

Notes for Tutors: Methods of Distributing Course Material

Course members do appreciate having something to take away with them or having a way of accessing your course material. There are several methods of distributing course material (notes, presentations, exercises) to course members:

1. **Paper.** U3AC will provide copying (max. of 1 A4 sheet per student per session). The Master copy should be given in to Reception **no less than 24 hours in advance**. Copies can be collected from the table in the Reception area.

'E-Ways'

You can distribute a Word file (.doc or docx) however it is perhaps better to distribute a .pdf file to ensure everyone can read it. You can create it by using 'Save as' and selecting PDF from the pull-down list. If you choose to distribute a PowerPoint presentation it is also best done as a .pdf file (created in the same way by use of 'Save as'). Members without Internet access or email will need a paper copy.

2. **By email.** The Office will send a list of email addresses for course members with your registers. **Always put email addresses in the "BCC" field not the "To" or "cc" field to maintain confidentiality of members' personal information.**

If your files are too large to be comfortably sent by email you can use the U3AC Website or Dropbox.

3. **U3AC Website.** Course members can download your course material via the "Tutor" tab on the U3AC website u3ac.org.uk/tutors. Make sure you give the documents a clear filename, it is helpful to begin it with the course code, and email the documents to the Office who will upload them to the website for course members to access. You simply need to point them to the website once it is available.
4. **Using Dropbox.** This is a free service that creates a personal filing system for you 'in the cloud' (2 GB of free space) and allows you to share folders or individual files with others. You can access your Dropbox from your computer, tablet or phone. There is a short introduction to Dropbox via this link, [Dropbox Tour](#), this includes a link for you to set up an account.

You might want to consider your own website or blog

5. **A Course Website or a Blog.** Of late some tutors have created course websites. There are free software packages that make this task about as complex as creating a Powerpoint presentation. Many folk have an allocation of free web space (in which to put web sites) along with their email and Internet package, or web space can be obtained for free or for a modest fee. Blogs can easily be set up using free sites such as wordpress.com or blogger.com. You can regularly add material to the site, and course members can join in by adding comments.

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