

Pre-Built Course Templates for Blackboard

The IDTRC has created pre-built course templates for instructors to use in their courses. There are three levels of course templates that an instructor can choose;

1. Basic
2. Enhanced, and
3. Enhanced Plus

***Note Adding a Pre-Built Template will not erase any current work done to the course. Using a course copy after loading a template will not erase the template.**

The chart below shows the pre-built tools on the Blackboard Course Menu. All templates include Student Services, Institutional Policies, and Library Resources with the information pre-loaded.

Course Template Comparison Chart

<u>Menu Item</u>	<u>Basic</u>	<u>Enhanced</u>	<u>Enhanced Plus</u>
Announcements		X	X
Assignments			X
Course Content	X	X	X
My Grades		X	X
Syllabus	X	X	X
Student Services	X	X	X
Institutional Policies	X	X	X
Library Resources	X	X	X

How to Access and Preview the Pre-built Templates

1. Log into Blackboard with your BlueNet username and password.
2. Click on **“Content Collection”** tab across the top of the screen.
3. Select **“Institution Content.”**
4. Click on the Folder named, **“CCSU Pre-Built Templates.”**
5. You will be presented with three folders; **“Basic Template,” “Enhanced Plus Template,”** and **“Enhanced Template.”**
 - a. Inside each folder is the zipped template file and a Read Me file that provides a preview of the template.

Please Note: the zip file is Content of the course and cannot be downloaded and opened.
6. Choose the template you would like to use and then proceed to the next set of directions, **“How to Load the Pre-built Templates into your Course.”**

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How to Load the Pre-built Templates into your Course

1. Click on the **“MyCourses”** tab across the top of the screen.
2. Click the course where you will add the template.
3. Open **“Packages and Utilities”** on the **“Control Panel.”**
4. Select **“Import Package/View Logs.”**
5. Click on **“Import Package.”**
6. Under **“Restore from Automatic Archives,”** click on **“Browse Content Collection.”**
7. Hover over the **“Browse”** drop down menu in the upper left-hand corner.
8. Select **“Institution Content.”**
9. Click on the **“CCSU Pre-built Templates”** folder.
10. Click on the name of the template you would like to add to your course.
11. Select the radial button on the far left-hand side of the zipped file.
12. Click **“Submit.”**
13. Under **“Select Course Materials,”** check off **“Content Areas.”**
14. Click **“Submit.”**

It will take a few minutes for the template to be loaded onto your Course Menu. You will receive a success email once the process is complete.