Schools EUS
ELECTRONIC USE SYSTEM

Presented by: AMR
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Version 4.0
AGENDA

- **Introduction**
- **Survey Period**
- The Role of the Copyright Survey Coordinator (CSC)
- Survey Objectives and Scope
- EUS Survey Website
- Survey Management and Administration
- Morning Tea
- Practice examples
- Question Time
- Contacts
Today’s training session covers the online survey of electronic use of copyright material in which your school is required to participate.

Roll Call – Introduce yourself to the group letting us know;
1. Your Name and School
2. Whether your Primary or Secondary school has been selected (if you are a combined school)
3. Something interesting about your school or a travel story from the trip in to the training
EUS TRAINING PACK

What’s included?

• Today’s CSC training presentation and practice examples
• A shorter staff training presentation for you to train EUS users in your school,
• A web-based training presentation. The URL for this presentation can also be emailed to staff or saved to your intranet/content management system for staff to access throughout the survey
• The EUS in 5 Steps document and Frequently Asked Questions document which may be provided to EUS users
• Signage to promote awareness of the EUS Survey
WHAT IS THE EUS?

An online survey of electronic usage of copyright material in Australian schools

Under the Copyright Act schools are required to record and pay for certain electronic use of copyright material

The EUS survey of a sample of schools eliminates the need for all schools to maintain records relating to electronic usage
HOW DOES IT WORK?

The EUS is an online system for sampled schools to record their copying and communication of digital copyright materials for educational purposes. Each selected school participates for a period of 4 weeks.

Log Your Activity

1. What did you use?
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. How many pages?

3. Sourced from?
   - Web Page
   - Other

4. How did you use it?
   - Download / Save / Copy to computer or storage device
   - Make available on or from network / online
   - Email
   - Tell students to Print / Copy / Save
   - Take a digital photo/screenshot
   - Display or Project
   (excluding material displayed directly from the internet)

5. SUBMIT
HOW DOES IT WORK?

Access the survey through the website www.schoolseus.com.au

The site can be accessed anywhere you have an internet connection.

This includes using
• desktop computers
• laptop computers
• smart phones such as iPhones
• tablets such as iPads
The EUS has been designed to minimise the impact on schools by running for the shortest possible duration.

Your school has been advised of the four weeks that the survey will take place.
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YOUR ROLE AS THE COPYRIGHT SURVEY COORDINATOR (CSC)

• Attend training
  – Understand fully the survey objectives and how it will operate
  – Register your school details
• Prepare and set-up the survey at your school
  – Convey information and train staff
  – Register usernames with the assistance of AMR
  – Place signage around the school
  – Provide details of any subscriptions/licenses and permissions the school uses in accessing websites
YOUR ROLE AS THE CSC

• Monitor the survey progress and support staff
  – Contact staff members regularly, reminding them of their survey obligations.
  – Encourage staff members to report ALL electronic copying and communication.
  – Inform the school Principal of progress.
  – Check that each EUS user has reported their electronic use weekly.

• Liaise with the AMR Copyright Survey Manager

• Answer queries related to the material submitted
SURVEY OBJECTIVES

To identify **what** material is copied

To identify **how much** of the material is copied

…so that payment for electronic usage can be made to copyright owners
SURVEY SCOPE

The following activities relating to static documents:

• Take a Digital Photo/Screen Shot
• Download/Save/Copy to computer or storage device
• Make available on or from network/online
• Email
• Tell students to print/copy/save
• Display or project (excluding material displayed directly from the internet)
ACTIVITIES OUT OF SCOPE OF THE EUS

Do not include:

• Photocopying, printing or scanning

• Links to URLs/websites, such as:
  • Emailing or Saving links to an Interactive Whiteboard (IWB)
  • Bookmarking links
  • Copying/saving links on the school intranet
  • Copying/saving links on a content management system (CMS)

• Material displayed directly from the internet

• Material which is out of scope of the EUS
  • Admin materials
  • Student works
  • Material copied for personal use
EXAMPLES OF INCLUDED AND EXCLUDED ELECTRONIC MATERIAL

Materials that are accessed via Internet, CD-ROM, Data DVD/USB, for example:

**Included**
- Artworks and photographs
- Newspaper and other articles
- Digital sheet music including sheet music, guitar tabs and lyrics
- Poems and stories
- E-books
- Images such as maps, charts, and diagrams

**Excluded**
- Audio files
- Video files (including YouTube)
- Links
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LOGGING IN TO THE EUS WEBSITE

All relevant staff will be registered as “users” on the EUS before the collection starts.

Enter the EUS website: www.schoolseus.com.au

Log in to the system using their registered username and the default password EUS

EXAMPLE

TIP: Passwords are not case sensitive
On first log-in, users are prompted to change their password to something secure that they can easily remember.

**EXAMPLE**

TIP: users can use their school log-in passwords

[Form fields for changing password]

- Current Password
- New Password
- Confirm New Password

[Buttons: Change Password, Cancel]
SUBMITTING USAGE RECORDS

Click **SUBMIT USAGE RECORDS**

<table>
<thead>
<tr>
<th>SUBMIT USAGE RECORDS</th>
<th>VIEW / EDIT USAGE RECORD</th>
<th>NOTHING TO RECORD</th>
<th>CHANGE PASSWORD</th>
<th>LOGOUT</th>
</tr>
</thead>
</table>

**FREQUENTLY ASKED QUESTIONS**

- Do I only have to record the copyright materials I use at school?
- Will my records be confidential?
- How do I change or delete a record if I make a mistake?
- How do I change my password?
- What if I forget my password?
## Submitting Usage Records

### Log Your Activity

1. What did you use?
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. How many pages?
   - [ ]

3. Sourced from?
   - Web Page
   - Other

4. How did you use it?
   - [ ] Download / Save / Copy to computer or storage device
   - [ ] Make available on or from network / online
   - [ ] Email
   - [ ] Tell students to Print / Copy / Save
   - [ ] Take a digital photo/screenshot
   - [ ] Display or Project
   (excluding material displayed directly from the internet)

