

How to Save Content to Use Year after Year in Courses 🙌

This document will guide you through the process of preserving your content every year. Its always a good practice to keep a backup as a precaution for any unexpected events.

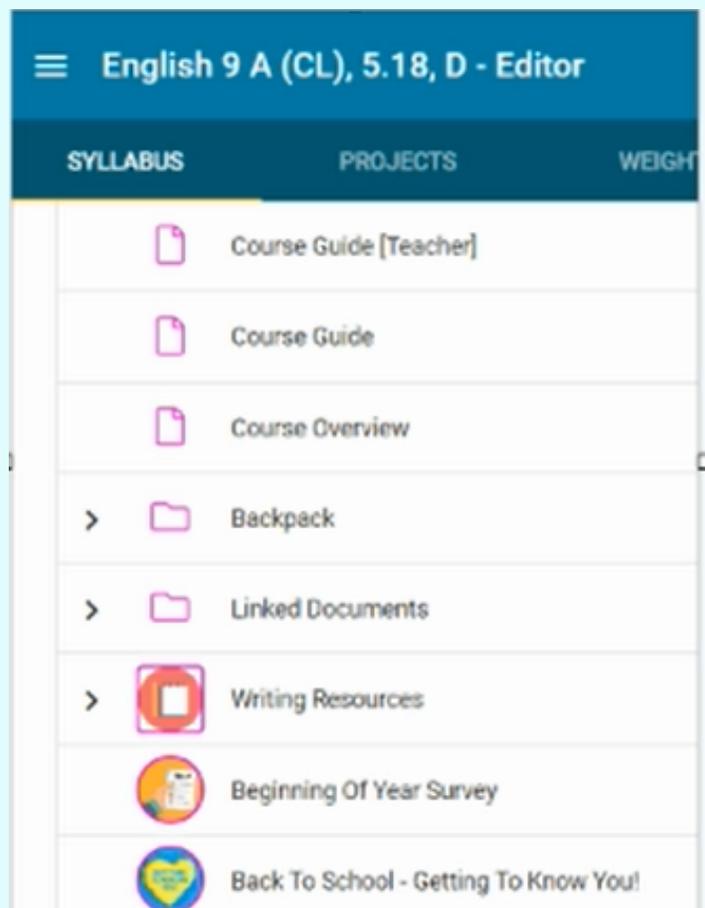
[How To Save Content to Use Year After Year in Courses \(loom.com\)](#)

Here are six features we think you'll love:

1. Screenshot the Syllabus

The syllabus is the first thing to screenshot, then the units and lessons. That way, you can see, at a quick glance, where you've placed everything.

For desktop users, It looks like this:



