

## Submitting a Clearance Request (Faculty-Created Content)

Faculty-Created Content includes presentation slides, handouts, tests, course manuals, etc. basically anything you've created or assembled that includes content from other sources.

Follow the steps below to submit a clearance request to have your Faculty-Created Content screened:

1. From the home page, click on New Clearance Request.

### + New Clearance Request

2. Provide basic Details about your request.

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### Clearance Request: Details

[details](#) > [reference](#) > [courses](#) > [excerpts](#) > [review](#)

Clearance Request Title:

Email Address:

Source Type:

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For assistance using the system contact: phone: 519.452.4430 x4346 email: [copyright@fanshawec.ca](mailto:copyright@fanshawec.ca)

**Callout boxes:**

- Give your request a title. This can be anything you decide: Reading 1, Biology PowerPoints, Chemistry Manual, etc.
- Select your preferred email address from the drop-down menu: @fanshawec.ca or @fanshaweconline.ca
- Select **Faculty-Created Content** from the drop-down menu.
- Click **Next** to proceed to the next step.
- You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the **filed** tile on the home page.

3. Provide Reference information about your request.

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### Clearance Request: Reference

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Notes (i.e. reason for submission):

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**Callout boxes:**

- Enter any information you want us to know about the content you've created and are submitting. Do you have concerns about the images in your presentation slides? Do you want us to verify your attribution statements? Do you want us to screen the manual or workbook you've created for your course? If you're submitting a manual or workbook, are there specific printing instructions that we can relay to Reprographics on your behalf?
- You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the **filed** tile on the home page.
- Click **Next** to proceed to the next step.

4. Select the Course(s) that your request will be used for.

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## Clearance Request: Select Courses

details > reference > **courses** > excerpts > review

Course Excerpts Will Be Used In:

Course Name	Title	Term	Start	End	Department	Number Of Students
<input type="checkbox"/> ACCT-1004-01	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0
<input type="checkbox"/> ACCT-1004-03	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0
<input type="checkbox"/> ACCT-1004-05	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	BMG - Business & Technology	6
<input type="checkbox"/> ACCT-1004-05	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0
<input type="checkbox"/> ACCT-1004-06	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2024	BMG - Business & Technology	1
<input type="checkbox"/> ACCT-1004-07	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	BMG - Business & Technology	9
<input type="checkbox"/> ACCT-1004-08	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	BMG - Business & Technology	7
<input type="checkbox"/> ACCT-1004-14	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0
<input type="checkbox"/> ACCT-1004-15	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0
<input type="checkbox"/> ACCT-1004-50	Principles of Accounting 1	13F - 2013 Fall Post Secondary	9/3/2013	12/13/2013	BUS - Business and Management	0

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Select the course(s) for which you intend to use the content you've created. Courses will pre-populate based on those you're registered to teach.

You can also search for your course(s) by course name, title, term, etc.

You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the **filed** tile on the home page.

Click **Next** to proceed to the next step.

5. Upload your Faculty-Created Content.

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## Clearance Request: Excerpts

details > reference > courses > **excerpts** > review

### Add Excerpt

File:  No file chosen

File

No data to display

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Click **Choose File** and select the file from your computer that contains the content you've created.

Click **Add** to upload the file to the system. Added files will appear in the **File** box.

Click **Next** to proceed to the next step.

You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the **filed** tile on the home page.

6. Review the summary of your request.



## Clearance Request: Review

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### Details

- Clearance Request Title: powerpoint slides for lesson 3
- Email: [m\\_shannon2@fanshawec.ca](mailto:m_shannon2@fanshawec.ca)
- Reference Type:

### Courses

- ACCT-1004-01

### Excerpts

- DOC112113-11212013103243.pdf

### Reference

- Notes:  
can this image be reproduced? and have i cited it properly?  
  
here's where i got it from: [www.googleimagesearch.com\\_45\\_16%77](http://www.googleimagesearch.com_45_16%77)

You can return to the home page at any time and you can also save your request for future editing and submission. Saved requests are accessible from the **filed** tile on the home page.

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[Submit](#)

Review the summary of your request and click **Submit** to submit your request to the system or click **Previous** to go back and edit. You will receive an email confirming the successful submission of your request.

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email: [copyright@fanshawec.ca](mailto:copyright@fanshawec.ca)

You can review the status of your Faculty-Created Content by accessing the **pending** and **approved** tiles from the Copyright Management System's home page.

Copyright Services Staff will review the Faculty-Created Content that you submitted and will take into consideration any concerns or questions that you entered in Step 3 of the submission process. When your Faculty-Created Content has been assessed, you will receive an email from the Copyright Services Staff which will let you know that your Faculty-Created Content has been cleared or they'll let you know of any suggestions or alternatives that would bring your Faculty-Created Content into compliance with the copyright legislation and the College's copyright policies. Once cleared, you can proceed with the intended use of your Faculty-Created Content.

If you have any questions or need assistance, please contact the Copyright Services Office:

Meaghan Shannon, Copyright Services Officer  
519.452.4430 x4346  
[m\\_shannon2@fanshawec.ca](mailto:m_shannon2@fanshawec.ca)