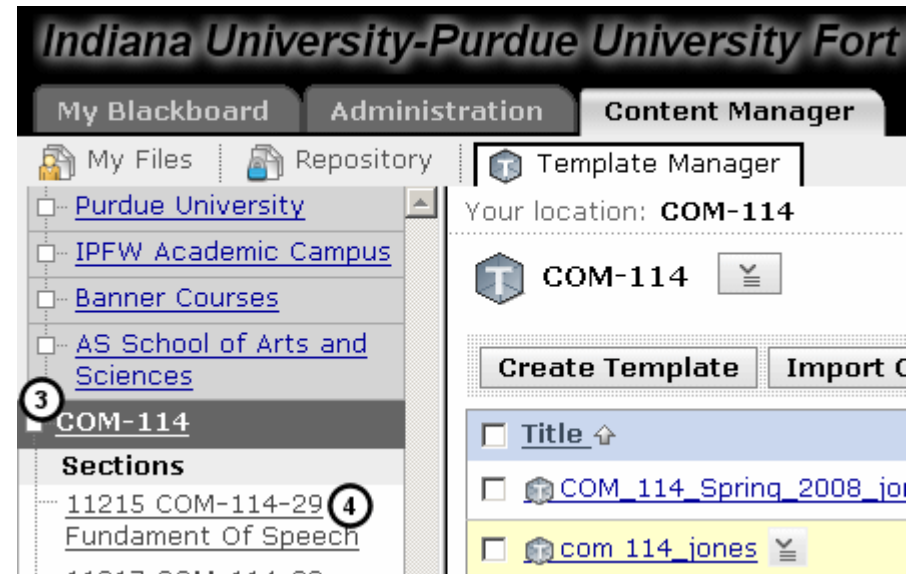


## Copying a section to a template

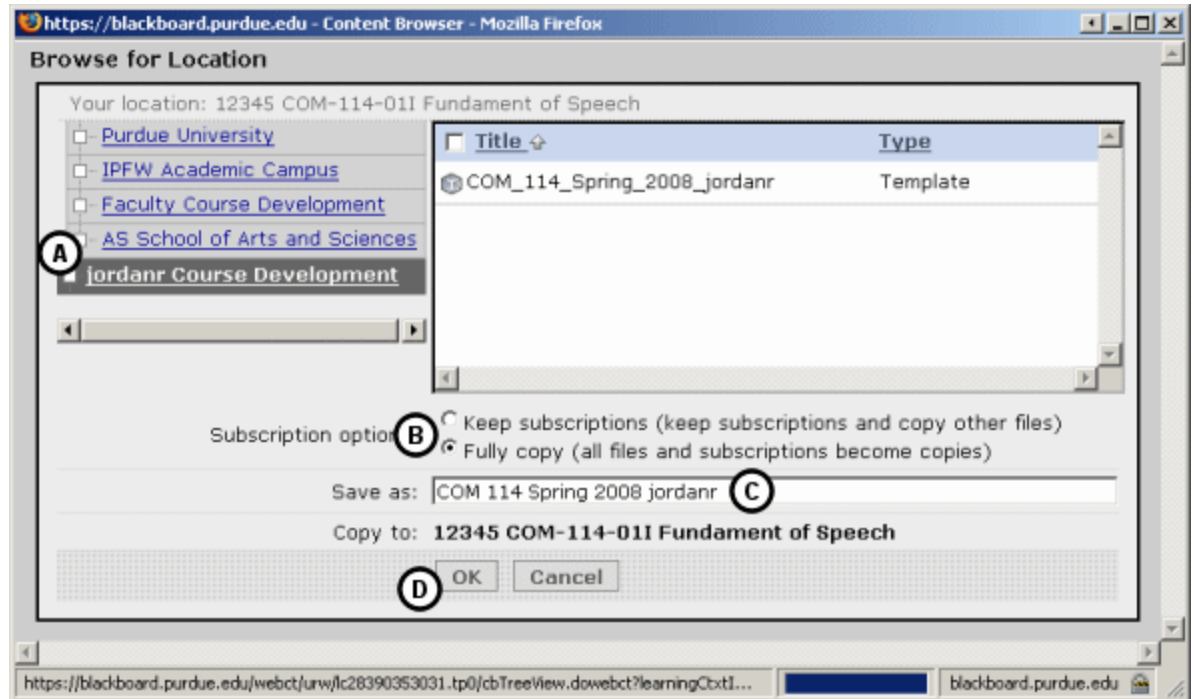
If there is content in your section you want to preserve for future use, you will need to copy your section to a template and save it within your Course Development area. The instructions below will guide you through this process. Cross-listed courses may require administrator access, so, if you teach a cross-listed course, please contact Han Fei, Mandi Witkovsky or Scott Vitz for assistance. NOTE: this process will not transfer student data.

