



## Handling documents in a blended course

Gone and forgotten are the times when attending a course was reduced to listening to a lecture and taking notes. Project-based learning, workshops and work with sources and documents have been proven to keep learners interested, while using real-life scenarios.

### What sort of documents are we talking about?

- Online sources: videos, articles, databases...
- Paper documents: printouts, maps, images and texts in books, schematics...
- Study objects used in science, technology, role play...

### Challenges in blended courses

Consider again the above mentioned types of documents and think how you can use them in a blended course. Some of the documents are analog (the object is located in one place) and you need your students to work with them in a digital way (to be able to see and manipulate the document on a device screen).



### Analog to digital: solutions

Especially when adapting an existing course aimed at face-to-face teaching, the educator needs to find ways to "digitise" these documents. Explore some of the potential solutions:

**Online sources** are already digital, but are they easily accessible? Have you thought of storing them (or links to them) in a shared online folder like [Google Drive](#) or [Dropbox](#)?

**Paper documents** are lovely to touch, but they are of no use to your online learner. To send scanned documents, why not use "[Adobe Scan](#)", a free app on your phone or tablet, which scans and allows you to edit and share the scan in seconds. To show documents during a lesson, opt for a "[document camera](#)" a cheap, easy to use desktop device.

**Study objects** are probably the trickiest to bring onto your students' screens. In this case [3D mapping cameras](#) might help, but accompanied by specialised software, they can be costly. A very slow "[smartphone video](#)" of the object and someone handling it might be an acceptable low-cost alternative.