 **Try it now!** Screenshot of the syllabus:

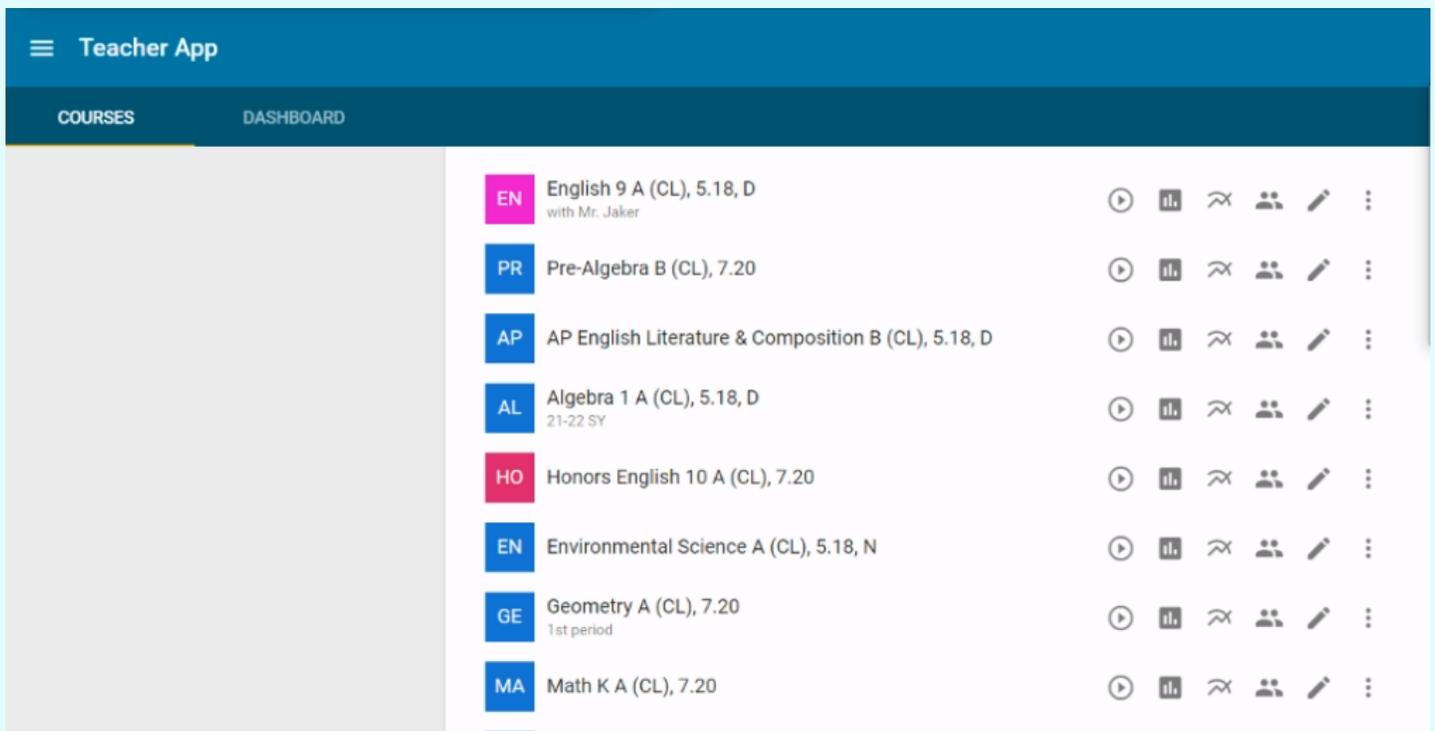
To take a screenshot on a computer or laptop, you can usually press the "PrtScn" button on your keyboard. This will capture an image of your entire screen. You can then paste this screenshot into an image editing program, like Paint, and save it as a picture file. On a Mac, you can press Command + Shift + 4 to select the area you want to capture, and it will automatically save to your desktop.

If you're using a smartphone or tablet, taking a screenshot is usually done by pressing the power button and the volume down button simultaneously. The screen will flash, indicating that the screenshot has been taken. You can then find the screenshot in your photos or gallery app.

Remember that the specific method for taking a screenshot may vary depending on the device you're using, so it's always a good idea to check the manual or do a quick online search for your specific device if the above methods don't work.

2. Screenshot the Units/Lessons ✨

For desktop users, It looks like this:



Now screenshot the units and lessons. This way you can see at a quick glance where you've placed everything.