5. Submit
SUBMITTING USAGE RECORDS: WEB PAGE

1. Describe the Copyright Item(s) you have used

Select the Item Type

– Select if the material is Text, Image, Music or a combination of these

EXAMPLE
SUBMITTING USAGE RECORDS: WEB PAGE

Enter the total number of Pages of copyright material being used

EXAMPLE

If not obvious use the equivalent of an A4 page or 300 words as a guide

IMAGES: Including artworks, diagrams, maps, charts, graphs, clipart and so on count as ONE PAGE regardless of the original size of the image or size you make it
SUBMITTING USAGE RECORDS:
WEB PAGE

If your item is Image only, enter the total number of Images being used

EXAMPLE

If not obvious use the equivalent of an A4 page or 300 words as a guide

IMAGES: Including artworks, diagrams, maps, charts, graphs, clipart and so on count as ONE PAGE regardless of the original size of the image or size you make it

22
SUBMITTING USAGE RECORDS: WEB PAGE

Select where the material was Sourced From

- If the source material is from a Web Page, select “Web Page”
- If the source material is anything other than a Web Page (e.g. material from a DVD/USB or network), select “Other”

EXAMPLE
2. Describe how you have used the Copyright Item (Usage)

Tick a box to reflect your USAGE – you can choose more than one.

Enter the NUMBER of copies or number of students/staff intended to use the material.

**Number of Copies** - For example, if you saved a 2-page worksheet once (i.e. 2 total pages), you would enter “1” as the number of copies.

**EXAMPLE**
SUBMITTING USAGE RECORDS: WEB PAGE

Number of Intended Audience – Tell us how many students and/or staff are intended to use the material you networked, emailed, displayed etc.

For example, if you placed a document on the intranet for 20 students in your class you would enter “20”.

EXAMPLE
Data Triggers – If you enter any amount that is unusual (i.e. a greater audience than students in the school) the system will ask you to confirm if this is correct.
More Info Buttons – If you would like more information about a particular activity simply roll over the ? for a description.
3. **Provide details of the item**

Enter the Source Web Page: COPY & PASTE or TYPE the Web Address

IF “Image Only”: Write a description of the image(s) you have used

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**EXAMPLE**

<table>
<thead>
<tr>
<th>Log Your Activity</th>
<th>Copy and paste url</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What did you use?</td>
<td>5. Copy and paste url</td>
</tr>
<tr>
<td>◆ Text Only</td>
<td><a href="http://csiro.au/science.ps2zr.html">http://csiro.au/science.ps2zr.html</a></td>
</tr>
<tr>
<td>◆ Image Only</td>
<td></td>
</tr>
<tr>
<td>◆ Music Only</td>
<td></td>
</tr>
<tr>
<td>◆ Combination (Text/Image/Music)</td>
<td></td>
</tr>
</tbody>
</table>

| 2. How many images? | |
| 3. Sourced from? | |
| ◆ Web Page | |
| ◆ Other | |

| 4. How did you use it? | |
| Task to that apply: | |
| ◆ Download / Save / Copy to computer or storage device | |
| ◆ Make available on or from network / online | |
| ◆ Email | |
| ◆ Tell students to Print / Copy / Save | |
| ◆ Take a digital photo/screenshot | |
| ◆ Display or Project: (excluding material displayed directly from the Internet) | |

| Description of image | |
| Albatross | |
4. Click SUBMIT to save the Usage Record

Once you have finished click SUBMIT

Your record will be saved and you will see a summary of your records for the week. The screen will now be ready for you to submit another record OR Click on LOGOUT

EXAMPLE
1. Describe the Copyright Item(s) you have used

Select the Item Type

Enter the total number of Pages of copyright material being used

**EXAMPLE**

If not obvious use the equivalent of an A4 page or 300 words as a guide

**IMAGES:** Including artworks, diagrams, maps, charts, graphs, clipart and so on count as ONE PAGE regardless of the original size of the image or size you make it
Select where the material was Sourced From

If the source material is from a Web Page, select “Web Page”. If the source material is anything other than a Web Page (e.g. material from a Learning Management System or CD/USB), select “Other”

EXAMPLE
2. Describe how you have used the Copyright Items (Usage)

Tick a box to reflect your USAGE – you can choose more than one.

Enter the NUMBER of copies or number of students/staff intended to use the material.

EXAMPLE

SUBMITTING USAGE RECORDS: OTHER

4. How did you use it?
Tick all that apply

- [ ] Download / Save / Copy to computer or storage device
  - No. of copies: [ ]

- [ ] Make available on or from network / online

- [ ] Email

- [ ] Tell students to Print / Copy / Save

- [ ] Take a digital photo/screenshot

- [ ] Display or Project
  (excluding material displayed directly from the internet)
3. Provide details of the item

If you can, ATTACH THE ITEM by clicking on the CHOOSE FILE button (locate the file on your computer, network or storage device and then attach it)
If you weren’t able to attach the material then **EITHER**

- Complete the two fields: Chapter/Article Title **AND** ISBN/ISSN/ISMN,

  OR

- Complete Chapter/Article Title, Author’s Surname and First Name, Publisher **AND** Publication Title

**EXAMPLE**

**NOTE** If you selected Image as the item type, you will complete details related to the image rather than the text.
4. Click SUBMIT to save the Usage Record

Once you have finished click **FINISH**

Your record will be saved and you will see a summary of your records for the week. The screen will now be ready for you to submit another record **OR** Click on **LOGOUT**
VIEWING AND EDITING YOUR SUBMITTED RECORDS

If you want to check or correct your own records, or one of your user’s records, either click **VIEW/EDIT USAGE RECORD** or select records through the **SUMMARY OF THIS WEEK’S ITEMS** on the Submit Usage Item/Log Your Activity Screen.

