

## Digital Rights Management Options within MediaCAST

During the 4-step upload process, a variety of tools are available to help users with digital rights management. The steps involved in loading a media resource to the MediaCAST portal include:

1. Selecting the media type
2. Inserting metadata to make files easily searchable
3. Digital rights management
4. Uploading the file

As can be inferred by the name, step three is where users can select from options designed to protect their digital rights. These options include setting an expiration date on media files, limiting simultaneous user, password protecting content, setting group restrictions and using the advanced fair use compliance tool. A screen shot of step 3 can be seen below.

Media Resources: Add New > [Step 1](#) > [Step 2](#) > [Step 3](#)

**Step 3 of 4: Protect Your Content with Digital Rights Management**

[Advanced Fair Use Compliance Tool](#) | [Group Restrictions](#)

**Expiration**

No Expiration Date

Specify a date:

Expires  days from this date

**Access Control**

**Public** (Default; No special permissions required and no license restrictions.)

**Private** — (User must know a password) Enter Password:

**Limit on Simultaneous Users** — Simultaneous Users:

**Limit on Unique Named Users** — Unique Named Users:

**Advanced Options**

Allow a copy to be downloaded to user's local computer (not recommended)

Restrict Accessibility to Programs / Courses (requires Instructor Level or higher)

Require a Timer of length  :  then block access for  :  (format is MM:SS)

Next Step >

Options for setting expiration dates, requiring a password and limiting users can easily be found under the **Expiration** and **Access Control** sections of the page. However, the options for setting group restrictions and using the Advanced Fair Use Compliance Tool can be a little trickier to find. These options are located on the right-hand side above the box for setting an expiration date.

Media Resources: Add New > [Step 1](#) > [Step 2](#) > [Step 3](#)

**Step 3 of 4: Protect Your Content with Digital Rights Management**

[Advanced Fair Use Compliance Tool](#) | [Group Restrictions](#)

**Expiration**

No Expiration Date

Specify a date:

Expires  days from this date

**Access Control**

**Public** (Default; No special permissions required and no license restrictions.)

**Private** — (User must know a password) Enter Password:

Setting group restrictions can be useful when a resource is not appropriate for all age groups. For example, you might have a video of a frog dissection that is great for high school biology students, but you wouldn't want your third graders viewing this video. For materials with sensitive materials, consider adding group restrictions. When the option for **Group Restrictions** is clicked, you will be taken to a screen that looks like this:

Media Resources: Add New > [Step 1](#) > [Step 2](#) > [Step 3](#)

Group Restrictions are Now Disabled for this Media Resource.

Step 3 of 4: Group Restrictions for a Media Resource

You are working with Media Resource: *test*

Group Restrictions are: OFF -- [Turn ON](#)

Next Step >

Before restrictions can be used, they must be turned on. This can be done by clicking **Turn On** at the end of the text. Once restrictions have been activated, the following screen will appear. Simply select the groups you want to allow access to, and click **Add Access for These Groups**. Once group restrictions are turned on, only the groups listed under **Available To** will be able to see the media file in search results.

Media Resources: Add New > [Step 1](#) > [Step 2](#) > [Step 3](#)

Group Restrictions are Now Enabled for this Media Resource.

Step 3 of 4: Group Restrictions for a Media Resource

You are working with Media Resource: *test*

Group Restrictions are: ON -- [Turn OFF](#)

Next Step >

**Available To**

*Currently, no Groups are allowed to access this Media Resource.*

*If you do nothing more, no one will have access and the Media Resource will be completely inaccessible.*

*If you want everyone to have access, it is simplest to [turn off the group restriction entirely](#).*

[Remove Access for These Groups](#)

**Restricted Groups**

*Use CTRL+click to select multiple groups.*

Select One or More Groups...

