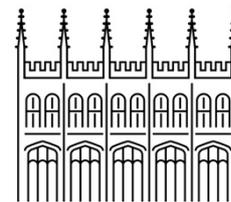


Posting digital copies on VLE



BODLEIAN
LIBRARIES

The following is guidance for posting digital copies made under the CLA licence onto a Virtual Learning Environment (VLE). For information on posting material to the VLE outside the CLA licence, e.g. lecture slides, contact cla@bodleian.ox.ac.uk.

Scan Made	Does the scan meet all the requirements of the CLA? These are explained in Making Digital Copies Guidance.	<input type="checkbox"/>
Digital Version	Is a digital version already available? Then don't make a scan. Most journals are available digitally.	<input type="checkbox"/>
VLE Secure	Is your VLE Secure and accessible only by registered students?	<input type="checkbox"/>
Uploading	Did you upload the scan to a folder that only the students and staff for that course can see? At the very least access should be limited to members of the University. Public access is not permitted.	<input type="checkbox"/>
Copyright Notice	Have you added the required Copyright Notice? This should indicate the course for which it was copied and state that it was copied under the CLA Licence.	<input type="checkbox"/>
Reporting	Have you checked that the files you are uploading have been or will be reported in the annual CLA return?	<input type="checkbox"/>
Weeding	Delete all files which are no longer permitted under the CLA and takedown those no longer required.	<input type="checkbox"/>

Canvas is the main VLE used across the university: <https://login.canvas.ox.ac.uk>. IT Services provides guides and training on how to use and update Canvas.