• To edit the item click on the edit icon

### View/Edit Usage Records

<table>
<thead>
<tr>
<th>Item</th>
<th>Date/Time</th>
<th>Source</th>
<th>Pages</th>
<th>Copied For</th>
<th>Source Details</th>
<th>Usage (Copies)</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25/11/15 15:05</td>
<td>Other</td>
<td>4</td>
<td>Text Only</td>
<td>Woodland Charade</td>
<td>Download Save (1)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>25/11/15 15:02</td>
<td>Web</td>
<td>1</td>
<td>Image Only</td>
<td>Albatross</td>
<td>Download Save (1)</td>
<td></td>
</tr>
</tbody>
</table>

### Summary of this week’s items

<table>
<thead>
<tr>
<th>Item</th>
<th>Date Submitted</th>
<th>Copied For</th>
<th>Pages</th>
<th>Source</th>
<th>Usage (Copies)</th>
<th>Source Details</th>
<th>EDIT</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2015-12-02 11:10</td>
<td>Text Only</td>
<td>4</td>
<td>Other</td>
<td>Download Save (1)</td>
<td>Woodland Charade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2015-12-02 11:09</td>
<td>Image Only</td>
<td>1</td>
<td>Web</td>
<td>Download Save (1)</td>
<td>Albatross</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VIEWING AND EDITING YOUR SUBMITTED RECORDS

• Edit the usage, and/or

• Edit the details of the material, then click SAVE CHANGES, or

• To delete the record (use with caution) click DELETE RECORD

---

View / Edit Usage Record

1. What did you use?
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. How many pages?
   - [ ]

3. Sourced from?
   - Web Page
   - Other

4. How did you use it?
   - [ ] Download / Save / Copy to computer or storage device
     No. of copies [ ]
   - [ ] Make available on or from network / online
   - [ ] Email
   - [ ] Tell students to Print / Copy / Save
   - [ ] Take a digital photo/screen shot
   - [ ] Display or Project

5. What was copied?
   - [ ] Attach material
   - [ ] ISBN/ISSN/ISMN
   - [ ] Other details

Submit reference details below:

<table>
<thead>
<tr>
<th>Chapter/Article Title</th>
<th>Woodland Charade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISBN / ISSN / ISMN</td>
<td>978-3-34-436789-0</td>
</tr>
</tbody>
</table>

Submit reference details below:

<table>
<thead>
<tr>
<th>Chapter/Article Title</th>
<th>Woodland Charade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author Surname</td>
<td>Hood</td>
</tr>
<tr>
<td>Author First Name</td>
<td>Robin</td>
</tr>
<tr>
<td>Publisher</td>
<td>Maid Marion Press</td>
</tr>
<tr>
<td>Publication Title</td>
<td>A Vagabond's Trust</td>
</tr>
</tbody>
</table>
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- Introduction
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- **Survey Management and Administration**
- **Morning Tea**
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SURVEY MANAGEMENT TASKS FOR THE CSC

Prepare and set-up the survey at your school
  – Register usernames with the assistance of AMR
  – Train users
  – Place signage around the school
  – Provide details of any subscriptions/licences and permissions the school uses to access websites
  – Monitor user registrations – adding any newly arrived staff and advising AMR of anyone going on extended leave

Answer queries related to the material submitted
In your school… All teachers will be registered as survey participants, or EUS users.

Administrators and Aides at your school who are involved in the development, preparation or delivery of teaching materials will be registered as EUS users.
How to register your EUS users:

1. Complete a spreadsheet with the username, First Name and Last Name and email address of each EUS user in your school.

2. Email this spreadsheet to AMR

<table>
<thead>
<tr>
<th>FirstName</th>
<th>LastName</th>
<th>Username</th>
<th>UserType</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Check correct spelling of staff names**
- **Usernames must be at least 4 letters/numbers in length**
- **User Type is Coordinator, Assistant Coordinator or user**
- **Phone only required for the Coordinator and Assistant Coordinator**
- **Email required for system generated reminders to complete the survey each week**
Ongoing management of registrations:

• Do not register teachers or staff who will be away from work for the entire four-week survey period (e.g. those on long service leave)

• Communicate with your school administration regularly, throughout the survey period, to receive updates on new staff arrivals and departures and extended absences.

• Inform AMR if a registered EUS user has an extended period of absence. (This way we won’t be chasing you up to get them to submit usage)

• School EUS Coordinators can register new users at any stage in case of staff additions
CONVEY INFORMATION TO COLLEAGUES AND TRAIN STAFF

You need to train all registered users how to complete the survey. You can use:

• This coordinator presentation,

• The shorter staff training presentation,

• The online user presentation with audio instruction, and

• The workshop examples from today’s session (all contained in the training pack) to train your staff.

Once users are trained they can log on to the training version of the EUS site to practice submitting records.
EUS SIGNAGE

- Your EUS Training pack includes an assortment of signs to assist in promoting awareness of the survey in your school
- Place your chosen signs in highly visible, relevant areas, e.g. computer labs, printers, staff common rooms

WHO does the EUS?
- All teaching staff
- Any non-teaching staff who are involved in the development, preparation or delivery of teaching materials

If you have not been registered for the EUS survey contact your Copyright Survey Coordinator

Log in and record your electronic usage now at www.schoolseus.com.au

WHAT do we record in the EUS?
- Record material that is static and has been used in one or more of the following ways...
  - Taken a digital photo or screen shot
  - Downloaded or saved to a computer or other device
  - Made available on or from a network/online
  - Emailed
  - Told students to print/copy/save
  - Displayed or projected (excluding material displayed directly from the internet)

If you have questions on the EUS survey contact your Copyright Survey Coordinator

Log in and record your electronic usage now at www.schoolseus.com.au
– Check that each EUS user has reported their electronic use weekly.

All registered users are required to login at least once per week and either report electronic use or “Nothing to report”.

You can monitor user logins at any time. To do this, click on REPORT, select the desired survey week, click GENERATE REPORT. (You can do this any time in any week)

If it is still within the survey week users who “Did not log in” or “Logged in only” need to report records or declare “Nothing to Record”
SUPPORTING AND MONITORING EUS USERS

Each Monday AMR will send you an email list of any EUS users who didn’t submit any records AND didn’t declare “Nothing to report” in the previous week. A Non-Submission Form will be attached to the email.

You are required to ensure all users listed in the email sign the Non-Submission Form, declaring either

- They had no records to submit last week, or
- They had records to submit but didn’t do so, and the records are included in this week’s submission.

The report is to be emailed back to AMR by you no later than Thursday of the same week.
Users should only use the **NOTHING TO RECORD** icon during Friday to Sunday of the week they have nothing to record or before Wednesday of the following week.

