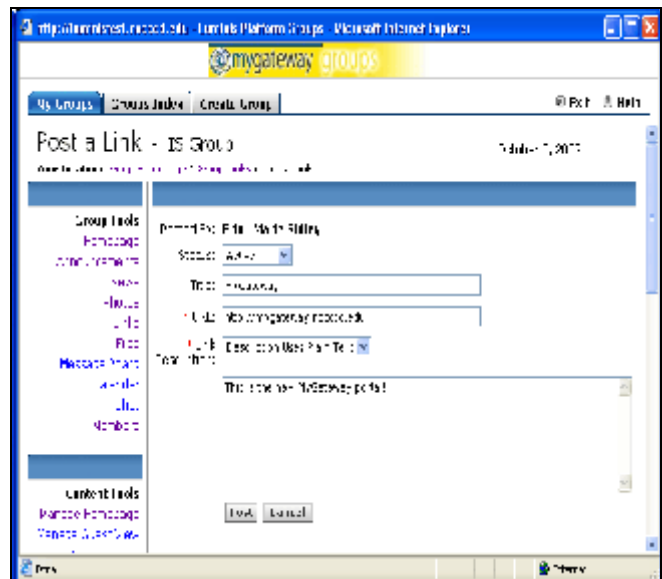
- Click on Photo under Group Tools
- Click on Post an Photo
- Status: There are 3 choices (Submitted, Active and Inactive). Members can Submit a photo, but it is up to the leader to post it (or accept it). As the leader you can have a status of Active, meaning the photo is available right after posting); or Inactive, meaning you are posting the photo for use at another time.
- Photo File Name: You will need to know where the photo is located on your computer. Click on Browse to select your photo.
- Photo Title: This title creates an "alt tag" which will be displayed when someone points to the photo. This should be short and precise.
- Photo Caption: This is a caption for the photo. You can use either plain text or using HTML.
- Click on Post.



Links: Allows you to view all links that have been posted and to submit links for potential posting.

To post a link:

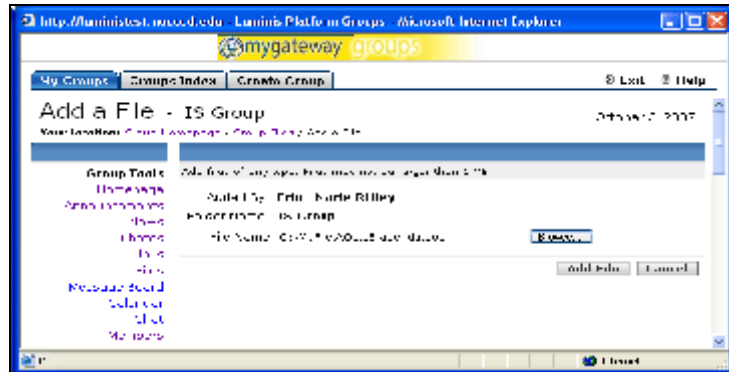
- Click on Link under Group Tools
- Click on Post an Link
- Status: There are 3 choices (Submitted, Active and Inactive). Members can Submit an link, but it is up to the leader to post it (or accept it). As the leader you can have a status of Active, meaning the link is available right after posting); or Inactive, meaning you are posting the link for use at another time.
- Title: This is the title of the link. This should be short and precise.
- URL: This is the URL or path of the link. You will need to include "http://".
- Click on Post.



Files: Allows you to view all files that have been posted and to submit files for potential posting.

To post a file:

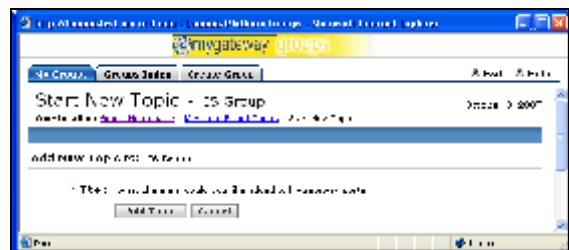
- Click on File under Group Tools
- Click on Post an File
- You will see a folder for your group that is highlighted yellow. Under it is Add a new file to the XXX Group. Click on Add.
- You will see that the file is being place in the folder listed.
- Click on Browse to select the file you want to upload.
- Click on Add File.



