Canvas/TEACH Act Frequently Asked Questions

TEACH Act points of compliance for copyrighted/fair use materials include:

- **Limit transmission of copyrighted materials to enrolled students**
  - Canvas "course" visibility default setting cannot be changed

    Q: *What if I want to have the course visibility made public so that anyone, including those outside of Xavier, can access my Canvas course?*

    A: Contact your Associate Dean, who will review your request, and who has the permission to change the course visibility setting upon confirming there are no copyrighted/fair use materials in the Canvas course. Note that changing the visibility setting to "Public" does risk exposing student information, and there are likely other options to accomplish your goal.

    Q: *If I have received prior permission from my Associate Dean to change the visibility setting to an inactive course do I need to make a new request every semester?*

    A: No, as faculty only have read/view access to inactive courses. No new material, including copyright/fair use content could be added, so once permission is granted it doesn't need to be reviewed/renewed.

- **Prevent unauthorized retention or downstream redistribution of copyright/fair use materials**
  - Canvas has changed to automatically restrict course access to enrolled students after one year from the official end of the term when the course was taught

    Q: *How does restricting course access to inactive courses affect students?*

    A: Students are not able to see inactive courses that have been restricted. These courses will not be viewable in their Previous Courses list, and they are not able to see their course work or grades. However, students can still see submitted documents and other files

that were submitted through assignments on their Profile page, in the "Files" area there.

Q: *What if I want students to have access to an inactive course that is restricted from viewing?*

A: Contact your Associate Dean who will review your request and who has permission to change the setting to allow enrolled students to view the course materials.

- If the course does not contain any copyright/fair use materials then there is no conflict with the TEACH Act provision.
- If the course contains copyright/fair use materials, upon consent of the faculty member, the Associate Dean has the Canvas permissions to remove the material (or replace the material with persistent links if available) before making a course accessible.
- If the course contains copyright/fair use materials, and these are deemed essential to sharing the course, the Associate Dean may consult with Xavier's General Counsel before making a determination on whether course access can be granted for time-limited access.

Q: *If I have received prior permission from my Associate Dean to allow course access to enrolled students after one year do I need to make a new request every semester?*

A: Only if the course continues to include copyright/fair use materials.

Q: *Can I manually restrict access to my courses after the actual course end date?*

A: Yes, course owners can apply the restrict access option to their courses after the course end date instead of waiting for the automatic process that occurs a year from the official end of the term when the course was taught.

Q: *What if I need to give an extension to a student who has an incomplete?*

A: Make a request to IT [through Xavier's ticketing system](#), and request that a manual section be created with JUST the student and the instructor in it. Specify the new course end date in your request and that date will be used to override the previous course end date.

- **Must provide notice to students when materials may be subject to copyright protection**
    - o Instructors may comply by placing an announcement in their Canvas course consistent with the text contained in section 5: Copyright in the [Student Handbook](#) :

        Xavier University course sites contain copyrights held by the instructor, other individuals or institutions. Such material is used for educational purposes in accord with copyright law and/or with permission given by the owners of the original material. You may download one copy of the materials on any single computer for non-commercial, personal, or educational purposes only, provided that you (1) do not modify it, (2) use it only for the duration of this course, and (3) include both this notice and any copyright notice originally included with the material.   Beyond this use, no material from the course web site may be copied, reproduced, re-published, uploaded, posted, transmitted, or distributed in any way without the permission of the original copyright holder. The instructor assumes no responsibility for individuals who improperly use copyrighted material placed on the web site.

Copyright

Q*: Which is better to provide in my Canvas course – a PDF of an article from a library database/resource, or a link to the article from a library source?*

A*:* Providing a persistent link (permalink) from a library database/source rather than the article/resource itself is what should be provided in a Canvas course, as links are not subject to copyright.

Q: *What items can I post in Canvas without worrying about potential copyright infringement?*

A: Links to publicly available online content from a trustworthy site where the copyright owner is clearly identified, Open Educational Resources (OER), Open Access materials, items within the [public domain](#), materials where rights have been purchased (such as Library databases or electronic books), US

Government websites or documents, materials where permission has been granted by the Copyright holder (such as with a Creative Commons license), and course-adopted publisher materials, but only while primary text is actively adopted. For further questions please feel free to consult the [Copyright Resources for Faculty Libguide](#) or submit a [library copyright help request form](#).

Canvas

Q: *Do I need to have my course visibility setting changed to "public" for enrolled students to see the course?*

A: No. The default/locked visibility setting is "course", and all enrolled students can access the Canvas course once it is published (assuming the course start date has been reached).

Q: *Can I change the course end date?*

A: Technically, yes, but you don't have to do this for a student who requires an extension. In this case follow the process for submitting a ticket request to IT as previously outlined. You also don't need to change the course end date for students to still have access to course materials within a year of the end of the official end of the term when the course was taught. If you have another reason for doing so please check with your Associate Dean first.

Q: *Can I change the course visibility setting?*

A: No, the visibility setting is locked to the default of "course". Should you need to have the setting changed to "public" or "institution", contact your Associate Dean with your request.

Q: *How is the "Institution" visibility setting different?*

A: This visibility setting allows anyone with a Xavier login to access the course with the course link. If the course contains copyright/fair use materials, then others beyond currently enrolled students could have unwarranted access to those materials.

Q: *How can I share a course with a colleague at Xavier who is not enrolled in the class if the visibility setting is locked to "course"?*

A: You can add any additional Xavier teachers or TA's to your course through the People page. Note that you cannot add additional students to your course.

Q: *How can I share a course with someone who is not at Xavier if the visibility setting is locked to "course"?*

A: A Canvas-only local account can be created for those without Xavier credentials to be set up as teachers, for example, such as those involved with COIL (Collaborative Online International Learning). In order to add an additional teacher or TA to your course that does not have a Xavier email address, submit a ticket request to IT [through this link](#).

Q: *I want to add a new member to my Sandbox/Training course but the visibility setting is for "course" – what do I need to do?*

A: If you just want to add a Xavier colleague as a new teacher or TA, you can do so without the course visibility setting requiring any change. If you want to set up a training course where those with a Xavier login can access the training without having them enroll in the course you can request the "institutional" visibility setting.

Q: *My Canvas course is a Training or Sandbox course, so why can't this be a publicly viewable course?*

A: Training and Sandbox courses could contain copyright/fair use materials, and those types of courses are often copied. However, to request a change to the course visibility setting faculty are to contact their Associate Dean, and Staff are to contact the [Library Director](#).

Q: *Does checking the box to "Include this course in the public course index" make my course visible to everyone?*

A: Taking this action will only *list* your course in the public index but it will not override the default course visibility setting, so the general public will not be able to view your Canvas content.

Q: *Why can my Associate Dean make changes to the default and locked settings but I can't?*

A: Your Associate Dean has been set up with special permissions that allow them to override the default settings for a requested exception.

Q: *How can I access one of my inactive courses so that I can copy content into a new course?*

A: The new Canvas course visibility settings do not change how teachers access their prior courses. Faculty can copy content themselves or, IT can do it for faculty through a ticket request.

Q: *Can I add new content to a course or remove course content after the course end date?*

A: No. As has always been the case, once a course becomes inactive teachers only have read/view access.

Q: *Can courses be reopened for faculty assessors to view and score student work?*

A: Yes, contact your Associate Dean with a request to make the course accessible.