<table>
<thead>
<tr>
<th>Forgot to submit records</th>
<th>Still within the survey week (Monday to Sunday)</th>
<th>After the end of survey week (Until Wednesday)</th>
<th>After the end of survey week (From Thursday)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submit records before the end of the week</td>
<td>Submit the missed records AND Sign the Non-Submission Form</td>
<td>Submit the missed records AND Sign the Non-Submission Form</td>
</tr>
<tr>
<td>Didn’t have any records to submit</td>
<td>Submit “Nothing to Record” during the survey week</td>
<td>Submit “Nothing to Record” by Wednesday or Sign the Non-Submission Form</td>
<td>Sign the Non-Submission Form</td>
</tr>
</tbody>
</table>
CLOSING THE SURVEY

School EUS Coordinators will:

• Provide the school Principal with the Survey Completion Form you received in your EUS Training Pack.

• Answer any outstanding queries from AMR.

School Principals will:

• Sign the Survey Completion Form to provide feedback to AMR on their involvement.

• Return the Survey Completion Form by Thursday of the week following the end of the survey monitoring period.
REGISTERING YOUR SCHOOL

• Enter the EUS website: www.schoolseus.com.au

• Click on “Login to Training Version”

EXAMPLE
REGISTERING YOUR SCHOOL

Enter the default password **EUS**

Enter and confirm your new password then click **CHANGE PASSWORD**

**EXAMPLE**

```
CHANGE PASSWORD

All the following fields are mandatory.

Current Password: [redacted]

New Password: [redacted]

Confirm New Password: [redacted]

[CHANGE PASSWORD] [CANCEL]
```
Click **SCHOOL REGISTRATION** then complete

If you aren’t sure of any details, enter “999” and complete them when you are back at school.

**EXAMPLE**
MORNING TEA
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LOG IN TO THE EUS TRAINING WEBSITE AND SWITCH TO USER VIEW

As the CSC for your school each time you log in you will see the Coordinator View

To Submit a record you need to click **SWITCH TO USER VIEW**, then;

Click **SUBMIT USAGE RECORD** – now you’re ready!!
EXAMPLE 1: **Downloading a worksheet and saving copy to USB**

You are an infants teacher

You have **25 students** in your class

Working at home one night, you come across a **website** with some useful maths worksheets

You **download** one single page worksheet to your home PC

You save a **copy** of **one worksheet** to a USB portable disk

[http://www.kidzone.ws/math/kindergarten.htm](http://www.kidzone.ws/math/kindergarten.htm)
EXAMPLE 1: Downloading a worksheet and saving copy to USB
**EXAMPLE 1: Downloading a worksheet and saving copy to USB**

**Log Your Activity**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Only</td>
<td></td>
<td>Web Page</td>
<td>Download / Save / Copy to computer or storage device</td>
</tr>
<tr>
<td>Image Only</td>
<td></td>
<td>Other</td>
<td>Make available on or from network / online</td>
</tr>
<tr>
<td>Music Only</td>
<td></td>
<td></td>
<td>Email</td>
</tr>
<tr>
<td>Combination (Text/Image/Music)</td>
<td></td>
<td></td>
<td>Tell students to Print / Copy / Save</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Take a digital photo/screenshot</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>(excluding material displayed directly from the internet)</td>
</tr>
</tbody>
</table>

6. SUBMIT
EXAMPLE 1: **Downloading a worksheet and saving copy to USB**

**STEP 1:** Select the type of copyright item

### Log Your Activity

1. **What did you use?**
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. **How many pages?**

3. **Sourced from?**
   - Web Page
   - Other

4. **How did you use it?**
   - Download / Save / Copy to computer or storage device
   - Make available on or from network / online
   - Email
   - Tell students to Print / Copy / Save
   - Take a digital photo/screenshot
   - Display or Project

5. **Copy and paste url**

6. **SUBMIT**
EXAMPLE 1: **Downloading a worksheet and saving copy to USB**

**STEP 2:** Enter the page(s) of the copyright item

---

**Log Your Activity**

1. What did you use?
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. How many pages?
   - 

3. Sourced from?
   - Web Page
   - Other

4. How did you use it?
   - Download / Save / Copy to computer or storage device
   - Make available on or from network / online
   - Email
   - Tell students to Print / Copy / Save
   - Take a digital photo/screenshot
   - Display or Project
   (excluding material displayed directly from the internet)

5. Copy and paste url

6. SUBMIT
EXAMPLE 1: **Downloading a worksheet and saving copy to USB**

**STEP 3:** Select the source of the copyright item

**Log Your Activity**

1. **What did you use?**
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. **How many pages?**
   - [ ] 1

3. **Sourced from?**
   - Web Page
   - Other

4. **How did you use it?**
   - [ ] Download / Save / Copy to computer or storage device
   - [ ] Make available on or from network / online
   - [ ] Email
   - [ ] Tell students to Print / Copy / Save
   - [ ] Take a digital photo/screenshot
   - [ ] Display or Project

(excluding material displayed directly from the internet)

5. **Copy and paste url**

6. **Submit**
**EXAMPLE 1: Downloading a worksheet and saving copy to USB**

**STEP 4: Select the usage and number of copies/audience**

<table>
<thead>
<tr>
<th>Log Your Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What did you use?</td>
</tr>
<tr>
<td>2. How many pages?</td>
</tr>
<tr>
<td>3. Sourced from?</td>
</tr>
<tr>
<td>4. How did you use it?</td>
</tr>
</tbody>
</table>

- **Tick all that apply**
  - Download / Save / Copy to computer or storage device
  - Make available on or from network / online
  - Email
  - Tell students to Print / Copy / Save
  - Take a digital photo/screenshot
  - Display or Project

(excluding material displayed directly from the internet)