Message Board: You can enter a dedicated message board where you can read and post messages and replies. If you are not familiar with message boards, there are topics, the main topic of discussion, and there are threads, or replies/comments, that are part of that main topic. You can have many topics going at the same time.

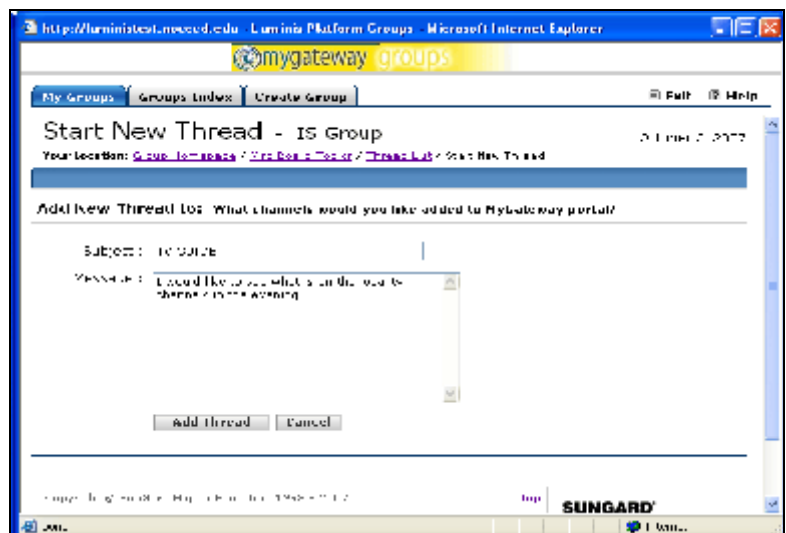
To post a topic:

- Click on Message Board under Group Tools. You will see the list of topics.
- To start a new topic, click on Post an Topic
- Title: This title is the main subject. This should be short and precise.
- Click on Add Topic.



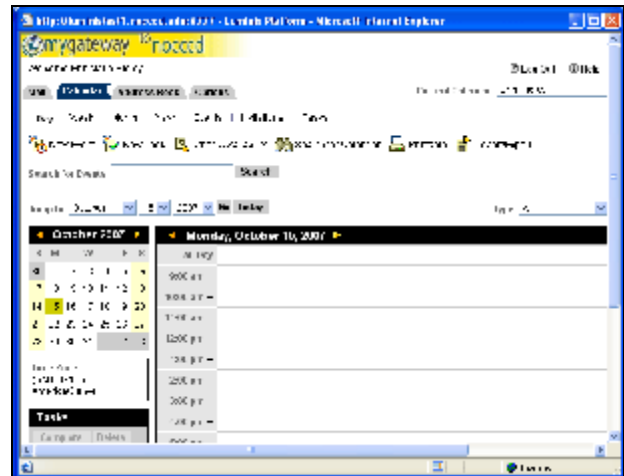
To add a thread or comment to the topic:

- Click on Message Board under Group Tools. You will see the list of topics.
- Click on the topic you'd like to reply to.
- You will see all the threads (replies) to the topic. You can click on any thread to see what someone said.
- To post your own reply, click on Start a New Thread.
- You will see that you are adding a thread to a specific topic. Fill in the Subject and Message.
- Click on Add Thread.



Calendar: Allows you to access a group calendar. This is really nice because you can have a shared calendar and it doesn't matter if you use Outlook or GroupWise.

- Click on Calendar from Group Tools.
- This takes you to a calendar.
- You can add a new event, tasks, etc.
- Click on New Event. This opens up a New Event box allowing you to fill in the appropriate information.



