

INSTRUCTOR GUIDE

About the IP Education Student-Instructor Modules

This series of Intellectual Property Modules for students and instructors has been created by U of T Digital Learning Innovation (DLI), Office of the Vice-Provost, Innovations in Undergraduate Education (VPIUE) and U of T Entrepreneurship (UTE).

The goal of these modules is to provide education and practical resources, relevant to targeted students and faculty engaged in course and co-curricular activities that have IP implications. These modules can be used in-person or online, and faculty and instructors can supplement the slides with sample case studies and documents. The materials are published as “ready-to-use” modules, as well as open educational resources and licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International \(CC BY-NC-ND 4.0\)](https://creativecommons.org/licenses/by-nc-nd/4.0/).

Overview - Module Three: Student Created Intellectual Property Arising From Curricular Activities

Description and Learning Outcomes

This training has been created for faculty and staff who are involved in instances where students creating intellectual property in courses and related curricular activities. This module builds upon learning from Module 1 - Introduction to Intellectual Property and IP Rights and Module 2 – Understanding the Value of Intellectual Property.

After completing this module, you will be able to:

- ✓ Define Ownership and explain basic principles of why it is important to understand IP and Ownership in relation the third-parties
- ✓ Identify five scenarios where students and faculty work with third-party IP, and what agreements and procedures are needed for each scenario
- ✓ Explain the process and protocols for when a student, instructor, and/or department encounters a Non-Disclosure Agreement

Module Outline

1. ENGAGING WITH THIRD PARTIES AND FACULTY/INSTRUCTOR CONSIDERATIONS
2. OWNERSHIP OF INTELLECTUAL PROPERTY DURING PARTNERSHIP-BASED CURRICULAR ACTIVITIES
3. TYPES OF THIRD PARTY AGREEMENTS
4. LESSONS LEARNED
5. UNIVERSITY RESOURCES AND SUPPORTS

Assessing Student Learning

If you are using this module in a course or workshop with a Learning Management System (LMS) consider using the LMS Journal or Discussion Board feature for participants to reflect and discuss the material. Provide feedback to each participant responses. You may also create quiz questions to track students' progress and understanding. Using the assignments feature in Quercus you can ask students to write or submit a document of their responses to the activities in the slides or using one of the case studies provided in the Additional Resources.

Additional Resources

- [NDA Template Package for Instructors \(PDF\)](#)
- [Table of Agreements Needed for Curricular Activity Types \(PDF\)](#)
- [Sample Scenarios – Additional FAQ for Third Party Curricular Activities Scenario \(PDF\)](#)
- [List of Resources for IP Education Program \(PDF\)](#)
- [Level 1 Foundations of IP Education Program](#)
- [The Canadian Intellectual Property Office \(CIPO\)](#)

How to administer SCORM in your course

After you have downloaded the .zip file from the IP Education Program site, please see the [instruction site](#) here or see the instructions below:

1. [Enable SCORM in your course](#)
2. [Upload your SCORM package](#)
3. [Select an import type for your SCORM package](#)
4. [Preview, edit, or delete your Assignment or Page](#)
5. [Share the Assignment or Page in your course](#)

Do you have SCORM packages? If you are creating the content yourself using e-authoring software and need information about selecting and troubleshooting export settings for your SCORM package, please read our blog post: [Troubleshooting Reporting for your SCORM Module](#) or contact us at fase.edtech@utoronto.ca.

1. Enable SCORM in your course

The screenshot shows the Quercus course navigation interface. On the left is a sidebar menu with items like Home, Announcements, Grades, Modules, Assignments, Discussions, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, and Collaborations. The 'Settings' item is highlighted with a red box and a red circle containing the number '1'. At the top, the 'Navigation' tab is selected, highlighted with a red box and a red circle containing the number '2'. Below the tabs, there are two sections: 'Drag and drop items to reorder them in the course navigation.' and 'Drag items here to hide them from students.' The second section contains a list of items, with 'SCORM' selected. A red box and a red circle containing the number '3' highlight the settings menu (three vertical dots) for the SCORM item, which has opened a dropdown menu with '+ Enable' and '↓ Move' options. At the bottom left, a red box and a red circle containing the number '4' highlight the 'Save' button.

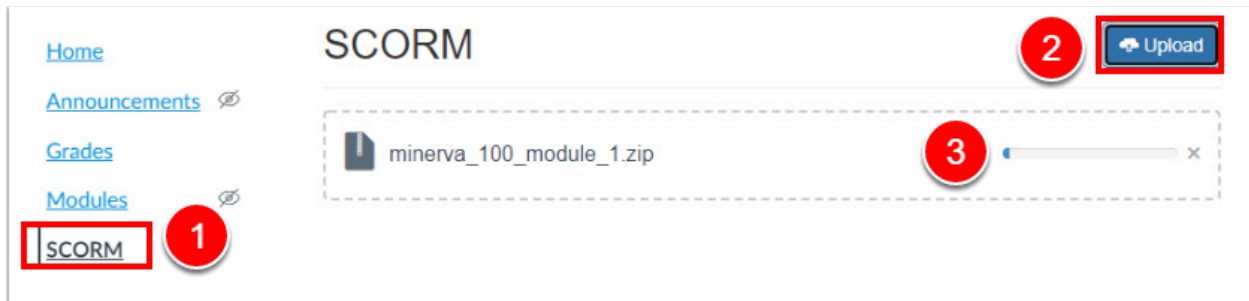
Navigate to the Quercus course in which you'd like to upload the SCORM package and then:

1. In your course navigation menu, select **Settings**.
2. Open the **Navigation** tab.
3. Search for "SCORM" from the list of applications and select the settings menu (three vertical dots) to enable the app.
4. **Save** to confirm your changes.