4. **No. of copies**

   - **2**

5. **Copy and paste url**

6. **SUBMIT**
EXAMPLE 1: **Downloading a worksheet and saving copy to USB**

**STEP 5:** Copy the web address

```
Name: ____________________________
```

---

**Oceans Theme 1 - Windows Internet Explorer**

- **File**
- **Edit**
- **View**
- **Favorites**
- **Tools**
- **Help**

- **Google**
  - Text field: Sydney park, st. peters nye 2013

---

**Firefox**

- **File**
- **Edit**
- **View**
- **Favorites**
- **Tools**
- **Help**

- **Google**
  - Text field: Sydney park, st. peters nye 2013
EXAMPLE 1: **Downloading a worksheet and saving copy to USB**

**STEP 5:** Paste the web address

---

**Log Your Activity**

1. **What did you use?**
   - [ ] Text Only
   - [x] Image Only
   - [ ] Music Only
   - [ ] Combination (Text/Image/Music)

2. **How many pages?**
   - [ ] 1

3. **Sourced from?**
   - [x] Web Page
   - [ ] Other

4. **How did you use it?**
   - [x] Download / Save / Copy to computer or storage device
   - [ ] Make available on or from network / online
   - [ ] Email
   - [ ] Tell students to Print / Copy / Save
   - [ ] Take a digital photo / screenshot
   - [ ] Display or Project
   - (excluding material displayed directly from the internet)

5. **Copy and paste url**

   ```
   http://kidzone.ws/math/ocean/k-1seal.htm
   ```

---

6. **SUBMIT**
EXAMPLE 1: **Downloading a worksheet and saving copy to USB**

**STEP 6:** Finalising the record: Press Submit

---

**Log Your Activity**

1. **What did you use?**
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. **How many pages?**
   - [ ]

3. **Sourced from?**
   - Web Page
   - Other

4. **How did you use it?**
   - [ ] Download / Save / Copy to computer or storage device
   - [ ] Make available on or from network / online
   - [ ] Email
   - [ ] Tell students to Print / Copy / Save
   - [ ] Take a digital photo/screenshot
   - [ ] Display or Project

(excluding material displayed directly from the internet)

---

**Summary of this week’s items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Date Submitted</th>
<th>Copied For</th>
<th>Pages</th>
<th>Source</th>
<th>Usage (Copies)</th>
<th>Source Details</th>
<th>EDIT</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2015-12-03 09:46</td>
<td>Combination</td>
<td>1</td>
<td>Web</td>
<td>Download Save (2)</td>
<td><a href="http://kidzone.ws/math/ocean/k-1seal.htm">http://kidzone.ws/math/ocean/k-1seal.htm</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2015-12-03 09:26</td>
<td>Text Only</td>
<td>4</td>
<td>Other</td>
<td>Download Save (1)</td>
<td>Woodland Charade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2015-12-02 11:09</td>
<td>Image Only</td>
<td>1</td>
<td>Web</td>
<td>Download Save (1)</td>
<td>Albatross</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXAMPLE 2: Taking a screenshot of a web page and displaying it on an interactive whiteboard

You are a teacher wanting to display on an electronic whiteboard an article you have found on the internet relating to Hiroshima.

You take a screenshot of the article.

You display the screenshot using your Interactive Whiteboard to your whole class.

http://www.japanfocus.org/-Greg-Mitchell/3581
EXAMPLE 2: Taking a screenshot of a web page and displaying it on an interactive whiteboard

Log Your Activity

1. What did you use?
   - [ ] Text Only
   - [ ] Image Only
   - [ ] Music Only
   - [ ] Combination (Text/Image/Music)

2. How many pages?
   - [ ] 1

3. Sourced from?
   - [ ] Web Page
   - [ ] Other

4. How did you use it?
   - [ ] Download / Save / Copy to computer or storage device
   - [ ] Make available on or from network / online
   - [ ] Email
   - [ ] Tell students to Print / Copy / Save
   - [ ] Take a digital photo/screenshot
     - [ ] No. of copies: 1
   - [ ] Display or Project
     - [ ] Intended no. of students/staff: 26
       (excluding material displayed directly from the Internet)

5. Copy and paste url

6. SUBMIT
EXAMPLE 3: **Saving and copying an image onto a worksheet and uploading it to the school intranet**

You are a high school art teacher making a worksheet on **Contemporary Art**

You have **20 students** in your class

You create a worksheet on a school computer

You visit a **Web Page** from **GOOGLE IMAGES** and use an image from the webpage on the worksheet

You **upload** the completed worksheet to your **Content Management System** (Network/Intranet) for your class
EXAMPLE 3: Saving and copying an image onto a worksheet and uploading it to the school intranet.
EXAMPLE 3: Saving and copying an image onto a worksheet and uploading it to the school intranet.

DO NOT SUBMIT SEARCH ENGINES (e.g. www.google.com / http://images.google.com.au/) – INSTEAD, CLICK THE IMAGES AND GET AS CLOSE TO THE ORIGINAL SOURCE AS POSSIBLE. THIS WAY THE COPYRIGHT OWNER CAN BE IDENTIFIED.
EXAMPLE 3: Saving and copying an image onto a worksheet and uploading it to the school intranet

<table>
<thead>
<tr>
<th>Log Your Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What did you use?</td>
</tr>
<tr>
<td>- Text Only</td>
</tr>
<tr>
<td>- Image Only</td>
</tr>
<tr>
<td>- Music Only</td>
</tr>
<tr>
<td>- Combination (Text/Image/Music)</td>
</tr>
<tr>
<td>2. How many images?</td>
</tr>
<tr>
<td>3. Sourced from?</td>
</tr>
<tr>
<td>- Web Page</td>
</tr>
<tr>
<td>- Other</td>
</tr>
<tr>
<td>4. How did you use it?</td>
</tr>
<tr>
<td>- Download / Save / Copy to computer or storage device</td>
</tr>
<tr>
<td>- Make available on or from network / online</td>
</tr>
<tr>
<td>- Email</td>
</tr>
<tr>
<td>- Tell students to Print / Copy / Save</td>
</tr>
<tr>
<td>- Take a digital photo/screenshot</td>
</tr>
<tr>
<td>- Display or Project</td>
</tr>
<tr>
<td>Description of image</td>
</tr>
<tr>
<td>Balloon Dog</td>
</tr>
</tbody>
</table>

6. SUBMIT
EXAMPLE 4: Display a link and tell students to print from the webpage

You are a computing teacher with 30 students in your class.

