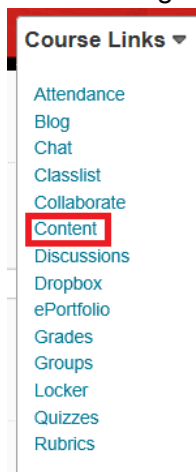


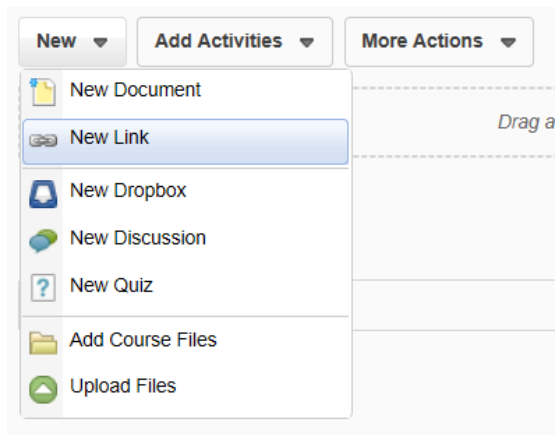
Sharing Your Copyright-Cleared Content with Students in FanshaweOnline

There are multiple areas in your FanshaweOnline course in which you can post a link to your copyright-cleared file. Here are some steps that demonstrate how to post the link in Content:

1. Once a copyright request is cleared, you will receive an email in your fanshawec.ca email account that contains a link to the copyright-cleared file that looks something like this:
https://www.fanshaweonline.ca/content/Fanshawe_College/CopyRightCleared/filename.pdf
2. Navigate to the appropriate course in FOL.
3. On the navigation bar, click on Course Links→Content

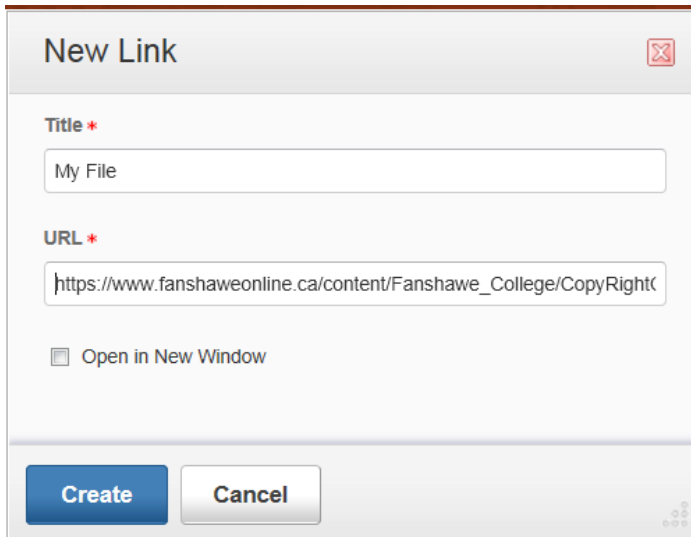


4. Along the left-hand column, click on the module to which the link should be added.
5. Expand the “New” menu and select “New Link”.



6. Give the link the title that you want students to see.

7. In the URL field, copy and paste the link provided in the Copyright Approval email you received. Ensure that the URL you pasted in starts with <https://>
8. If you want the file to open in its own separate browser window when students access it, check off the “Open in New Window” box.



The image shows a "New Link" dialog box with the following fields and options:

- Title ***: My File
- URL ***: https://www.fanshaweonline.ca/content/Fanshawe_College/CopyRightC
- Open in New Window
- Create** (blue button)
- Cancel** (white button)

9. Click “Create” and you are done. Unless you add restrictions or release conditions, students in the course should now be able to access the copyright-cleared file.