

Associating a template to a section

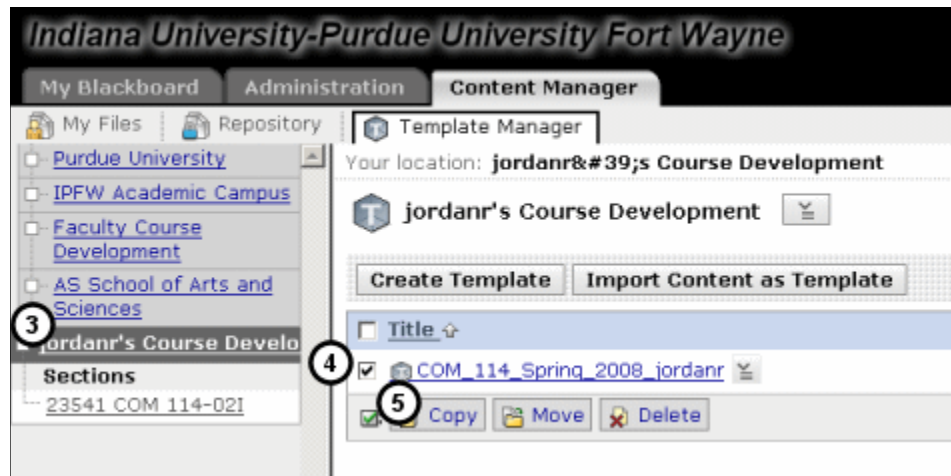
Associating a template to a section at the beginning of a semester is a **multi-part process**. First, you must copy the template from your **Course Development** area to your course area. Second, you **make that template available** to the course. This is called **Associating the Template**. Third, you need to **assign the template** to your section(s).

BEFORE YOU BEGIN: DO NOT click into your sections before following these instructions. If you do, it is possible to unintentionally associate a **blank template** with your section. If you inadvertently do this, complete parts 1 and 2 of this document and then proceed to page 5.

FOR CROSSLISTED COURSES: You will not be able to complete these steps if the section in question is part of a crosslist. Please provide the Help Desk the CRN of your class and the name of the template you want applied. A technician will apply the template for you.

Part 1: Copying the template from your Course Development area to the Course area

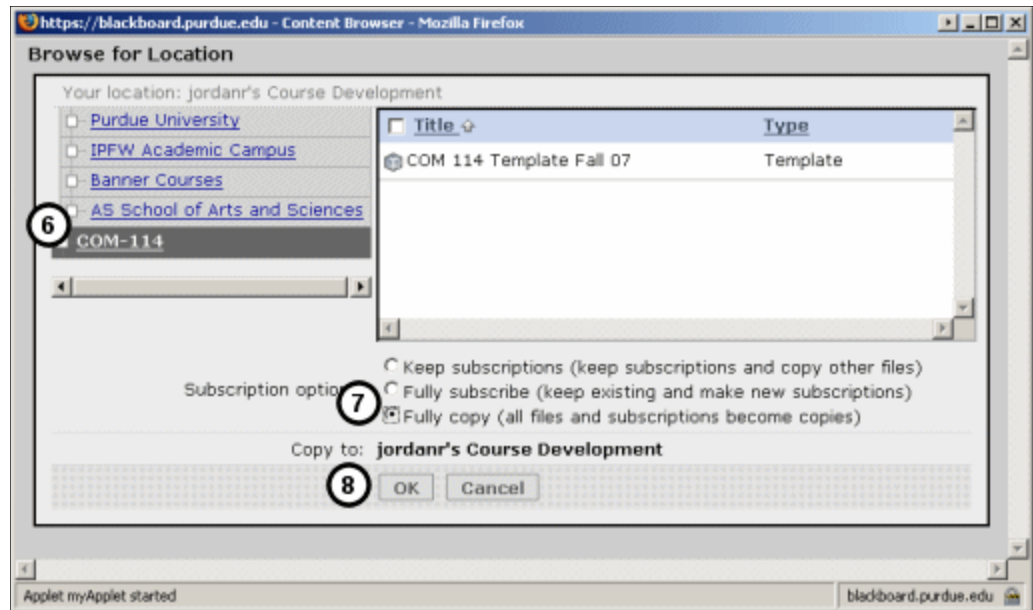
1. Click the **Content Manager** tab from the **My Blackboard** page.
2. Click the **Template Manager** sub-tab.
3. Browse to your **Course Development** area by clicking through the menu on the left. Under IPFW Academic Campus, choose Faculty Course Development > Your School > **Your Course Development**.
4. Check the box next to the template you want to use.
5. Click the **Copy** button.



- The **Browse for Location** window will show you a hierarchical view of template locations on the left. Browse to the course level for the class IPFW Academic Campus > Banner Courses > Your School > Your Course. Make sure the destination is highlighted in dark grey.