You display the link for the website


You tell your class to go to the website and print the instructions for saving a website as a file.
**EXAMPLE 4:** Tell students to save a webpage onto a computer

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Only</td>
<td>1</td>
<td>Web Page</td>
<td>Download / Save / Copy to computer or storage device</td>
</tr>
<tr>
<td>Image Only</td>
<td></td>
<td>Other</td>
<td>Make available on or from network / online</td>
</tr>
<tr>
<td>Music Only</td>
<td></td>
<td></td>
<td>Email</td>
</tr>
<tr>
<td>Combination (Text/Image/Music)</td>
<td></td>
<td></td>
<td><strong>Tell students to Print / Copy / Save</strong></td>
</tr>
</tbody>
</table>

5. **Copy and paste url**


6. **SUBMIT**
EXAMPLE 5: Uploading a scanned information sheet on the school intranet/network

You are a high school teacher doing an introductory class on astronomy

You have 32 students in your class

As homework, you want your students to identify some of the most common constellations.

You scan a one page night sky map that you have in your files.

You upload a copy of the map onto your school content management system (network/intranet) for all your students to access.
EXAMPLE 5: Uploading a scanned information sheet on the school intranet/network
EXAMPLE 5: Uploading a scanned book extract on the school intranet/network

**STEP 1:** SELECT THE TYPE OF COPYRIGHT ITEM

Log Your Activity

1. What did you use?
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. How many pages?

3. Sourced from?
   - Web Page
   - Other

4. How did you use it?
   - Download / Save / Copy to computer or storage device
   - Make available on or from network / online
   - Email
   - Tell students to Print / Copy / Save
   - Take a digital photo/screenshot
   - Display or Project
   (excluding material displayed directly from the internet)

5. Copy and paste url

6. SUBMIT
**EXAMPLE 5: Uploading a scanned book extract on the school intranet/network**

**STEP 2: ENTER THE PAGES OF THE COPYRIGHT ITEM**

Log Your Activity

1. **What did you use?**
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. **How many pages?**
   - [ ] 1

3. **Sourced from?**
   - Web Page
   - Other

4. **How did you use it?**
   - Tick all that apply
   - [ ] Download / Save / Copy to computer or storage device
   - [ ] Make available on or from network / online
   - [ ] Email
   - [ ] Tell students to Print / Copy / Save
   - [ ] Take a digital photo/screenshot
   - [ ] Display or Project

(Excluding material displayed directly from the Internet)

5. **Copy and paste url**

6. **Submit**
**EXAMPLE 5: Uploading a scanned book extract on the school intranet/network**

**STEP 3: SELECT THE SOURCE OF THE COPYRIGHT ITEM**

### Log Your Activity

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Only</td>
<td>1</td>
<td>Web Page</td>
<td>Download / Save / Copy to computer or storage device</td>
</tr>
<tr>
<td>Image Only</td>
<td></td>
<td>Web Page</td>
<td>Make available on or from network / online</td>
</tr>
<tr>
<td>Music Only</td>
<td></td>
<td>Web Page</td>
<td>Email</td>
</tr>
<tr>
<td>Combination (Text/Image/Music)</td>
<td></td>
<td>Web Page</td>
<td>Tell students to Print / Copy / Save</td>
</tr>
</tbody>
</table>

5. **Attach a copy or provide details of source**

- [ ] Attach material
- [ ] ISBN/ISSN/ISMN
- [ ] Other details

6. **Choose File**: No file chosen

---

77
**EXAMPLE 5: Uploading a scanned book extract on the school intranet/network**

**STEP 4: RECORD USAGE**

Now RECORD Usage

---

**Log Your Activity**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Only</td>
<td></td>
<td>Web Page</td>
<td>Download / Save / Copy to computer or storage device</td>
</tr>
<tr>
<td>Image Only</td>
<td>1</td>
<td>Other</td>
<td>☑ Make available on or from network / online</td>
</tr>
<tr>
<td>Music Only</td>
<td></td>
<td></td>
<td>Intended no. of students/staff: 32</td>
</tr>
<tr>
<td>Combination (Text/Image/Music)</td>
<td></td>
<td></td>
<td>Email</td>
</tr>
</tbody>
</table>

5. Attach a copy or provide details of source

- Attach material
- ISBN/ISSN/ISMN
- Other details

6. SUBMIT
EXAMPLE 5: Uploading a scanned book extract on the school intranet/network

STEP 5: PROVIDE THE COPYRIGHT ITEM AND BIBLIOGRAPHIC DETAILS

Option 1: ATTACH a file

Log Your Activity

1. What did you use?
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. How many pages?
   - 1

3. Sourced from?
   - Web Page
   - Other

4. How did you use it?
   - Download / Save / Copy to computer or storage device
   - Make available on or from network / online
   - Intended no. of students/staff: 32
   - Email
   - Tell students to Print / Copy / Save
   - Take a digital photo/screenshot
   - Display or Project

5. Attach a copy or provide details of source
   - Attach material
   - ISBN/ISSN/ISMN
   - Other details
   - Choose File: No file chosen

6. SUBMIT
EXAMPLE 5: Uploading a scanned book extract on the school intranet/network

STEP 5: PROVIDE THE COPYRIGHT ITEM OR BIBLIOGRAPHIC DETAILS

Option 1: **ATTACH** a file

Log Your Activity

1. What did you use?
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. How many pages? 1

3. Sourced from?
   - Web Page
   - Other

4. How did you use it?
   - [ ] Download / Save / Copy to computer or storage device
   - [ ] Make available on or from network / online
     - **Intended no. of students/staff**: 32
   - [ ] Email
   - [ ] Tell students to Print / Copy / Save
   - [ ] Take a digital photo/screenshot
   - [ ] Display or Project
     (excluding material displayed directly from the internet)

5. Attach a copy or provide details of source
   - [ ] Attach material
   - [ ] ISBN/ISSN/ISMN
   - [ ] Other details

6. SUBMIT

Choose File: Syd Obs.bmp
**EXAMPLE 5:** Uploading a scanned book extract on the school intranet/network