- 10th Grade Science (iPads)
- Administrators
- Agency Directors
- Care Givers
- Dean
- Healthcare Staff
- Homecare Consultants
- Instructors
- Managers
- Staff
- Students
- Students

[Add Access for These Groups](#)

To use the **Advanced Fair Use Compliance Tool**, simply click the link from the main Step 3 page and you will be taken to a questionnaire regarding the resource. Answers given to the questions will generate a score based on which column the answers fall under, Favoring Fair Use or Not Favoring Fair Use. This score can be found at the top, right-hand side of the page labeled **Current Fair Use Index**.

The “passing” score can be determined by your organization. By default, completion of this form is not required. If your organization would like to change this setting, contact Inventive Technology at [support@inventivetec.com](mailto:support@inventivetec.com).

Media Resources: Add New > [Step 1](#) > [Step 2](#) > [Step 3](#)

Step 3 of 4: Protect Your Content with Digital Rights Management

[Advanced Fair Use Compliance Tool](#) | [Group Restrictions](#)

Expiration

No Expiration Date

Specify a date:  

Expires  days from this date  

Access Control

Public (Default: No special permissions required and no license restrictions.)

Private — (User must know a password) Enter Password:

Media Resources: Add New > [Step 1](#) > [Step 2](#) > [Step 3](#)

Step 3 of 4: Fair Use / Copyright Compliance Manager

[Next Step >](#)

[Purpose](#) | [Nature](#) | [Amount](#) | [Effect](#) --- [Tools](#)

**Current Fair Use Index: 0 vs. Threshold of 0**

[Printable Form](#)

**Purpose**

Favoring Fair Use	Not Favoring Fair Use
<input type="checkbox"/> Non-Profit Education	<input type="checkbox"/> Commercial Use
<input type="checkbox"/> Teaching or Classroom Use, including <a href="#">Multiple Copies</a>	<input type="checkbox"/> Generates Direct, Incremental Revenue to Institution
<input type="checkbox"/> <a href="#">Research</a>	<input type="checkbox"/> Does not provide credit to original author
<input type="checkbox"/> <a href="#">Scholarship</a>	<input type="checkbox"/> History or Likelihood of Bad Faith Behavior
<input type="checkbox"/> Criticism	
<input type="checkbox"/> Comment	
<input type="checkbox"/> News Reporting	
<input type="checkbox"/> Transformative Use	
<input type="checkbox"/> Parody	
<input type="checkbox"/> <a href="#">Resource has Basic Access Control Parameters (default)</a>	

**Nature**

Favoring Fair Use	Not Favoring Fair Use
<input type="radio"/> Small <a href="#">Portion of Total Work</a>	<input checked="" type="radio"/> Large Portion of Total Work
<input type="radio"/> Portion is Not Central to Entire Work	<input checked="" type="radio"/> Portion is "Heart of the Work"
<input type="checkbox"/> Amount is Appropriate for Favored Educational Objectives	

**Effect**

Favoring Fair Use	Not Favoring Fair Use
<input type="checkbox"/> Institution Owns Lawfully Acquired Copy / License of Original	<input type="checkbox"/> Use May Prevent Sale of Copyrighted Work to Institution
<input type="checkbox"/> Only One or Few Copies Made Available For Sale	<input type="checkbox"/> Use May Prevent Sale of Copyrighted Work to End Users
<input type="radio"/> No Significant Effect on the Market for the Work	<input checked="" type="radio"/> Significantly Affects Market for the Work
<input type="radio"/> Lack of Licensing Mechanism Available	<input checked="" type="radio"/> Reasonable Mechanism for Licensing Work in Digital Format
<input type="radio"/> Access in Digital Format is Unreasonably Expensive	<input checked="" type="radio"/> Reasonably Affordable Access is Available
<input type="checkbox"/> No Similar Product Marketed by Copyright Owner	<input type="checkbox"/> Numerous Copies Made (Widely Distributed)
<input type="checkbox"/> No Response from Request for Permission	<input type="checkbox"/> Access Is Available to the Outside (URL Builder)
<input type="checkbox"/> Institution is in Compliance with Non-Digital Licensing Scheme	<input type="checkbox"/> Repeated or Long Term Use
<input type="checkbox"/> Does Not Infringe on a Known Copyright	
<input type="checkbox"/> Provided by Owner for use under Creative Commons	