

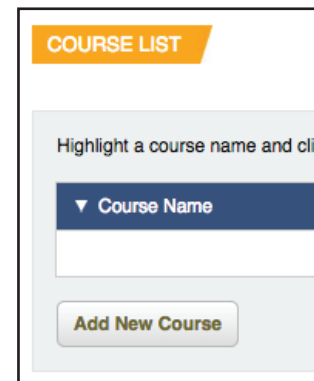
Clearing Copyrights

1 Select Or Create A Course

- All material is delivered under a course name, so you must first create a new course or select an existing course.
- Login with your instructor email and password. You can change your password by opening **User Info** at any time.
- Click **Courses**, then click **Add New Course** and complete the required fields to create a new course. Click **Edit Course** to modify an existing course.

*Note: Be sure to click **Add/Update Course** at the bottom of the Course Information page to save your course or updated course information.*

- You can modify Course Information at any time by editing a selected course and opening the **Course Information** collapsible tab.



2 Add Course Materials

- After creating a course, add pre-cleared course materials from Study.Net's Premium Partners, or Publishing Partner Library (PPL).
- Add content that requires copyright permission. See details below.
- Add content that you or your institution own or control.

3 Request Copyright Permission

- In the **Edit Course** mode open the course materials list and click **Add Material** at the bottom of the page.
- Click **Request Copyright Permission** and provide the required information to add copyright materials.
- Study.Net will obtain copyright permission for identified material, for a fee equal to 35% of the price charged to students. If there is no copyright fee required, there is no additional charge.
- Once the request fields are accurately completed, select YES (to upload your digital copy) or NO (to have Study.Net obtain it). A placeholder will be added to the course and replaced after permission is granted, a digital copy is obtained, and the copyright fee is determined.

As a general rule, we are not able to obtain permissions for textbook chapters comprising more than 10% of the entire textbook.

If copyright clearance for a material is pending an "x" will appear to the left of the material title.

To expedite the clearance of a material, please send us an email at: customerservice@study.net