1.1. Confirm that SCORM appears on your course menu

If you complete the above step, and SCORM still does not appear on your course menu, try once more and ensure that you've selected the Save button. This often is not visible, as it appears at the end of a long list of applications.

2. Upload your SCORM package



Locate your saved SCORM zip file (this could be locally saved on your computer, saved in a cloud folder, etc.) and then:

1. Select the **SCORM** link in the Course Navigation menu.
2. Select **Upload** button on the SCORM page.
3. Find the desired SCORM package (ZIP file) on your computer and select **Open**. The file may take several seconds to upload, depending on its size. A progress bar will indicate upload status. When upload is complete, the new upload appears at the bottom of your list of SCORM packages.

The SCORM package must be imported as a ZIP file to work. Please **do not unzip** the file!

3. Select an import type for your SCORM package

When importing your SCORM package, you can choose from one of following three import types. Your choice will depend on whether you want to track completion status:

Import Type	Description	Tracking	Recommended uses
Graded Assignment	Creates an unpublished Assignment in Quercus and uploads the SCORM content to the assignment,	Completion is tracked. Scores appears in the Gradebook column according to:	Best for cases where you want to track and/or assign points for completion of the SCORM content. Note: A SCORM assignment will reflect only a student's most

Import Type	Description	Tracking	Recommended uses
Ungraded Assignment	By default, the Assignment will be out of 100 points .	<ul style="list-style-type: none"> the option you have selected under the Assignment setting options for <i>Display Grade as</i> reporting options selected when the SCORM package was created 	recent attempt. If a student re-enters a SCORM assignment they have already completed and then exits it without completing it again, it will reset their score to <i>in progress</i> or <i>not yet started</i> .
	An associated Gradebook column is also created.	You will typically see the following in the Gradebook:	<ul style="list-style-type: none"> - (dash): not yet started 0 (zero) or X: in progress 100 (a hundred) or a checkmark: completed to the set percentage or number of slide views inside the SCORM package
	For additional information, review the Canvas instructor guide: How do I import SCORM files as an assignment?		
	Automatically creates an unpublished Assignment in Quercus and uploads the SCORM content to the assignment.	Completion is not tracked. No scores appear in the Gradebook column that is created.	Not recommended - having an assignment out of zero points can be confusing for learners, especially since completion is not tracked in the Gradebook.

Import Type	Description	Tracking	Recommended uses
Page	By default, the Assignment will be out of 0 points .		If you are not tracking completion, sharing the content as a Page is a better alternative.
	An associated Gradebook column is created.		
Page	For additional information, review the Canvas instructor guide: How do I import SCORM files as an assignment?	Completion is not tracked.	Best for cases where you do not want to track completion of the SCORM content and want to share the content as a resource that can be accessed many times.
	Uploads content into a Quercus page, which can then be shared in a Module.		
	For additional information, review the Canvas instructor guide: How do I import SCORM files as a page?		

3.1. Select your import type

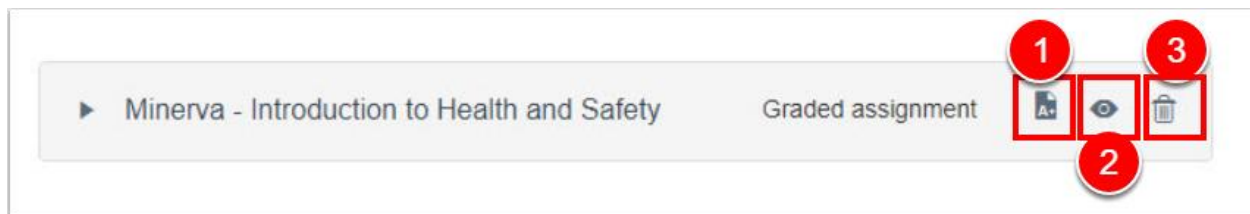
The import type selected when importing a SCORM file is permanent and cannot be changed in Quercus. To change the import type, you will need to re-upload the file and select the new import type. The original file can then be deleted.



1. Select your desired import type from the **Choose import type** dropdown menu.
2. Select the **Go** button to generate your Assignment or Page.

4. Preview, edit, or delete your Assignment or Page

Once the import is completed (this should only take a few minutes), you can preview and edit the Assignment or Page you created for the SCORM package. You can also delete the uploaded content if you need to make changes to the import type.



SCORM Package settings include:

1. **Access** the Assignment or Page for editing and publishing.
2. **Preview** the Assignment or Page.
3. **Delete** the Assignment or Page (i.e., if you have selected the incorrect import type).

Adding Assignment details: After importing an Assignment, you can edit the assignment by changing the total points value, selecting a grade display option, adding assessment instructions, due date, availability dates, and other important information. For information on editing assignment details, review the Canvas instructor guide [How do I add or edit details in an assignment?](#)

Previewing your Assignment or Page: Be sure to preview the content in your Assignment or Page before publishing it.

5. Publish and share the Assignment or Page in your course

Once you've completed editing and previewing your Assignment or Page, you can publish it and share it with students by [adding it as a module item](#).

When sharing SCORM content in Quercus, you need to share the Page or Assignment where the content will be opened. If you share the link to the open content directly (i.e., a link starting with **https://yul.scorm.canvaslms.com/**), students will receive an error message.