To the Permissions Editor:

I teach at Texas Tech University, and I am putting a course online (title of course). I am using a [Prentice Hall] textbook (which my students will be required to purchase). I would like to request permission to include some components of this textbook in my online course. The Title of the book is ____________________________ Ed. __, written by __________ (year). Here are my questions:

1. I use the PowerPoint presentations from the CD that came with his instructor’s copy of the textbook when I teach this class face-to-face. Do I have your permission to put those presentations in my online course in Blackboard? The online course is housed on our TTU Blackboard server and is password protected. It is available only to the students enrolled in that class, for that session. We might use one of the following tools to enhance the PowerPoint presentations:
   a. To make the presentations fully accessible to students with visual impairments, I might use Captivate to add closed captioning of the publisher’s captions for each slide. We are not altering the content in any way; just adding that audio feature.
   b. Alternatively, I might use Adobe Presenter to add a voice-over to the PowerPoint presentations. This would probably be my own elaboration to the information.
2. May I also provide a link to a printable version of each presentation, so students can review them offline.
3. Does your publishing company provide any additional online resources for this textbook that we can link to from this online course?

Thank you,

(Your information)

Texas Tech University