

Instructions for Posting a Copyright Notice for Blackboard Courses

Print these instructions before starting. Be sure to complete the steps for Part 1 below before continuing to Part 2 on the next page.

Part 1: Create a Blackboard menu button called “Copyright Statement.”

To do this:

1. Log into your course, and then click on **Control Panel**.
2. Click on **Manage Course Menu** located under **Course Options**.
3. Locate and click on the **Content Area** button located next to the word “**Add**” near the top left of your screen.
4. Locate the text box (located under the drop-down box) and replace the word “Assignments” with the phrase “Copyright Statement.”
5. Click on the **Submit** button located at the bottom right corner of the screen.
6. Click on the **OK** button located on the right side of the screen.
7. Click on the **OK** button located at the bottom right corner of the screen.

*Note: You should now see the **Control Panel** again. If not, then click on **Control Panel** before proceeding to Step 2 on the next page.*

Continue on the next page with Part 2 Upload the Copyright Statement

Part 2: Upload the Copyright Statement.

To do this:

1. From the **Control Panel**, click on **Copyright Statement** located under **Content Areas**.
2. Locate and click on the **Item** button located next to the word “**Add**” near the top left of your screen.
3. Locate the text box (located under the drop-down box, and to the right of the words “or enter name”) and type in the following phrase:

Information on Copyright Compliance

4. Locate the text box located under the word “**Text**” and paste the text and HTML code provided below into the text box. The HTML code is used to format and organize the text.

The Florida State University Office of Audit Services provides guidance and explanation of Copyright Law, including important information on the TEACH Act (for online course delivery).

http://www.auditservices.fsu.edu/services/copyright/index.html

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5. Find the radio button located to the left of the acronym **HTML** and located just below the text box referred to in step 4, and click on this radio button to select **HTML**.
6. Scroll down and click on the **Submit** button located at the bottom right corner of the screen.
7. Click on the **OK** button located at the bottom right corner of the screen.

The Copyright Statement should now be posted on your Blackboard course website, and should look like the text below.

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If you have any problems or questions with this process, please contact:

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