

Discover Alternative Formats

Find the Icon, Choose your Format

You can find Alternative Formats of your course content and files throughout your course by locating the icons (pictured below) or the phrase “Alternative Formats.” Here are a few ways you can download your content in file formats that works best for you.

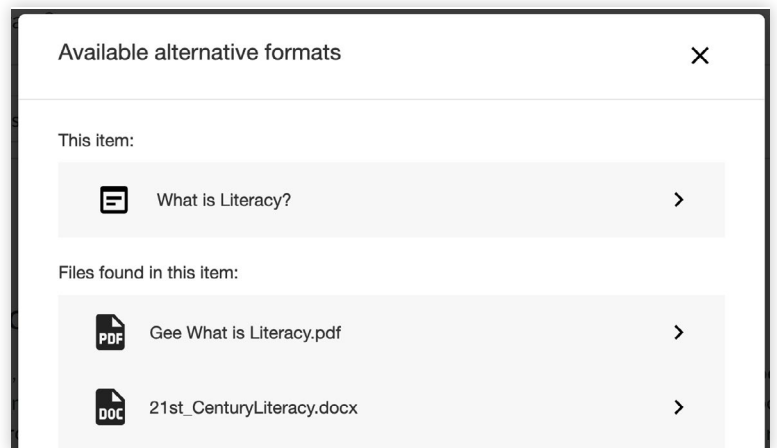
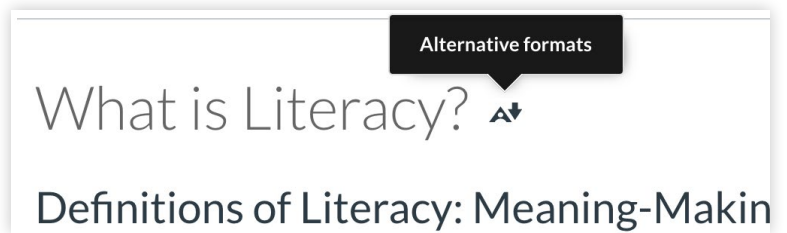
Download course content where you see the 

You can download content created by your instructor in your course as an Alternative Format by clicking the icon.

If there is only web-based content in your selection, you will see the menu of available formats, such as ePUB, BeeLine Reader, and MP3. Choose your desired format and click “download” to access.

If there are files such as PDFs, PowerPoint, Presentations or Word Docs attached to the content, select what you want to download from the list of available Alternative Formats. Once you select an item from the list, you can access the formats available for that item. Remember, your choices will depend on the type of file or content.

Alternative Formats need to be downloaded individually for each content item or file. Click the icon again after the first format has finished downloading to download another format.



Download course files where you see the 

If you want to download a course file directly from a content area, click the icon next to the file and select “Alternative Formats” from the dropdown.

If you’re accessing the file from modules, click the file name and find the “A” icon at the top of the file preview page.

If you’re accessing the file from the files area, click the three dots next to the file, and then select Alternative Formats from the menu.