New Event

Full Event Recurring
 Recurrence All-Day

Title:

Location:

Start Time:

End Time:

Availability: Show-Only

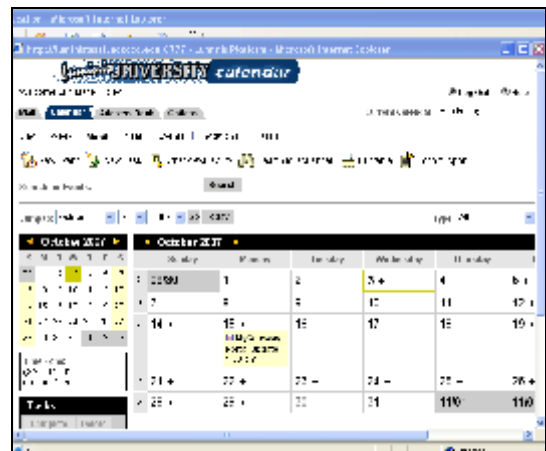
Type:

Priority:

Location:

Notes:

- When your members view the group calendar they will have the choice of looking at various views: day, week, month. This is the month view.



Chat: Allows you to enter a dedicated chat room where you can participate in real time discussions with other members in your group. When you click on Chat you will see a list of people that are currently in the chat room.

Members: Allows you to view a list of members in the group.

Content Tools: The tools listed under Content Tools are used to manage the information that has been uploaded. These tools are available to the leader or any member that the leader has given privileges to.

- Content Tools**
- Manage Homepage
 - Manage Guest view
 - Manage News
 - Manage Files
 - Manage Links
 - Manage Files
 - Manage
 - Message Board
 - Manage Calendar
 - Manage
 - Announcements

Even though we have uploaded various things for our group homepage,

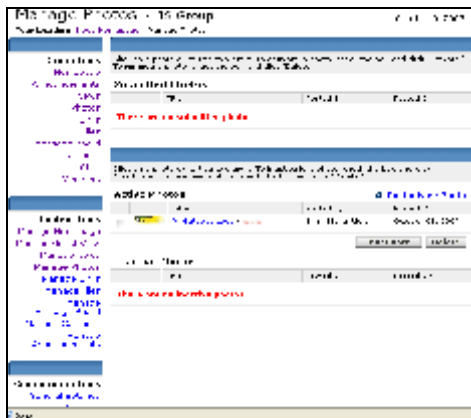
when we click on Homepage, it looks pretty plain. We will see the most current announcements, news and the message board topic, but that is about it.

Manage Homepage

- Click on Manage Homepage under Content Tools.
- From here you can post a featured photo and link. To do this click on EDIT.
- This will take you to all of the photos or links that you have uploaded. Select the photo that you want as your featured photo.
- Click on Set Photo.

Manage News

- When you click on Manage News you will see a list of articles that have been uploaded. They can fall into 3 categories: submitted articles, active articles, and inactive articles.
- Submitted articles are ones that someone other than the leader posted.
- Inactive articles are posted and can be held until you need them.
- To activate an article, click in the check box and select Activate.

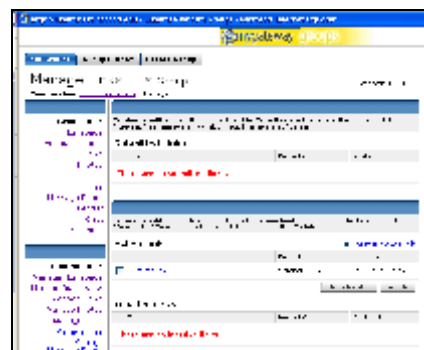


Manage Photos

- When you click on Manage Photos you will see a list of photos that have been uploaded. They can fall into 3 categories: submitted photos, active photos, and inactive photos.
- Submitted photos are ones that someone other than the leader posted.
- Inactive photos are posted and can be held until you need them.
- To activate a photo, click in the check box and select Activate.

Manage Links

- When you click on Manage Links you will see a list of links that have been uploaded. They can fall into 3 categories: submitted links, active links, and inactive links.
- Submitted links are ones that someone other than the leader posted.
- Inactive links are posted and can be held until you need



them.

