

Copyright Tips for Transitioning Your Courses to an Online Format

There are pedagogical and technical challenges as instructors make the shift from in-person to online teaching. However, much of the content instructors were using to teach a face-to-face course can be posted on a York Learning Management System or LMS, such as Moodle.

If you want to share additional materials with students on a York LMS, keep in mind some simple guidelines.

Key points to remember

1. Instructors are encouraged to review and apply the [York's Fair Dealing Guidelines](#) when they are making decisions to post content on [York's password-protected LMS](#).
2. Copyright Support staff are available to help with any copyright questions you may have. If you need links to York University eResources staff will be able to create those links for you. Staff can be reached at copy@yorku.ca.
3. Phone apps such as [Genius Scan](#) or [Adobe Scan](#) can be used to digitize content within the limits set out in [York's Fair Dealing Guidelines](#) to post to Moodle. Keep in mind that you can make the PDF files more accessible for students by using an [optical character recognition \(OCR\) online tool](#) that can be used to convert "non-selectable" text files into more accessible formats.
4. Sharing audiovisual content such as films and audio files is more complicated. Instructors can still link to legally posted online content from YouTube, etc. York Libraries also has [licensed streaming video collections](#) that can be accessed.
5. Additional information on [teaching online](#) is available on the [Copyright@York](#) website.
6. Moodle and Lecture Recording service requests can be found at <https://moodle.info.yorku.ca/requests/>.