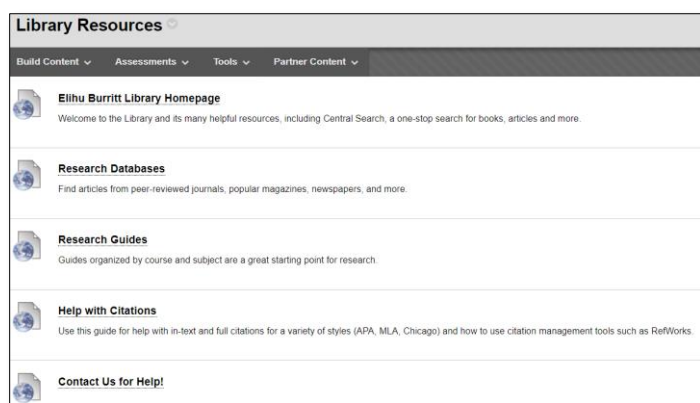


The IDTRC has created pre-built course templates for instructors to use in their courses. There are three levels of course templates that an instructor can choose;

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.**

However, the Library has created a “Library Resources” Content Area that may not have been available to you when you initially uploaded a pre-built template.



Library Resources Blackboard Content Area

You can now just upload the “Library Resources” to your Course Menu by following the directions below.

How to load Library Resources Only

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 “**Library Content.**”
9. Click on the “**Library Content**” folder.
10. Click on **Library Resources.**
11. Select the radial button on the far left-hand side of the file.
12. Click “**Submit.**”
13. Under “**Select Course Materials,**” check off “**Content Areas.**”
14. Click “**Submit.**”

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