- To activate an links, click in the check box and select Activate.

Manage Files

- When you click on Manage Files you will see a list of links that have been uploaded. It is from here that you can add and remove sub-folders and files from the list.

Manage Message Board

- When you click on Manage Message Board you will see a list of topics that have been started.
- To remove a topic, click on the “X” next to the topic.
- To remove a thread, click on the “X” next to the thread you want to remove.

Configuration Tools

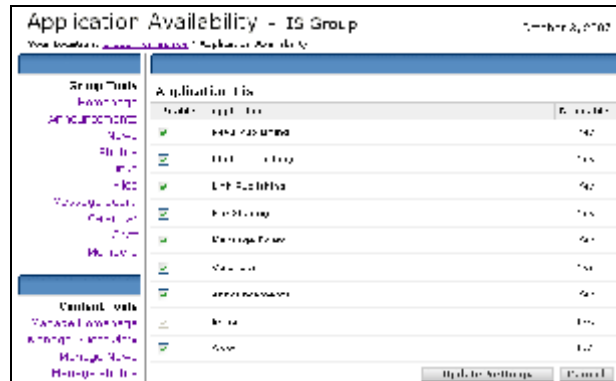
These tools are also for the leader to help manage the group.

General Settings

If you click on General Settings you can see the original request form. You can change how you had originally set up your group. For example, you may have set up your group as restricted and now want to make it public.

Applications

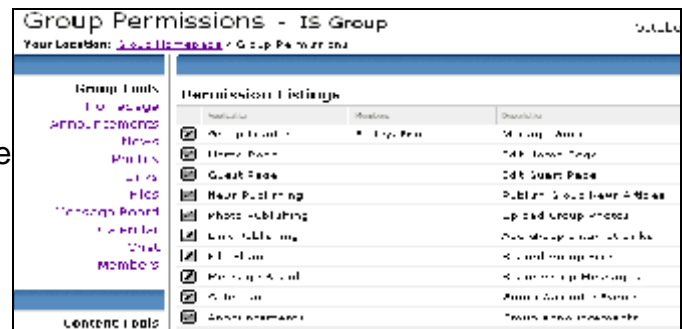
This is where you can select what applications you want your group to have. For example, you may want to have a bulletin board, but not a chat room.



Permissions

Under Permissions you can delegate other members in your group to help you with various tasks, such as editing the homepage, or uploading photos, etc.

To give a member permissions, you need to click on the little square edit box to the left of the application you are delegating. For example click on the edit box next to Home Page. You are shown a list of current members from which to select from.



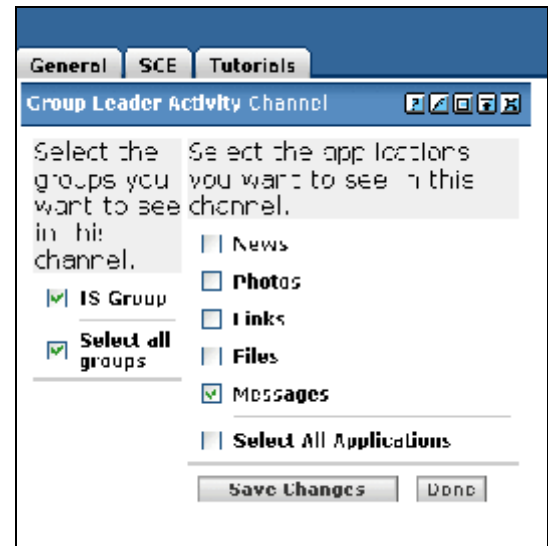
Group Channels

There are two group channels that you may want to add to one of your tabs: Group Leader Activity Channel and Group Studio Activity Channel. Both channels will give you links to your group homepages.

Group Leader Activity Channel

This channel will list only the groups to which you are the leader. If this channel is not listed, you will need to first add the channel. Once the channel is there, you can edit it.

