

COPYRIGHT KNOW-HOW - STUDY INSTRUCTIONS

The Copyright Know-how course is completed using the materials and tests on the Copyright Classroom website. To save your progress, you must register on copyrightclassroom.ie.

Using the resources in the three sections Copyright Know-how, Use of Works and Expand your Know-how, you can learn about fundamental copyright-related concepts and the rights and responsibilities related to the use of copyright works (text, music, images, and audiovisual material).

At the end of each section, you can test what you've learned with a quiz. Once you have successfully completed the exercises for all copyright competence areas, you can test your knowledge and skills through the Copyright Know-how final test, which contains questions from all sections.

Once you have passed the final test, you can print a certificate from your own profile.

Best of luck on your journey into the world of copyright!

A. COPYRIGHT STUDIES

1 Copyright Know-how

- Read about the basics of copyright in the Copyright Guide and watch the video 'Copyright'.
- Go through the material 'Copyright protects creative work' and the checklists 'Your work – your rights', 'Copyright, internet and social media,' and 'Fair dealing exceptions'.
- Find out what rights the copyright legislation grants creators. What types of creative works can be protected by copyright? Who owns copyright to a work? What rights can you obtain for your own work, and what do these rights entail?
- Test your knowledge with the Copyright Know-how quiz. Once you have passed this section, you can proceed to the next one.

2 Use of Works

- Learn how to use works and materials created by others in your own projects.



- Read the instructions on using works, as well as photographing and publishing images, in the Copyright Guide and watch the video 'How can copyright works be used?'.
- Go through the checklists 'School/college projects', 'Video projects', and 'Filming and photography'.
- Check how to reference different types of sources and how to quote or refer to works. Instructions for quotations and references can be found here.
- Review the material in 'Project Work' to understand how to make source references and compile a bibliography.
- Finally, test your knowledge of how to use works by doing the True or False quiz. Once you have completed this section, you can proceed to the next.

3 Expand your Know-how

- Start by reading 'Project Work,' about the stages involved in creating your own projects (texts or mixed media projects) based on materials you have made yourself or works created by others. Pay special attention to the choice of sources: what makes a reliable source, how to identify a source as reliable, and which sources are relevant to your own work.
- Look for sources on any subject (or for any course you are taking) on the internet. Evaluate whether the sources are reliable, relevant, and useful for your work.
- Check the quotation guidelines to learn how to make source references and refer to different types of sources. Also, review the guidelines for referencing to understand how to reference and quote texts written by somebody else.
- Test your research skills with the Bingo game. Once you have completed this section, you can proceed to the final test in copyright know-how.

B. FINAL TEST

Once you have completed all three sections, you can take the final test in copyright know-how. Remember to print out your certificate and show it to your teacher or advisor.

**CONGRATULATIONS, YOU HAVE COMPLETED
THE COPYRIGHT KNOW-HOW COURSE!**

