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Every time you make copies for the classes you teach; you simply make an extra copy and send it to us with source indications. This applies to paper copies as well as digital copies.

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- 1. Open the link you have received from the school administration.
- 2. Upload the copies you wish to report.
- 3. Fill out the form with information about each copy.
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- 1. Open an e-mail and attach the copies you wish to report.
- 2. Write the name and number of the school in the subject field.
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