- Click on the Edit button (2nd square button going left to right - it has a slanted pencil in it).
- You are shown a list of all the groups that you are the leader for. You can select as many as you want.
- It also asks you to select the applications you want to see in this channel. Notice that Message is selected by default. This will show you if there are new messages in this group.
- Click on Save Changes.
- Click on Done.
- This group will now show up in the Group Leader Activity Channel.



Group Studio Activity Channel

The Group Studio Activity Channel works much the same way except this will show the groups you are a leader of as well as groups you are a member in. If this channel is not listed, you will need to first add the channel. Once the channel is there, you can edit it.


- Click on the Edit button (2nd square button going left to right - it has a slanted pencil in it).
- You are shown a list of all the groups that you are a part of. You can select as many as you want.
- It also asks you to select the applications you want to see in this channel. Notice that Message is selected by default. This will show you if there are new messages in this group.
- Click on Save Changes.
- Click on Done.
- All the groups you selected will now show up in the Group Studio Activity Channel.



SunGard Higher Education - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://sun.gatest.noccc.edu/gateway/udd/



Minds. Motivated.
Change. Cultivated.
Experience. Elevated.
Greatness. Achieved.

Welcome Eric Mann Bailey
You are currently logged in

Calendar Groups Admin Logout Help

October 3, 2007

Employee Faculty Student Administrative General SCC Tutorials

Personal Announcements

Meeting Oct 11, 1pm
NOCCEC in law hall 113

Group Leader Activity Channel

Group	Applications	Chat	Last Visit
IS Group		Inactive	10/11/07

[View All Groups](#)

Group Studio Activity Channel

Group	Applications	Chat	Last Visit
IS Group	Messages(1)	Inactive	10/11/07


[View All Groups](#)

My Calendar

October 2007

S	M	T	W	T	F	S
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

WebStar



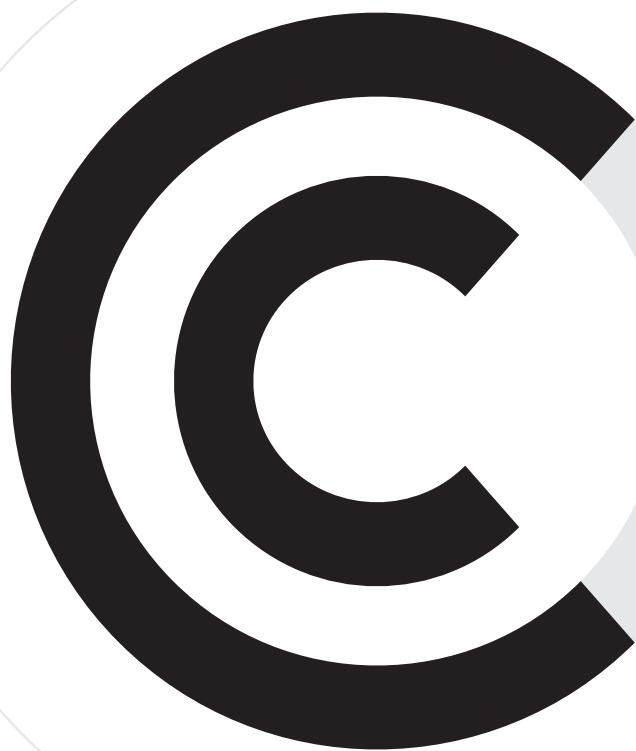
Employee Links

- Groupwise Web Access
- IS Helpdesk
- Employment Opportunities
- Employee Directories
- PHES
- STRS
- California Community Colleges Chancellor's Office

Internet

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Know Your Copy Rights™



Using works in your teaching —

What You Can Do

Tips for faculty & teaching assistants in higher education

Know Your Copy Rights™

Use Your Copy Rights

In your teaching, you probably confront questions about how to share legitimately with your students articles, video, music, images, and other intellectual property created by others.

Sorting out what you can or can't do is often confusing. Lack of clear-cut answers may translate into delays, doubts, fear of liability, and decisions to err on the side of caution and non-use.

But frequently you do not need to get permission or pay a fee. Use rights may have been licensed by your library or reserved under law.