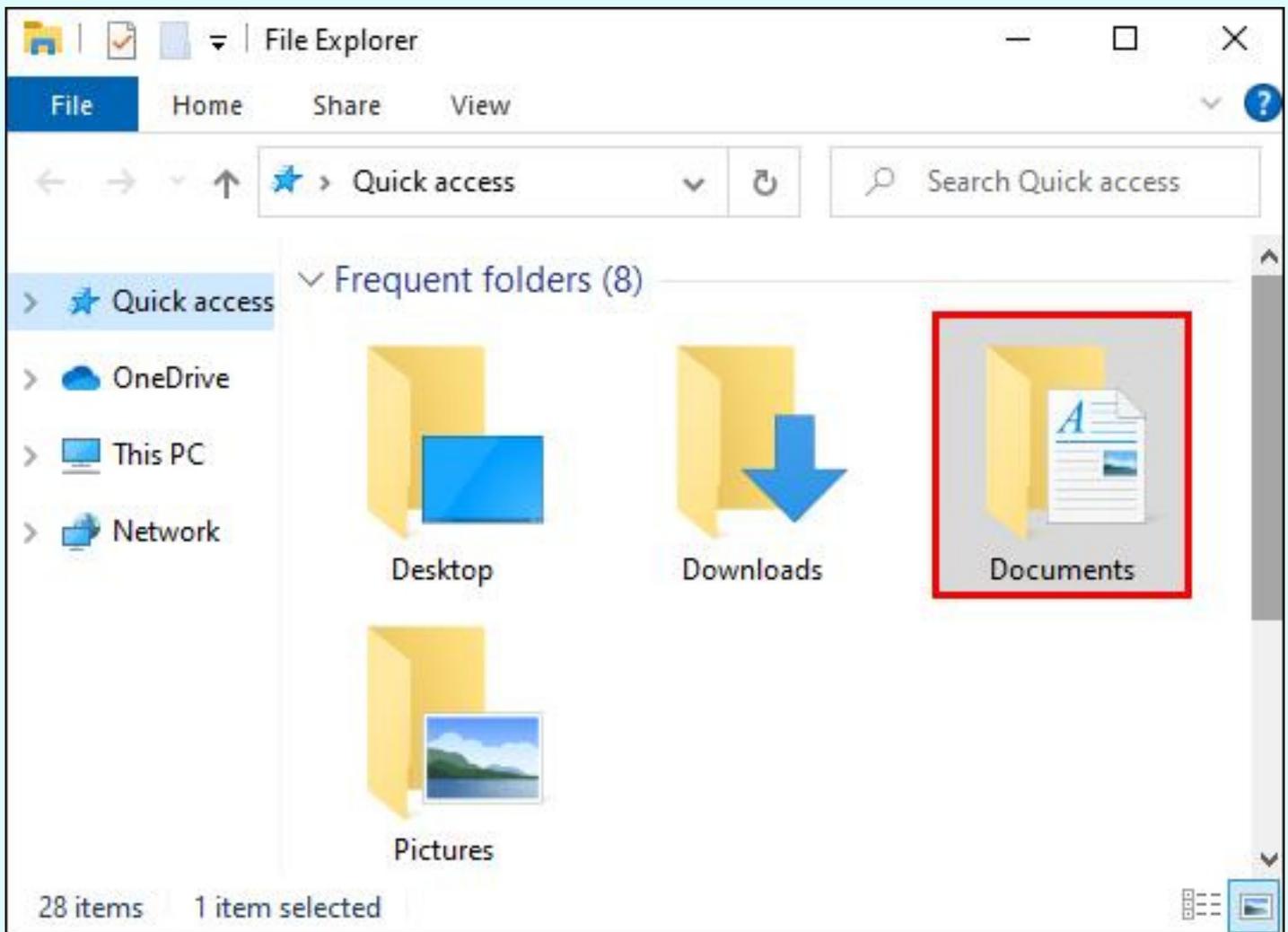
 **Try it now!** Screenshot of the units and lessons:

To take a screenshot on a computer or laptop, you can usually press the "PrtScn" button on your keyboard. This will capture an image of your entire screen. You can then paste this screenshot into an image editing program, like Paint, and save it as a picture file. On a Mac, you can press Command + Shift + 4 to select the area you want to capture, and it will automatically save to your desktop.

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3. Create a folder on Your Desktop/Drive 💡



Now create a folder on your desktop and your drive, this way you have it in multiple places. Should something happen, there's always a backup.. Then create subfolders. You can do it by subject or grade level, or both. Finally, I download and or I copy my content.

Try it now! Create a folder.

Creating a folder on your computer is a simple task that can help you stay organized and keep your files in order. To create a folder on your desktop, you can right-click on an empty space, hover over "New," and then select "Folder." This will create a new folder that you can rename to whatever you like by right-clicking on it and selecting "Rename." You can also create a folder within an existing folder by opening the folder where you want the new one to be, right-clicking, and following the same steps as before. By creating folders and organizing your files neatly, you can easily locate and access your documents, photos, and other important files whenever you need them.

