



COPYRIGHT FOR CANVAS

CHECKLIST FOR USING MATERIALS

This checklist is intended for University of Newcastle staff members to use in the context of their employment only and provides general advice. University staff should contact the Copyright Advisor if they have specific questions or concerns.

Why is copyright important in Canvas?

The University is required to follow the *Copyright Act 1968*, which controls how copyright materials can be used. Staff creating and delivering course materials have the individual responsibility not to infringe copyright. The checklist below will help you to assess what is best practice for using copyright materials in your course.

Question	Y/N	Notes & Actions
Q1. Are you including images (that are not your own) in your course modules, PowerPoints, notes or other documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> If Yes, you may need to include a copyright warning notice or details of the licensing/permissions involved (see Q6 below). Most courses (not MOOCs or short courses) should include the S113P copyright notice when adding copyright materials. Q1 Action: You may need to add a copyright warning notice
Q2. Are you including readings in your course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> If Yes, readings should be added to the University's 'Course Readings' system – do not add PDFs directly to Canvas. The Course Readings team can assist with this process. Q2 Action: You may need to use 'Course Readings'
Q3. Are you including external videos in your course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> If Yes, embedding or linking is usually the best option. Please check that you aren't relying on infringing content. See the Using YouTube guide for more information. Q3 Action: You may need to check the videos you're using
Q4. Are you including music in your course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> If Yes, music should only be captured as part of a recorded lesson/session – do not add MP3s or other music files to Canvas. See page 2 of Classes and Sessions for more. Q4 Action: You may need to add music to sessions/recordings
Q5. Are you including sheet music / scores in your course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> If Yes, you may need to include a reproduction notice or details of the licensing/permissions involved (see Q6 below). See page 2 of Classes and Sessions for more. Q5 Action: You may need to add a reproduction notice
Q6. Are you including materials with open/ Creative Commons licensing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> If Yes, follow the 'TASL' method to provide attribution. See Best practices for attribution. Q6 Action: You may need to add 'TASL' attribution
Q7. Are you providing links to external content in your course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> If Yes, please check that you aren't relying on infringing content. You can ask the Copyright Advisor if unsure. Q7 Action: You may need to check the links in your course

See the 'Copyright for Canvas' module for more information or contact the Copyright Advisor

Copyright Support

E: copyright@newcastle.edu.au

T: (02) 492 16456

W: newcastle.edu.au/copyright-support

Academic Division | Library Services

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