This brochure offers you some tips on when works can be used lawfully in your teaching without requesting permission or incurring additional cost.

Keep It Simple — Link When Possible

In many cases, you can eliminate the need for permission or fee by simply giving your students a link to the work instead of making copies of it. For example:

- Your library already may have paid for a subscription license that entitles you and your students to online access. Check your library's Web site to see if the work you wish to use is available there without charge.
- Even if your library hasn't purchased access, the work may be available for free on a legitimate Web site, such as your institutional repository or another online open archive, the author's homepage, or an open access journal. Most sites allow students to print a copy for personal use.
- If your library has not licensed access and you can't link to the work for free, contact the library's electronic reserves department about whether they can arrange access for your students.

Consider retaining the rights you need to place your own work in an open archive and share it with your students. The SPARC Author Addendum (www.arl.org/sparc/author/) is one means of securing these rights.

When Linking Won't Do

If linking isn't the answer, there's still hope. Here are several common situations in which you are free to make copies for your students or use works in the classroom without permission or fee:

■ Uses permitted by license

Use of electronic resources today is commonly governed, not just by copyright, but also by licenses between owners and users. Your use rights can differ from license to license. Commonly a publisher's or aggregator's license with a research library will allow faculty and their students to:

- Print a reasonable amount of a work.
- Share it with other authorized users covered by the license (typically, all faculty and enrolled students are authorized users).

With the potential for creators to offer their works directly to users on the Web, use of Creative Commons licenses is growing (www.creativecommons.org). Using a Creative Commons notice, creators specify the rights conveyed to users — such as to copy, distribute, display, and perform the work, provided attribution is given.

■ Fair uses

When the circumstances might reasonably be judged as fair, you may use copyrighted works in your teaching without obtaining permission. US law lists four fair use factors — described in the shaded area at right — that will help you evaluate whether your use is permitted. Here are a few examples of uses that are generally regarded as fair:

- copying reasonable portions of longer works for your class;
- copying a timely article (or one you've recently discovered that is relevant for your class) when

Fair Use — Weigh Your Rights

it's unreasonable to expect a sufficiently rapid reply to a request for permission; and

- copying a graphic or an image from a work to display in your lectures.

■ Public domain

Works in the public domain are not protected by copyright, so you can use them freely. Here are examples of public domain works:

- Under US law, copyright expires 70 years after the death of the author. At that point, works automatically enter the public domain. As a practical matter, all works published in the US before 1923 are now in the public domain.
- Works by the US Government or created by its employees as part of their job are in the public domain. Note, however, that this does not apply to most works by federal grant recipients or contractors or to works of most other governments, including state and local governments.

Before You Pay for Use Rights

Check with your library to explore whether your use rights have already been paid for or whether there are alternatives to paying a fee.

To ensure a balance of the rights of copyright owners and the public interest, the law allows you to use copyrighted works without permission — regardless of medium — when evaluation of the circumstances suggests the use is fair.

This “fair use” provision of copyright law doesn't provide hard and fast rules to tell you whether a use qualifies as fair. Instead, the unique facts regarding a use lead you to a reasoned conclusion.

Your evaluation should weigh four factors:

- 1. Purpose and character:** If your use is for teaching at a nonprofit educational institution, this is a factor favoring fair use. The scale tips further in favor of fair use if access is restricted to your students.
- 2. Nature of copyrighted work:** Is the work fact-based, published, or out-of-print? These factors weigh in favor of fair use.
- 3. Amount used:** Using a small portion of a whole work would weigh toward fairness. But sometimes it may be fair to use an entire work (such as an image) if it is needed for your instructional purpose.
- 4. Market effect:** A use is more likely to be fair if it does not harm the potential market for or value of the copyrighted work. But if it does, this could weigh more heavily against fair use than the other factors.

Consider each of these factors, but all of them do not have to be favorable to make your use a fair one. When the factors in the aggregate weigh toward fairness, your use is better justified. When the factors tip the scales in the other direction, your need to obtain permission from the copyright holder increases.

