

Should You Save That File?

In an online course, the content is everything. For some courses, all of the content is available all semester, even when the semester is over. For others, the instructor may have the information available only between certain dates. Saving the content may be a good idea if you are in the latter situation.

By saving the content from your course, you are able to go back to read old lessons or assignments, and apply them in more recent assignments. Saving uploaded files such as .doc and .pdf files is as easy as opening the document, and clicking the “Save As...” button.

For other kinds of files, such as a page, you can copy and paste the content into a Word, and save it for future access. A tip that we recommend if you save everything, is to recreate the file structure of the course as it appears on eLearning onto your hard drive for easier access.