Protecting Your Online Materials While on Strike

In order to protect your intellectual property, you may consider the following actions.

Download, save and then delete your personally-developed content from within PILOT. This could include notes, lectures, PowerPoint slides, and media elements that you personally developed. This does not include such things as e-textbooks, content within the public domain (YouTube videos, websites, etc.), and the syllabus.

Once you remove your files, they no longer reside within the course so do not make the irreversible mistake of deleting before you download and save. If you choose to delete future assignments or quizzes, do not remove past assignment as student work and grades will be removed indefinitely.

Directions to delete managed files.

To delete managed files (content) from PILOT,

1) Go to "Course Admin" and then into "Manage Files".

2) From "Manage Files", you can select specific files to be deleted and then select to download all files by clicking on the cloud with a down arrow icon. This will create a zip file.

3) You will then see a window open that says "The file is ready for download." Just click on the zip file name, from there you should save it to a non-WSU computer.

4) Check and confirm the files have all been downloaded and saved properly before you go on to the next step.

5) Then, with all the boxes still checked for the files, ~~then~~ click on the trashcan icon to delete your files. This will leave the folders but remove the files within the folders.

All past assessment activities (assignments, discussions, quizzes, etc.) SHOULD NOT BE REMOVED as each one is attached to work already completed by students and grades already earned. Removing past assignments from PILOT will remove student work and grades that will not be reinstated when the activity is re-established.

Be aware that "dismissing" News widgets only hides those elements from you (not from students or anyone else in the course). In addition, all content that is left within PILOT (either in "draft" or set for a later release date) will be viewable and publishable by anyone entering the course in PILOT with an instructional role.

Directions to upload managed files.

Upon returning to work,

1) Go to "Course Admin" and then into "Manage Files".

2) From "Manage Files", you can upload the zip file that you downloaded.

3) When the zip file is uploaded, click on the drop down menu to unzip the file. This will recreate the folder structure.

4) To move them back into the original structure, click on the .DAV folder. When everything appears, select all and then cut using the scissors icon. Click on the folder labeled "/content/enforced/…" then click paste to bring everything back in. You will get a warning message if folders already exist. It is ok to overwrite them.

5) From there, you will need to link those files to the content sections from which they were taken by going into Content and then uploading each file to the corresponding module.

Once you have uploaded your material, you will have to link your files to the correct areas in PILOT.

CTL CANNOT PROTECT YOUR INTELLECTUAL PROPERTY, so please do not ask them and do not hold them responsible for actions of the administration or temporary instructional personnel. Each faculty member will need to decide how to handle their intellectual property while on strike.

WE STRONGLY RECOMMEND THAT YOU TEST WHATEVER MEASURES YOU PLAN TO TAKE WELL BEFORE YOU NEED TO EMPLOY THEM.

Please determine what you want to do with your PILOT-housed content and then follow the instructions very carefully. Please seek assistance through your colleagues and the HELP option within PILOT if needed. Although spring semester course shells are available, AAUP-WSU recommends that you DO NOT enter or do any work on spring courses until further notice.