You may automatically default to the correct location, so navigating through the institution hierarchy may not be necessary in all cases.

- Select **Fully copy** under Subscription options.
- Click the **OK** button.



- Set **Template status** to **Public**.

- Select the instructor's name from the **Ownership** drop-down.

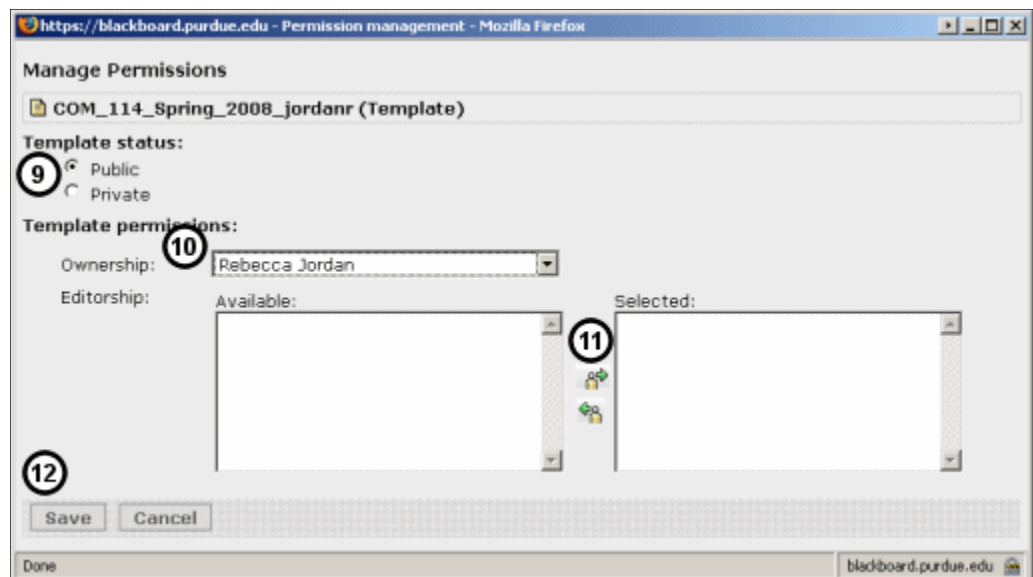
If you are copying a template for someone else, you must make sure to choose their name, not yours.

- Grant editing permission to anyone who will need to edit the template by selecting their name from the **Available editor(s)** list and clicking the **Add** button. This will add them to the **Selected editor(s)** list.

- Click the **Save** button.

- Be patient while the template copies. The more content you have, the longer this will take.

- When the template has finished copying, you will be taken back to your course development area. You should see a message that the template was copied.



Part 2: Associating your template

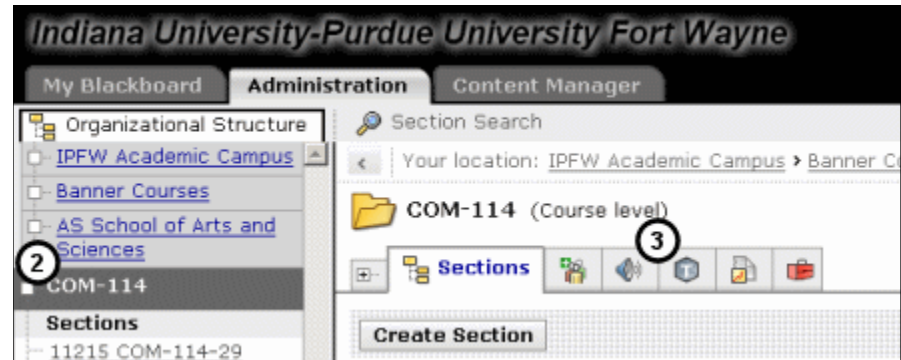
1. Click the **Administration** tab.
2. Browse to your course area by clicking through the menu on the left. Under IPFW Academic Campus, choose Banner Courses > Your School > **Your Course**.
DO NOT click your section at this point.
3. Click the **Templates** sub-tab. If you don't have the Templates sub-tab, make sure the course level is highlighted on the left and not the section.

4. Click the **Associate Templates** button.

5. **Check the box** next to your template.

6. You may need to go to subsequent pages if your template is not listed. Choose the page from the drop-down and click the green **Go** arrow.

7. Click the **Select** button.



Part 3: Assigning the template to your section

1. Click the **My Blackboard** link.

2. Click the **section** you want to assign a template to.

3. Choose the **Assign a template to this course** option.

If you do not see this option and are instead taken directly into your section, it means you have already accessed your section before and have probably assigned a blank template to it. If you want to reassign a different template to the course, proceed to page 5.