1. Click the **Content Manager** tab.
2. Click the **Template Manager** sub-tab.
3. Browse to your section by clicking through the menu on the left. Under IPFW Academic Campus, choose Banner Courses > Your School > **Your Course**.
4. From the menu on the left, click the link for your section.
5. Click the **Save this Section as Template** button.



6. The **Browse for Location** window will appear. Here, you will need to do several things:

- A. Using the browse tool at the left of the window, **navigate to your Course Development area** by clicking IPFW Academic Campus > Faculty Course Development > Your School > Your Course Development.
- B. Make sure **Subscription options** is set to **Fully copy**.
- C. In the Save as: field, **change the name** to include the course number, semester and your username.
- D. Click the **OK** button.

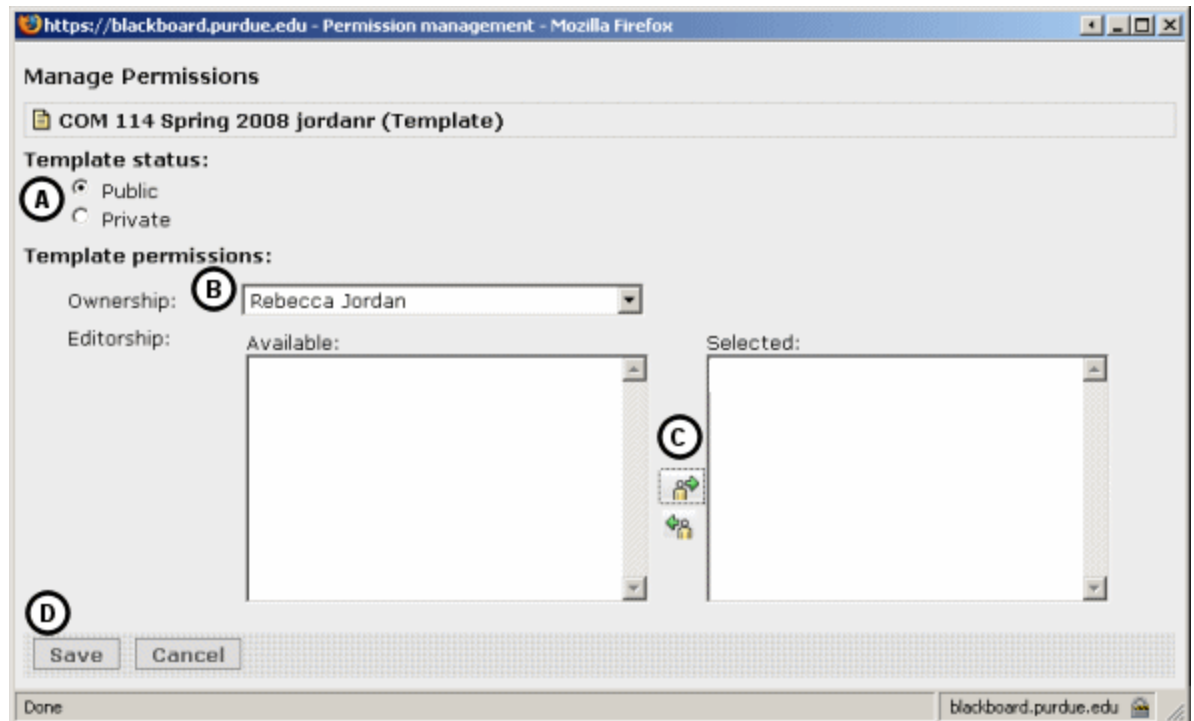


7. The **Manage Permissions** window will appear. Here you will need to do several things:

- A. Set the **Template status** to **Public**.
- B. Select the **Instructor's name** from the **Ownership** drop-down.

If you are copying the template for someone else, make sure to choose their name, not yours.

- C. Grant editing permission to anyone who will need to edit the template by selecting their name from the Available editors list and clicking the Add button. This will add them to the Selected editors list.
- D. Click the **Save** button.



8. A confirmation message will appear after the section content has been successfully saved as a template.
9. Your section content should now appear in your Course Development area as a template. To verify this, do the following:
10. Using the browse tool at the left of the window, **navigate to your Course Development area** by clicking IPFW Academic Campus > Faculty Course Development > Your School > Your Course Development.
11. You should see the template you just created from your section.