4. Create subfolders (arrange as you like).

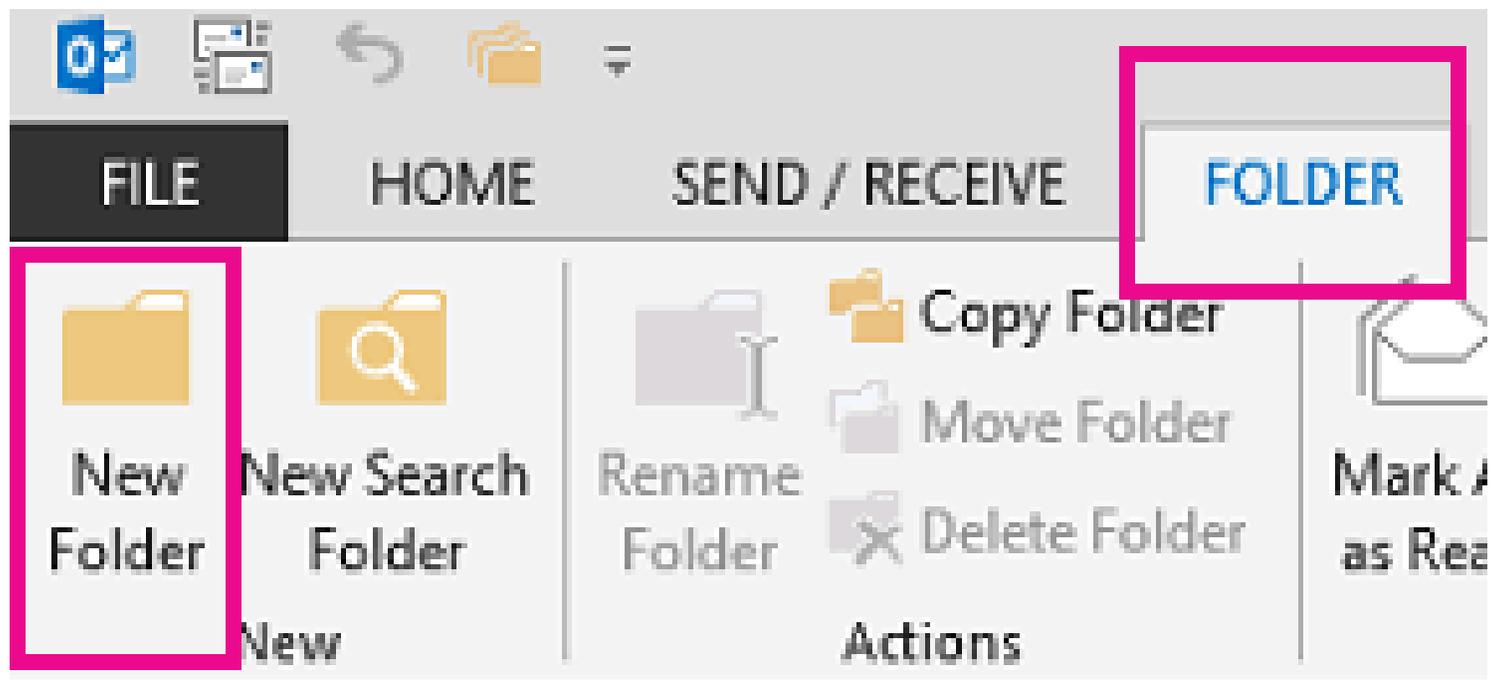
Create subfolders. You can do it by subject or grade level, or both. Download and copy your content. And then the following year, all you have to do is upload your folder and then arrange it as you would like, and that way nothing ever gets lost.

Try it now!

Creating subfolders is a useful way to organize and categorize files within a main folder on your computer or in cloud storage. To create a subfolder, first navigate to the main folder where you want the subfolder to be located. Then, right-click on an empty space within the main folder and

select "New" from the drop-down menu. Choose "Folder" from the submenu that appears, and give your new subfolder a name that reflects its contents or purpose. Press Enter to create the subfolder within the main folder. You can now drag and drop files into the subfolder to keep them neatly organized and easily accessible. Subfolders can help streamline your digital workspace and make it easier to find and manage your files.

To create a subfolder on a Mac, double-click the folder where you want to add the subfolder and create a folder inside. The initial folder becomes the parent folder, and the newly created folder becomes the subfolder. Alternatively, you can create a folder through the Finder window and drag it to an already existing folder or the parent folder.



5. Download and/or copy content 🎉

Download and copy your content. And then the following year, all you have to do is upload your folder and then arrange it as you would like, and that way nothing ever gets lost.

Go through everything that's in your course, and keep following that process by downloading or copying your content. If you have Google Docs in there, just copy the link and place it in the folder. Now you have everything in one place.

