

Submitting a Clearance Request (Online Content)

Follow the steps below to submit a clearance request for the use of online content (text, images, or media) from a website:

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

+ New Clearance Request

2. Provide basic Details about your request.

FANSHAWE Copyright Management

Clearance Request: Details

details > reference > courses > excerpts > review

Clearance Request Title:

Email Address:

Source Type:

Previous Next

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

Give your request a title. This can be anything you decide: Reading #1, Image for Week 5 Assignment, or Video for Critique.

Select your preferred email address from the drop-down menu: @fanshawec.ca or @fanshaweonline.ca

Select **Website** from the drop-down menu. Book and Periodical are also available.

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

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

Content URL:

Site Title:

Author(s):

Previous Next

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

Paste the URL of the webpage on which the online content can be found.

Enter the name or title of the website.

Enter the name of the author(s), artist(s), producer(s), etc. if available.

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.

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



Copyright Management

Clearance Request: Select Courses

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.

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

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



Course Excerpts Will Be Used In:

	Course Name	Title	Term	Start Date	End Date	Number Of Students
<input type="checkbox"/>	ACCT-1004-01	Principles of Accounting 1	13S - 2013 Summer	5/6/2013	8/21/2013	3
<input type="checkbox"/>	ACCT-1004-05	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	6
<input type="checkbox"/>	ACCT-1004-06	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2024	1
<input type="checkbox"/>	ACCT-1004-07	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	9
<input type="checkbox"/>	ACCT-1004-08	Principles of Accounting 1	13W - 2013 Winter	1/7/2013	1/1/2014	7
<input type="checkbox"/>	ACCT-1010-01	Applied Comp Applica for Acctg	13SCE - 2013 Summer Continuing Ed	7/1/2013	8/25/2013	2
<input type="checkbox"/>	ACCT-1011-20	Principles of Accounting II	13F - 2013 Fall Post Secondary	9/7/2013	12/19/2013	1
<input type="checkbox"/>	ACCT-1015-01	Management Accounting	13F - 2013 Fall Post Secondary	9/7/2013	12/19/2013	0
<input type="checkbox"/>	ACCT-3037-03	Accounting 2-INTER	13F - 2013 Fall Post Secondary	9/7/2013	12/19/2013	0
<input type="checkbox"/>	ACCT-3037-04	Accounting 2-INTER	13F - 2013 Fall Post Secondary	9/7/2013	12/19/2013	0

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

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

- Upload the URL of the webpage on which the Online Content you'd like to use can be found.



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Clearance Request: Excerpts

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



Add Excerpt

URL:

[Add](#)

File
No data to display

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.

Paste the URL of the webpage on which the online content can be found and click **Add**. Added URLs will appear in the **File** box.

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

6. Review the summary of your request.



Copyright Management

Clearance Request: Review

details > reference > courses > excerpts > review



Details

- Clearance Request Title: Reading #4
- Email: m_shannon2@fanshawec.ca
- Reference Type: Website

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.

Reference

- Content URL: <http://www.nytimes.com/2013/08/09/science/internet-study-finds-the-persuasive-power-of-like.html?hpw>
- Site Title: The New York Times
- Author(s): Kenneth Chang

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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.

You can review the status of your request by accessing the **pending**, **approved**, and **denied** tiles from the Copyright Management System's home page.

If your request is **approved** because it adheres to the conditions outlined in Section 30.04 of the *Copyright Act*, you will receive an email confirming the approval of your request. This **email will contain a link** to a digital copy of the online content you requested. This link can be embedded in your FOL course site so that your students can access it. Links will be disabled 30 days after the final marks for your course are released to your students. You can review the links that will be disabled within 30 days by clicking on the **expiring** tile on the Copyright Management System's home page. Before links expire, you can select and resubmit requests for repetitive and future use by accessing the **approved**, **expiring**, and **denied** tiles as well as **View History** from the Copyright Management System's home page.

If your request does not adhere to Section 30.04 of the *Copyright Act*, we will seek permission from the original copyright owner on your behalf. You will receive an email if permission was **denied**. This email will include suggestions for alternative materials and an invitation to consult with the Copyright Services Officer.

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