**STEP 5: PROVIDE THE COPYRIGHT ITEM OR BIBLIOGRAPHIC DETAILS**

Option 2: **RECORD** Title and ISN

### Log Your Activity

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Only</td>
<td>1</td>
<td>Web Page</td>
<td>Download / Save / Copy to computer or storage device</td>
</tr>
<tr>
<td>Image Only</td>
<td></td>
<td>Web Page</td>
<td>Make available on or from network / online</td>
</tr>
<tr>
<td>Music Only</td>
<td></td>
<td>Web Page</td>
<td>Intended no. of students/staff</td>
</tr>
<tr>
<td>Combination (Text/Image/Music)</td>
<td></td>
<td>Web Page</td>
<td>Email</td>
</tr>
<tr>
<td>Attach material</td>
<td></td>
<td>Web Page</td>
<td>Tell students to Print / Copy / Save</td>
</tr>
<tr>
<td>ISBN/ISSN/ISMN</td>
<td></td>
<td>Web Page</td>
<td>Display or Project</td>
</tr>
<tr>
<td>Other details</td>
<td></td>
<td>Web Page</td>
<td>(excluding material displayed directly from the internet)</td>
</tr>
</tbody>
</table>

5. **Attach a copy or provide details of source**

- Attach material
- ISBN/ISSN/ISMN
- Other details

Submit reference details below

- **Chapter/Article Title:** Sydney Observatory Night Sky
- **ISBN / ISSN / ISMN:** 1234567890

6. **SUBMIT**
**EXAMPLE 5: Uploading a scanned book extract on the school intranet/network**

**STEP 5: PROVIDE THE COPYRIGHT ITEM OR BIBLIOGRAPHIC DETAILS**

Option 3: **RECORD** Title, Author’s/Creator’s name, Publisher and Publication

### Log Your Activity

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>🗄️ Text Only</td>
<td>📖 1</td>
<td>🌐 Web Page</td>
<td>🖱️ Download / Save / Copy to computer or storage device</td>
</tr>
<tr>
<td>🗄️ Image Only</td>
<td></td>
<td></td>
<td>🗄️ Make available on or from network / online</td>
</tr>
<tr>
<td>📖 Music Only</td>
<td></td>
<td></td>
<td>🗄️ Intended no. of students/staff: 32</td>
</tr>
<tr>
<td>📖 Combination (Text/Image/Music)</td>
<td></td>
<td></td>
<td>🗄️ Email</td>
</tr>
</tbody>
</table>

5. **Attach a copy or provide details of source**

- Attach material
- ISBN/ISSN/ISMN
- Other details

Submit reference details below:

- **Chapter/Article Title:** Sydney Observatory Night Sky
- **Author Surname:** Don’t Know
- **Author First Name:** Don’t Know
- **Publisher:** Sydney Observatory
- **Publication Title:** Don’t Know

6. **SUBMIT**
EXAMPLE 5: Uploading a scanned book extract on the school intranet/network

STEP 6: FINALISING THE RECORD: PRESS SUBMIT

CHECK the record appears in the summary of this week’s items

Log Your Activity

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tick all that apply</td>
</tr>
<tr>
<td>Text Only</td>
<td></td>
<td></td>
<td>Download / Save / Copy to computer or storage device</td>
</tr>
<tr>
<td>Image Only</td>
<td></td>
<td></td>
<td>Make available on or from network / online</td>
</tr>
<tr>
<td>Music Only</td>
<td></td>
<td></td>
<td>Email</td>
</tr>
<tr>
<td>Combination (Text/Image/Music)</td>
<td></td>
<td></td>
<td>Tell students to Print / Copy / Save</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Take a digital photo/screenshot</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Display or Project</td>
</tr>
</tbody>
</table>

(excluding material displayed directly from the internet)

<table>
<thead>
<tr>
<th>Item</th>
<th>Date Submitted</th>
<th>Copied For</th>
<th>Pages</th>
<th>Source</th>
<th>Usage (Copies)</th>
<th>Source Details</th>
<th>EDIT</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
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<td>1</td>
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<td>Combination</td>
<td>1</td>
<td>Other</td>
<td>Network (32)</td>
<td>Syd Obs.bmp</td>
<td>![EDIT]</td>
<td>![DELETE]</td>
</tr>
<tr>
<td>2</td>
<td>2015-12-03 09:46</td>
<td>Combination</td>
<td>1</td>
<td>Web</td>
<td>Download Save (2)</td>
<td><a href="http://kidzone.ws/math/ocean/k-1seal.htm">http://kidzone.ws/math/ocean/k-1seal.htm</a></td>
<td>![EDIT]</td>
<td>![DELETE]</td>
</tr>
<tr>
<td>3</td>
<td>2015-12-03 09:26</td>
<td>Text Only</td>
<td>4</td>
<td>Other</td>
<td>Download Save (1)</td>
<td>Woodland Charade</td>
<td>![EDIT]</td>
<td>![DELETE]</td>
</tr>
<tr>
<td>4</td>
<td>2015-12-02 11:09</td>
<td>Image Only</td>
<td>1</td>
<td>Web</td>
<td>Download Save (1)</td>
<td>Albatross</td>
<td>![EDIT]</td>
<td>![DELETE]</td>
</tr>
</tbody>
</table>
EXAMPLE 6: Taking a digital photo of a text book and displaying on an electronic whiteboard

You are a high school Maths teacher doing an introductory class on geometry.

You have **10 students** in your class

You **take a digital photo** of a page in the maths text book.

