

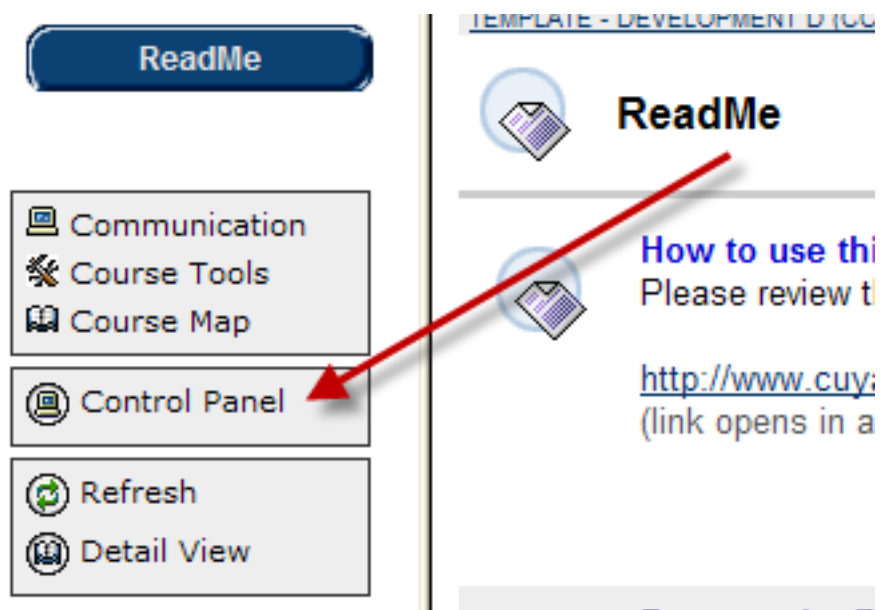
Importing Blackboard Templates

Follow these steps to import a template file into your Blackboard container. This tutorial assumes that you are importing a template into a container that is empty and has only the ReadMe button on the menu.

It is not a good idea import a template into a course that already has content in it. Importing packages adds what you are importing to what already exists in the container. If you have a container you want to empty out before loading in the template, here are [instructions to recycle your container](#).

The Blackboard Template for Cuyamaca College provides a model of how to organize a course for teaching with Blackboard. For more information on what is in the template, see the [Blackboard Template page](#).

Control Panel



In the course you want to add a template to, click the Control Panel button.

Import Package



Click the Import Package link.



Import Package

1 Course Selection

* Destination Course ID CC-SUB-TEMPLATE-C

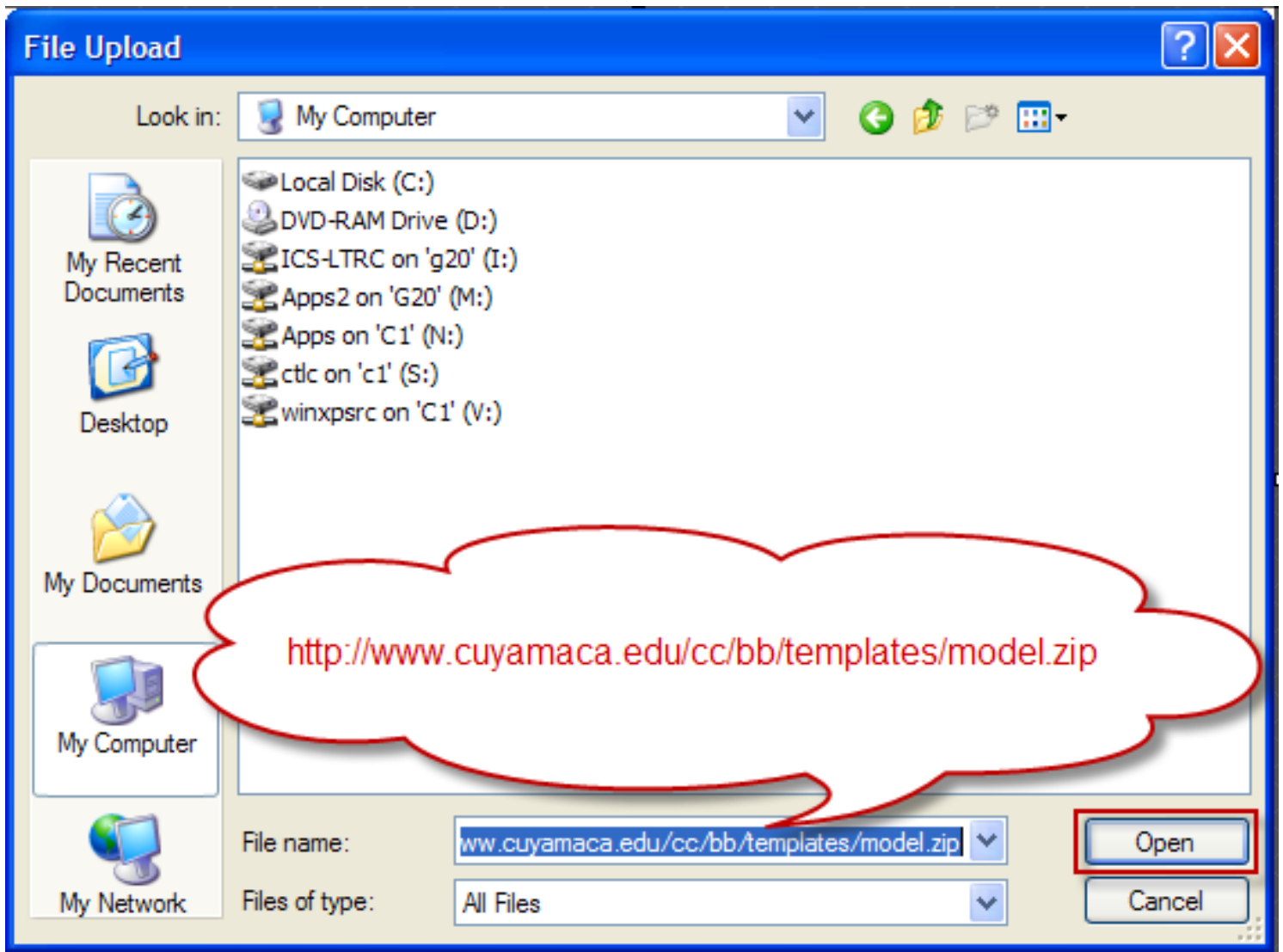
2 Select a Package

Browse to locate the course package:
Uploading large files may take a long time.



Click the Browse button to bring up the File Upload window.

Enter the file location and name



1. Type or copy/paste the file name from here into the file name area.
file name is: <http://www.cuyamaca.edu/cc/bb/templates/model.zip>
2. Click the **Open** button.

Check all the Course Material boxes

3 Select Course Materials

Select materials to include in the import process. To recreate a course from an archive package, including user records, use Restore instead of Import.

- Content
- Adaptive Release rules for content
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

Check all boxes

Make sure all the boxes in the Select Course Materials section have a green check mark next to them.

Submit

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel

Submit

Wait



The operation has completed. The imported course or organization is now ready for access.

Blackboard will send you an email when it has completed copying the template into your container. Depending on the number of requests, this can take up to an hour. When you receive the email that says that the operation has completed, you can begin modifying the template to make the course your own.