

WORKING OFFLINE **Online@UT**

Creating content areas and gathering learning resources for your students can be done both online, on the spot, and offline. Here are some steps to planning your future courses in offline mode:

1. Create a folder with the title and number of your course(s)
2. Within this course folder, create folders which correspond to each "Content Area" of your Blackboard course; for example, "Course Materials," "Syllabus," or "Course Information."

TIP: you might even consider creating "sub-folders" to identify specific classes or weeks of a class; for example, "Week One."

3. As you develop the course, place all resources within the appropriate folder. These resources might include:
 - a. Documents of all types: Word, Excel, pdf
 - b. External links
 - c. Learning units
 - d. Discussion board ideas
 - e. Audio files
 - f. Video clips

TIP: you might create a guiding document which outlines the scope and sequence of each content area, with notes to yourself about activities or assessments.

By planning offline, you may even find that you have a clearer picture of the course content and how you will engage your students with that content and then assess them on its mastery.

Once Online@UT is available, your teaching materials can be uploaded into your course sites through the Control Panel in the normal way.