Don't worry that the answer isn't crystal clear. Just decide whether the factors weigh enough toward fairness so that you are comfortable not seeking permission. Some suggest reliance on the “golden rule” — if you were the copyright holder, would you see the use as fair and not expect to be asked for permission?



Displaying or Performing Works in Your Classes

Copyright law makes special provision for displaying images, playing motion pictures or sound recordings, or performing works in classes.

■ Face-to-face teaching

You may display or perform a work in your class without obtaining permission when your use is:

- for instructional purposes;
- in face-to-face teaching; and
- at a nonprofit educational institution.

If you don't meet all three of these criteria, consider whether what you have in mind is a fair use.

■ Distance education

Although a specific copyright exemption known as the TEACH Act* may apply, its rigorous requirements have prompted most instructors to rely primarily on fair use to display or perform works in distance education (e.g., online or over cable TV).

To evaluate the fair use option, weigh the four factors described at left. If you judge the use to be fair, you may use the work in your class.

In all cases, the copy of the work that is displayed or performed must have been lawfully made. That means, for example, you can display a video borrowed from your library's collection.

* Consult your library or the university counsel on whether and how the TEACH Act is implemented locally. For a closer look at your rights to transmit works to a distance education class, see the North Carolina State University TEACH Toolkit at www.lib.ncsu.edu/scc/legislative/teachkit/.



Instructors Ask

■ *Can I show a movie in class that I've rented from my home movie rental provider?*

Yes, providing the movie is shown for educational purposes and such an educational use is not prohibited by the license agreement you signed with the rental provider.

■ *I've used an article as a standard reading in the past and my students have paid to include it in their course packs. But recently the library has licensed a database that includes the article. Does that change things?*

Yes. Instead of including the article in the course pack, now you can simply link to it in your syllabus and encourage students to use it online.

■ *What about articles that aren't licensed by the library — how do I share them with my students?*

Here are several options:

- If the article is available online via open access, share a link to it.
- If a Creative Commons notice appears on the article, you may share the work with your students.
- If the article is in the public domain, you're free to share it.
- Consider whether use of the work is a fair use.
- Ask the library about putting the article on reserve.
- Ask the library to license an online subscription if there is sufficient campus demand.
- Ask the copy center to license the work for sale of print copies.
- License the work yourself using your institution's courseware.

Get answers to more of your copyright questions at the ARL "Know Your Copy Rights" FAQ: www.knowyourcopyrights.org/faq/.

What You Can Do



Often you can use works in your teaching without permission or fee.

This chart highlights some of those situations. However, there are other circumstances where permission and/or fee are required (for example, when some types of works are included in course packs). Check with your institution's library or legal office for information about campus copyright policies.

Know Your Copy Rights™		Proposed Use				
		Exhibit materials in a live classroom?	Post materials to an online class?	Distribute readings?	Create electronic reserves?	
Legal Status of Work To Be Used	Works Not Copyrighted	Public Domain Works (US Govt. and pre-1923 works, and certain other works)	Yes	Yes	Yes	Yes
	Copyrighted Works	Your Own Works (if you kept copyright or reserved use rights)	Yes	Yes	Yes	Yes
		Open Access Works (works available online without license, password, or technical restrictions)	Yes	Link	Link	Link
		Electronic Works Licensed by Your Institution (depends on license, but usually permitted)	Yes	Link	Link (Most licenses also allow students to make an individual copy.)	Link
		Electronic Works with a Creative Commons License (depends on license, but usually permitted; if not, LINK)	Yes	Yes	Yes	Yes
	Other Works (when none of above apply)	Yes	Yes, if meets either TEACH Act or Fair Use standards. If not, LINK or seek permission.	Yes, if meets Fair Use standards. If not, LINK or seek permission.	Yes, if meets Fair Use standards. If not, LINK or seek permission.	

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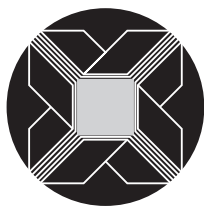


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