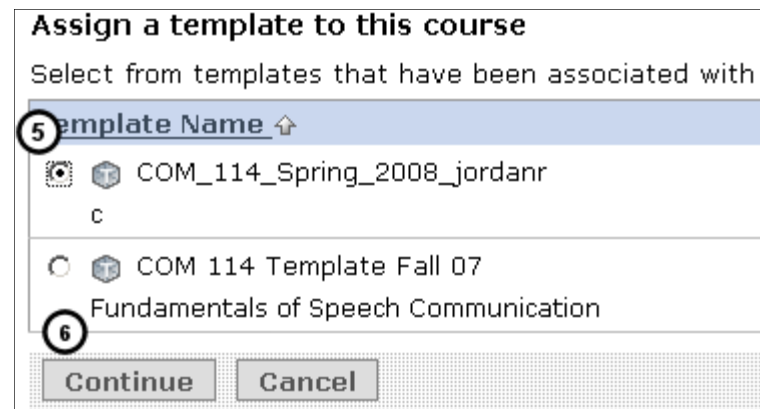
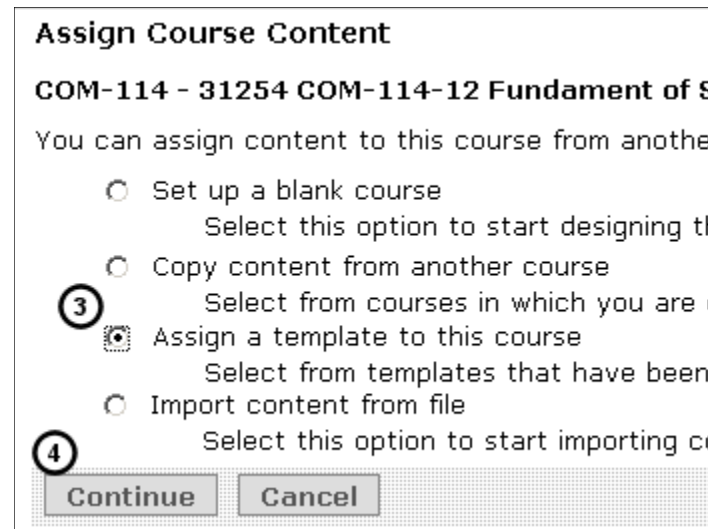
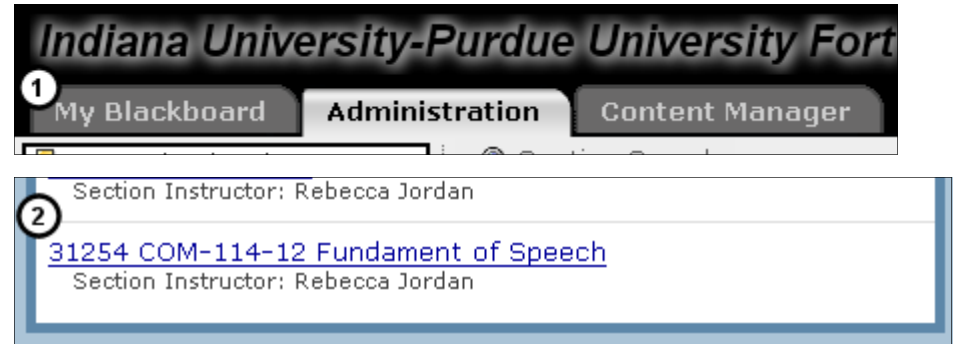
4. Click the **Continue** button.

5. Select your **template** from the list.

If you do not see your template listed and you have performed the steps in parts 1 & 2, your section is most likely part of a crosslist. You will need to provide the Help Desk the CRN of your class and the name of the template you want applied. A technician will apply the template for you.

6. Click the **Continue** button.

7. You will be taken into your section after the template has been copied. You do not need to proceed to page 5.



Reassigning a different template to your section

In the situation where you have assigned a blank or incorrect template to your section, please follow these steps. If you successfully completed the steps on pages 1-4 of this document, you do not need to proceed.

WARNING: Following these steps will overwrite any content you currently have in your section, including files, email messages, announcements, grades, etc. Please be sure there is no content in your course that needs to be preserved before continuing.

1. Click the **Administration** tab.
2. Browse to your course area by clicking through the menu on the left. Under IPFW Academic Campus, choose Banner Courses > Your School > **Your Course**.

DO NOT click your section at this point.

3. Next to the listing for your section, there will be an ActionLink menu. Click the **ActionLink menu**.
4. Choose **Edit Properties**.

5. Under the **Reassign Content to Section** area, select the **Assign template** option.

Click the **Select Template** button.

6. Choose your **template** and click the **Select** button.
7. Click the **Save** button.
8. Click **OK** to confirm the template reassign.
9. The process will be added to the reassignment queue. You will be able to enter your section once the reassignment is complete. This may take several minutes to an hour depending on the size and complexity of your template.

