



Teaching with Technology Tip

TEACH ACT/FAIR USE CHECKLIST AND RECOMMENDATIONS

If you wish to use copyrighted, digital media in your online course, you have some rights to do so under [the TEACH Act](#) and some fair use rights to share that media. While these rights are not equivalent to those in a face-to-face classroom, they do enable faculty to share many works. Completing the checklist below can help you determine whether or not what you plan to share (and how you will share it) follows TEACH Act and Fair Use guidelines.

TEACH Act Checklist

- [Review the TEACH Act basics as they apply to college teaching.](#)
- Only students in my class will have access to the materials.
- The materials will be provided at my direction as part of a relevant lesson.
- The materials are directly related and of material assistance to my teaching content.
- The class is part of my institution's regular offerings.
- I will include a notice that the materials are protected by copyright.
- I will use technology that reasonably limits the students' ability to retain and further distribute the materials.
- I will make the materials available to the students only for a period of time that is relevant to the context of the class session.
- I will store the materials on a secure server and transmit them only as permitted under the TEACH Act.
- I will not make copies other than the one I need to make the transmission.
- The materials are of the proper type and amount the law authorizes:
 - Entire performances of *nondramatic* literature and musical works.
 - Reasonable and limited parts of a dramatic literary, musical, or audiovisual work.
 - Displays of other works, such as images, in amounts similar to typical displays in face-to-face teaching.
- The materials are *not* among those the law specifically excludes from its coverage:
 - Materials specifically marketed and sold for classroom use in online education.
 - Copies of the material known to be illegally obtained.
 - Textbooks, coursepacks, electronic reserves and similar materials typically purchased individually by the students for independent review outside of class.
- Work converted from an analog version meets certain requirements:
 - I copied only the amount I am authorized to transmit.
 - There is no digital copy available except one with technological protections that prevent using it for the class in a way the law authorizes.

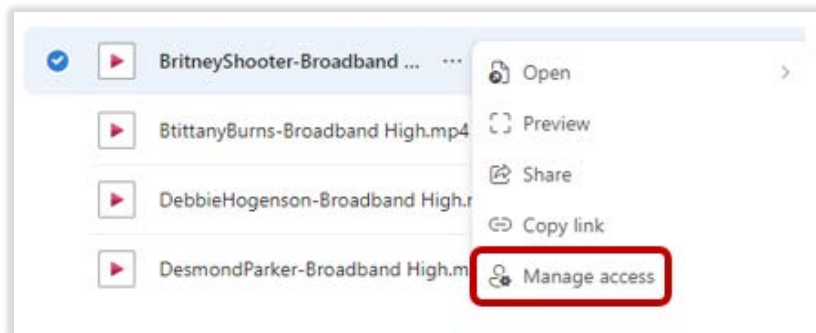
Recommendations for Following the TEACH Act

Controlling Access to Media

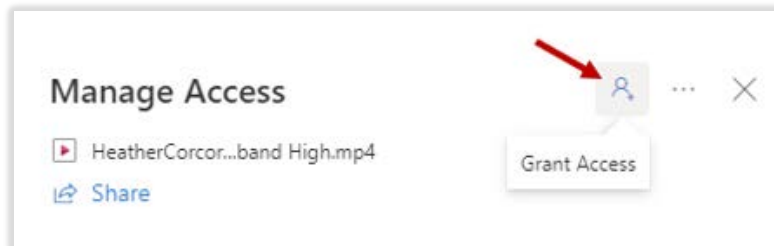
- ❖ Load media clips onto your OneDrive since the UMW OneDrive system can limit sharing to only students in your course by signing in with their UMW credentials.
- ❖ Each semester, add current students to those who have access to the clip(s).
- ❖ At the end of each semester (or even better, after the relevant lesson), remove student access to the clip.
- ❖ Link the videos in your Moodle site. When students click the link, they will be redirected to OneDrive. If not logged in to Microsoft 365, they will be prompted to do so.

Providing and Controlling Access in OneDrive

Click on the “three dots” menu for the media you wish to share with students and select **Manage access**.

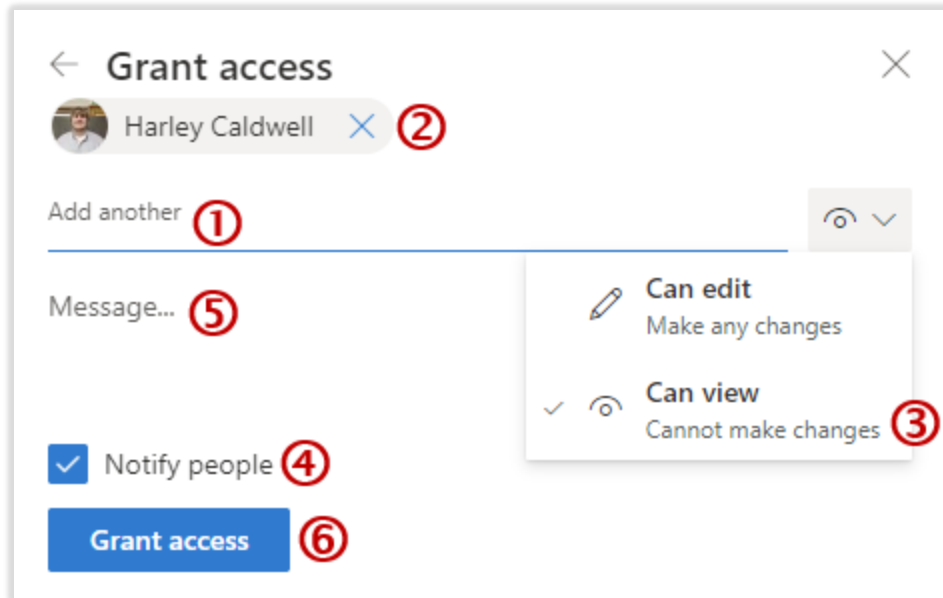


Click on the **Grant access** icon at the top of the **Manage access** dialogue box.



