MICHIGAN VIRTUAL

Take Your Learning Offline

Save or download course materials so you can keep learning even when Brightspace isn't available.

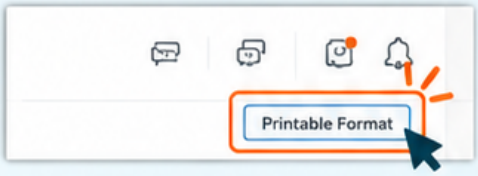


GOOD TO KNOW

Not everything in your course can be downloaded. Available options vary by course, content type, and your browser settings. Use the tips below to save what you need before Brightspace becomes unavailable.

1 Save or print a lesson

Best for lessons with a Printable Format button



1. Open the lesson in Brightspace.
2. Click **Printable Format** in the upper-right corner.
3. Wait for the entire lesson to load and scroll to make sure everything appears.
4. Click **Print Now**.
5. Choose **Save as PDF** or print a paper copy.

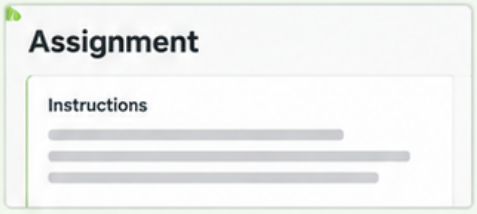
TIP

Printable lessons may include video transcripts, interactive activity transcripts (like flashcards), and assignment information.

Also check for any additional files you need to download.

2 Save assignment instructions

Use these options when there isn't a Printable Format button.



1. Open the assignment in your course.
2. Choose a way to save the instructions:
   - **Copy and paste** into a document.
   - **Screenshot** the instructions.
   - **Right-click and select Print** (if available) to save as a PDF or print a paper copy.
3. Make sure you captured all the information.

TIP

For longer assignments, you may need multiple screenshots or to copy and paste the instructions into a document.

3 Download a course podcast

Available in some Michigan Virtual courses.



1. Open your course and go to the appropriate unit.
2. Look for a link like **Unit 1 Podcast**.
3. Open the podcast and wait for it to load.
4. Click **Download MP3**.
5. Find the audio file on your device.

TIP

Podcasts can help you review lesson content, but you'll still need to save assignment instructions separately.

Before you go offline

Use this checklist to make sure you're ready.

- [ ] Save or print the lessons I need.
- [ ] Download extra files and assignment instructions.
- [ ] Save any available podcasts I want to use.
- [ ] Make sure my saved files open without internet access.
- [ ] Identify quizzes, discussions, and other online activities to complete later in Brightspace.

Watch the video tutorial

michiganvirtual.video/11618994

See these steps in action.