

DALRO procedure for fully online modules



Rationale:

It is a requirement for all online modules to indicate that they are adhering to copyright requirements pertaining to images, text, visual materials such as videos, etc. For the text referencing, permission needs to be obtained via the UJ library (see below). Open source materials need to have a URL link (and access date) as reference and should not be added to the list. The Instructional Designers will ensure that all other materials are cited in the actual module.

Steps to obtain DALRO permission by module developers/facilitators/lecturers for reference material used in fully online modules:

- Complete the attached form and email it to UJ Copyright Officer, Thapelo Mashishi, at thapelom@uj.ac.za and include the Programme Coordinator and the Instructional Designer working with you on your module.
- Thapelo will respond within a week, indicating which material has been added to the DALRO list, also sending a copy to the Programme Coordinator and Instructional Designer.
- This list is then uploaded into the Blackboard module (by the ID) as copyright permission evidence.

Notes:

- This process needs to take place at least **6 weeks** before your module goes live on Blackboard.
- Permission needs to be obtained for each and every module and its new intake of fully online students on a separate form.
- As you will not know the exact number of registrations in advance, please indicate the maximum number of students on the form, i.e. the maximum (capped) number of students that is allowed to register for that intake (HAFA and/or Programme Coordinator has information pertaining to capped numbers).