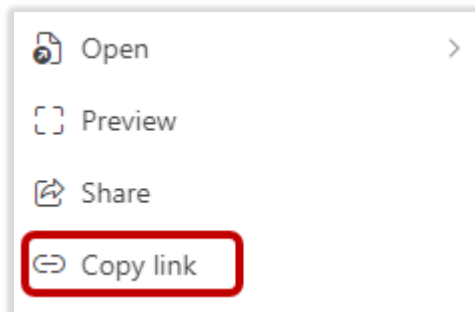
Grant access to your current students.

1. Search for the students using their UMW email address; click on their name/email to add them to users with access.
2. Students granted access will appear at the top of the dialogue box.
3. Make sure to select **Can view** to limit students to only viewing the materials.
4. If you wish to notify students via email that they have been granted access to the materials, tick the **Notify people** box.
5. If you do notify students, type a brief message to them.
6. When all students are added, click the **Grant access** button.

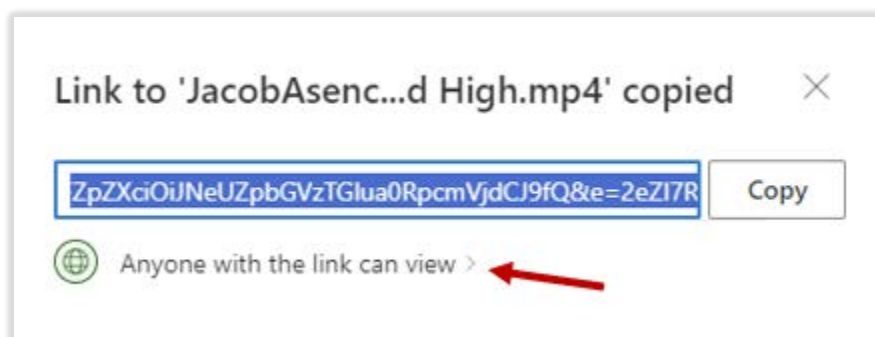


Providing a Link in Your Moodle Site

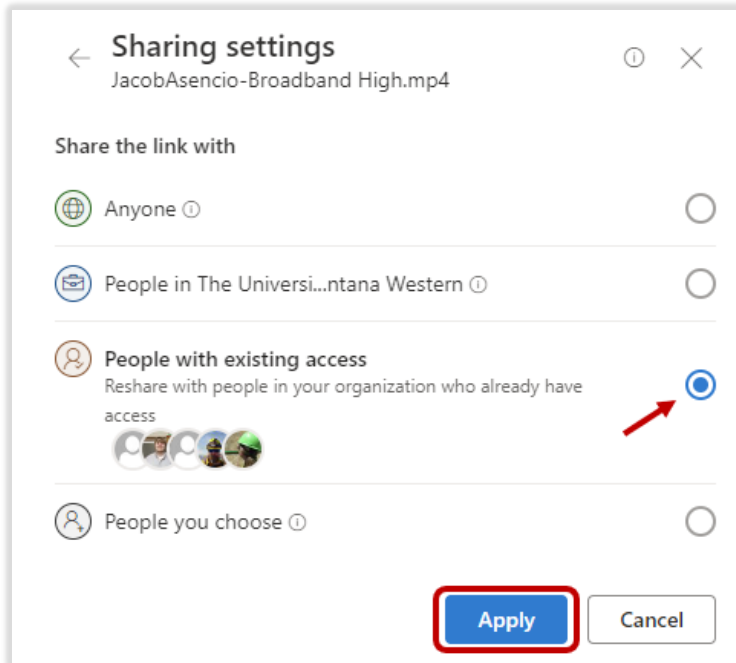
From your list of files in OneDrive, click on the three-dots menu for the file you wish students to view and select **Copy Link**.



In the pop-up window that opens, click on the sharing options menu, which usually appears as **Anyone with the link can view**.



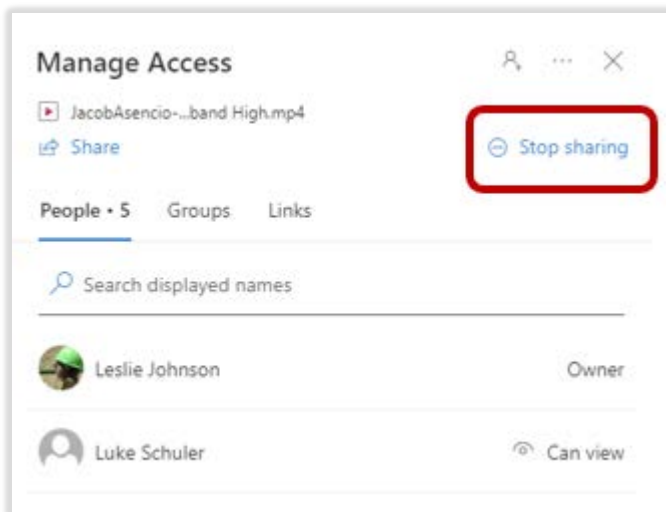
In the **Sharing Settings** pop-up window, tick the selection for **Those with existing access** then click the **Apply** button.



Copy the URL that appears in the next dialogue window and use it to create a URL “activity” in Moodle.

Removing Access to OneDrive Media

To revoke access to the materials, return to the **Manage Access** window. Then click on **Stop Sharing**.



If you need assistance, please contact eLearning at elarning@umwestern.edu.