

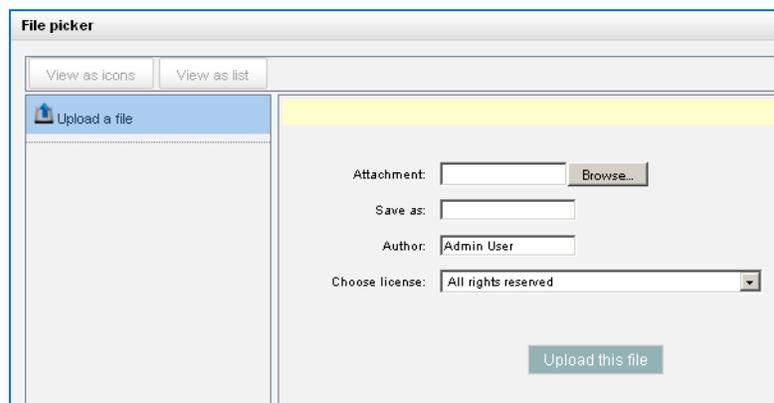
Quick Guide: Adding Documents to Moodle

This Quick Guide shows you how to add documents and other files to Moodle. Before you begin, you must have editing permissions for the course, which are given to the “Teacher” and “Teaching Assistant” roles.

1. In the “Add a Resource” drop-down menu, select “File.”
2. Provide a name [and description] of the link to that file.
3. Next to Select Files, click the “Add” button.



4. The File Picker window appears; click on the “Upload a file” button in the left-hand column.
5. Click the “Browse” button.
6. Locate the file on your local computer and click the “Open” button in the File Upload window.



7. You may indicate the author of the file in the File Picker window.
8. Select the appropriate copyright information from the License drop-down menu:
 - a. If the document is copyrighted, select “All rights reserved” from the drop-down menu;
 - b. If the document is in the public domain, select “Public domain” from the drop-down menu;
 - c. If you have created the document yourself, select the appropriate Creative Commons license from the drop-down menu (for more information on the different license types, visit <http://creativecommons.org/>).
9. Click the “Upload this file” button.
10. The file name now appears in the Content section of the page.
11. If you wish this document to be restricted to particular date and/or activity completion, change the settings in the Restrict Access section of the page.
12. Click the “Save and return to course” button.

Making Your Moodle Course Compliant with the Fair Use and TEACH Copyright Exemptions

This handout describes how to make your online or hybrid course in Moodle compliant with the “Fair Use” (sec. 107) and “Technology, Education, and Copyright Harmonization Act of 2002” (sec. 110) exemptions of the Copyright Law (U.S. Code, title 17).

Linking to Documents in Moodle

Before digitizing and uploading documents to Moodle, you should check to see if the document is already available in electronic format through one of the databases to which the GTU library subscribes. The library has already paid for the copyright permissions for these documents through the subscription license as long as the documents are linked and not uploaded to Moodle. You should also check to see if the document is available in the public domain (e.g., Google Books) since these documents fall outside the copyright restrictions.

Uploading Documents to Moodle

Each document must include a citation indicating from where the document originates. The following copyright statement must also be included in its properties:

This material is reproduced and electronically distributed pursuant to the “Fair Use” (sec. 107) and the “Technology, Education, and Copyright Harmonization Act of 2002” (sec. 110) exemptions of the Copyright Law (U.S. Code, title 17).

Since the document is for one-time use, the class number and name, class term, institution, instructor’s name, and the date of the class session in which it is used must also accompany this statement.

In the process of uploading and linking to a document in Moodle, the box next to “Force Download” must not be checked. This prevents, as best as possible, from the student retaining the file in an electronic form.

Up to and including nine (9) documents may reside on Moodle through the exemptions of Fair Use. These documents may remain visible for the entire semester. The rest of the documents must be configured as “mediated instructional activities.”

Creating Mediated Instructional Activities

So as to not resemble a course pack, only the documents for that specific week/topic may be visible to the student. Thus, the inactive weeks/topics must be hidden from the students’ view. With editing turned on, click on the Hide button to the right of the week/topic (the eye icon changes from  to ). If the students are required to do the reading before the next class session, the readings may have to appear in the week/topic prior to the one scheduled.

For each subsequent week/topic, hide the current week/topic and make the next one visible. You may also wish to change the Course Settings so that hidden sections are shown in collapsed form, which means that the area for the week/topic will remain visible in Moodle but the contents will be invisible.