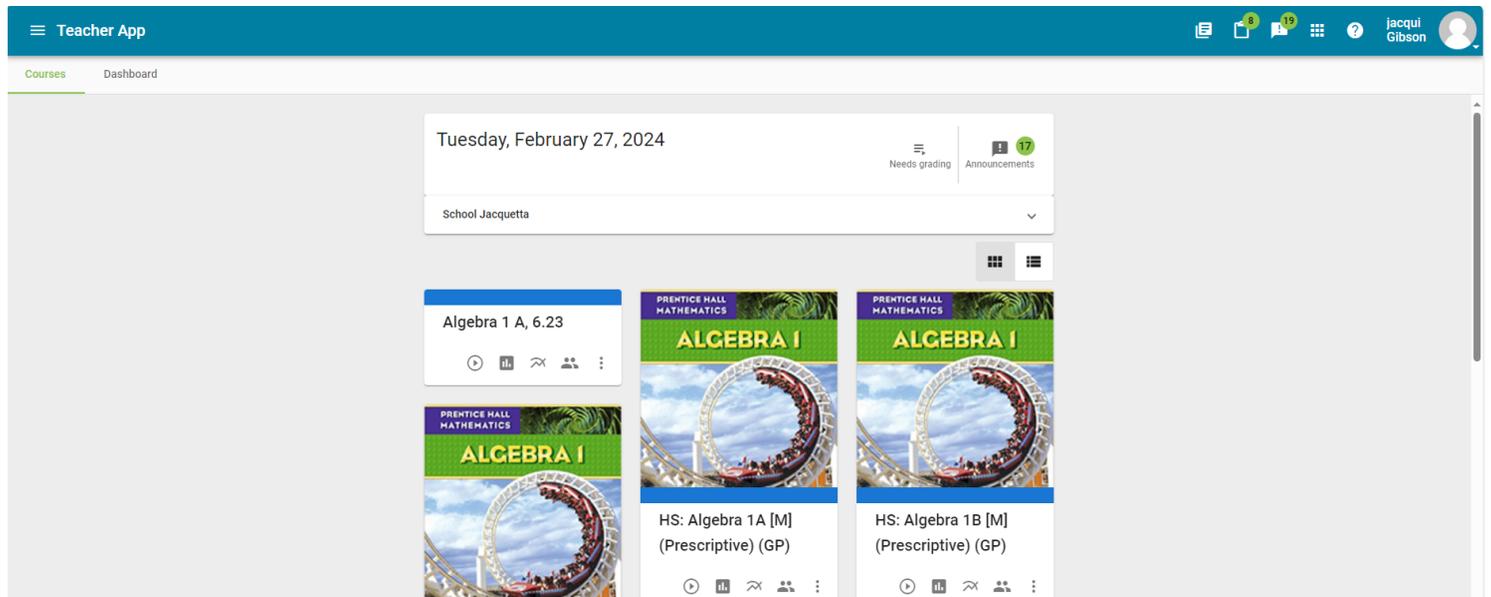
Try it now!

Downloading content from the internet can vary depending on the type of content you want to download. Here are some general steps you can follow:

1. Find the content you want to download. Use the Connexus platform, a search engine, or visit a specific website to locate the content you wish to download.
2. If the content is from the internet, check the copyright. Make sure you have the right to download the content. Make sure you are not violating any copyright laws, because some content might be subject to them.
3. Download the content. Look for a download button or link on the website where the content is located. Click on the link to start the download process. Make sure to choose a safe and secure website to avoid any malware or viruses.
4. Save the content. Once the download is complete, save the content to your computer or device in a location where you can easily find it. You may need to unzip or extract the files if they are in a compressed format.

Remember to always respect the content creators' rights and only download content from legitimate sources to stay safe online.

6. Next year, upload folder and disperse content as needed 🧑🏫🧑🏻



If I have created a brand new course, I can now add, add all those things that you saved. All you do is come to add an activity. You can create a folder or You can upload everything separately if you'd like.

So you can create a folder and put all your resources there. You can add all of your Google links here if you want. In the folder itself, you can select add an activity, and then you can start uploading your files. And then once it's in your course, you can just pick it up and move it wherever you want to move it.

This is how you take your material from a customized course, save it in multiple places, and easily put it in a particular course.

Try it now:

Now it is your turn. Log in to your Pearson Connexus account and complete the steps outlined above. Once you have logged into your Pearson Connexus account, go to the course you want to copy content from and follow the steps above. Make sure to carefully follow the directions provided above. If you encounter any difficulties or have any questions, don't hesitate to reach out to your DSP for assistance and/or support. Stay sharp and focus on the task at hand to complete it like a pro! You got this!

Pearson Connexus!

At Pearson, we understand the importance of having access to the resources you need to help you succeed. That's why we are dedicated to providing a wide range of help resources to our customers. Our help resources include a full range of online support options, such as an extensive knowledgebase of articles, how-to guides, and video tutorials. Our customer service team is also available 24/7 to answer any questions or provide assistance, whether it's troubleshooting technical issues or helping you get the most out of your Pearson Connexus product. With these helpful resources, we hope to make your experience with Pearson Connexus as smooth and successful as possible. Helpdesk : 1-844-597-3224