You display the photo on an electronic whiteboard for your whole class to refer to


**NOTE:** You can SAVE and ATTACH the EXAMPLE PHOTO from the training USB
EXAMPLE 6: Taking a digital photo of a text book and displaying on an electronic whiteboard

Log Your Activity

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Only</td>
<td></td>
<td>Web Page</td>
<td>Download / Save / Copy to computer or storage device</td>
</tr>
<tr>
<td>Image Only</td>
<td></td>
<td>Other</td>
<td>Make available on or from network / online</td>
</tr>
<tr>
<td>Music Only</td>
<td></td>
<td></td>
<td>Email</td>
</tr>
<tr>
<td>Combination (Text/Image/Music)</td>
<td></td>
<td></td>
<td>Tell students to Print / Copy / Save</td>
</tr>
</tbody>
</table>

5. Attach a copy or provide details of source

- Attach material
- ISBN/ISSN/ISMN
- Other details

Uploaded File: 4856_EUS 2016_Example photo V1.0.pdf

Submit reference details below

- **Chapter/Article Title:** Area of circles, annuluses and sectors
- **ISBN / ISSN / ISMN:** 9761107617407

Submit reference details below

- **Chapter/Article Title:** Area of circles, annuluses and sectors
- **Author Surname:** Powers
- **Author First Name:** Gregory
- **Publisher:** Cambridge University Press
- **Publication Title:** Cambridge HSC Mathematics General 1

6. SUBMIT
EXAMPLE 7: Copying article onto USB and printing

You are a high school teacher doing a class on nutrition.

You have 10 students in your class.

You scan a 3-page article from Choice Magazine (September 2014) and save the image to your USB.

You print a copy of the article for your whole class to study.

NOTE: You can SAVE and ATTACH the EXAMPLE ARTICLE from the training USB
**EXAMPLE 7: Copying article onto USB and printing**

**Log Your Activity**

1. **What did you use?**
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)
   - [ ]

2. **How many pages?**
   - [ ]

3. **Sourced from?**
   - Web Page
   - Other
   - [ ]

4. **How did you use it?**
   - [ ] Download / Save / Copy to computer or storage device
   - [ ] Make available on or from network / online
   - [ ] Email
   - [ ] Tell students to Print / Copy / Save
   - [ ] Take a digital photo/screenshot
   - [ ] Display or Project
   - [ ]

5. **Attach a copy or provide details of source**
   - [ ] Attach material
   - [ ] Other details

---

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Submit reference details below

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<thead>
<tr>
<th>Chapter/Article Title</th>
<th>Lean Cuisine?</th>
</tr>
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<tbody>
<tr>
<td>ISBN / ISSN / ISMN</td>
<td>1234567890</td>
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</tbody>
</table>

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<tbody>
<tr>
<td>Author Surname</td>
<td>Herron</td>
</tr>
<tr>
<td>Author First Name</td>
<td>Miranda</td>
</tr>
<tr>
<td>Publisher</td>
<td>Choice Magazine</td>
</tr>
<tr>
<td>Publication Title</td>
<td>Choice Magazine September 2014</td>
</tr>
</tbody>
</table>
EXAMPLE 8: Scanning and emailing printed sheet music

You are a music teacher with 20 students in your class

You scan 2 pages from the sheet music for “Awake the Trumpet’s Lofty Sound”

You email a copy of the scanned sheet music to your whole class who are studying the work.

NOTE: You can SAVE and ATTACH the EXAMPLE SHEET MUSIC from the training USB.
EXAMPLE 8: Scanning and emailing printed sheet music

Log Your Activity

1. What did you use?
   - Text Only
   - Image Only
   - Music Only
   - Combination (Text/Image/Music)

2. How many pages?
   - 2

3. Sourced from?
   - Web Page
   - Other

4. How did you use it?
   - Download / Save / Copy to computer or storage device
   - Make available on or from network / online
   - Email
     - Intended no. of students/staff: 20
   - Tell students to Print / Copy / Save
   - Take a digital photo / screenshot
   - Display or Project
     (excluding material displayed directly from the internet)

5. Attach a copy or provide details of source
   - Attach material
   - ISBN/ISSN/ISMN
   - Other details

Uploaded File: 4858_EUS_2016_Example sheet music_V1.0.pdf

Submit reference details below:

- Chapter/Article Title: Awake the Trumpet's Lofty Sound
- Author Surname: Handel
- Author First Name: George
- Publisher: Edward B Marks Music Company
- Publication Title: Awake the Trumpet's Lofty Sound

6. SUBMIT
QUESTION TIME

DO YOU NEED TO SUBMIT A USAGE RECORD IF YOU…

Save links to your Interactive Whiteboard?
  ✗ No – Links are not in the scope of the EUS

Click links to display Web Pages on your Interactive Whiteboard?
  ✗ No – Displaying material directly from the internet is not in the scope of the EUS

Save an image from a website onto an Interactive Whiteboard?
  ✓ Yes – Record as DOWNLOAD / SAVE / COPY TO COMPUTER OR STORAGE DEVICE

Bookmark links on your laptop/PC?
  ✗ No – Links are not in the scope of the EUS
QUESTION TIME

DO YOU NEED TO SUBMIT A USAGE RECORD IF YOU...

Email links to your students?
  ✗ No – Links are not in the scope of the EUS

Save an online article onto a content management system?
  ✓ Yes – Record as MAKE AVAILABLE ON OR FROM NETWORK/INTRANET

Display a picture on an interactive whiteboard directly from a website?
  ✗ No – Material displayed directly from the internet is not in the scope of the survey

Display a picture on an interactive whiteboard from a file saved on a computer?
  ✓ Yes – Record as DISPLAY OR PROJECT (excluding material displayed directly from the internet)
QUESTION TIME

DO YOU NEED TO SUBMIT A USAGE RECORD IF YOU...

Save a worksheet from a website onto a PC or laptop?
✓ Yes – Record as DOWNLOAD / SAVE / COPY TO COMPUTER OR STORAGE DEVICE

Include links on your content management system?
✗ No – Links are not in the scope of the EUS

Photocopy worksheets with scanned images?
✗ No – Photocopying is not in the scope of the EUS

Print worksheets that contain scanned images?
✗ No – Printing is not in the scope of the EUS

Browse WebPages looking for material for educational use?
✗ No – You don’t need to record your browsing of websites
QUESTION TIME

DO YOU NEED TO SUBMIT A USAGE RECORD IF YOU...

Don’t have all the information about where the material came from?

✓ Yes – Record as from an OTHER source, upload the material OR provide as much information as you can in the Reference Details

Are using material on your iPhone/iPad?

✓ Yes – If you are using material (for one of the 6 listed Usages) on your iPhone/iPad complete a record with the details of the use

Take a digital photo of a class activity?

✗ No – Record digital photos of copyright material only (such as a photo of a page in a text book).