



Associating your Template

Associating your Template with your Course

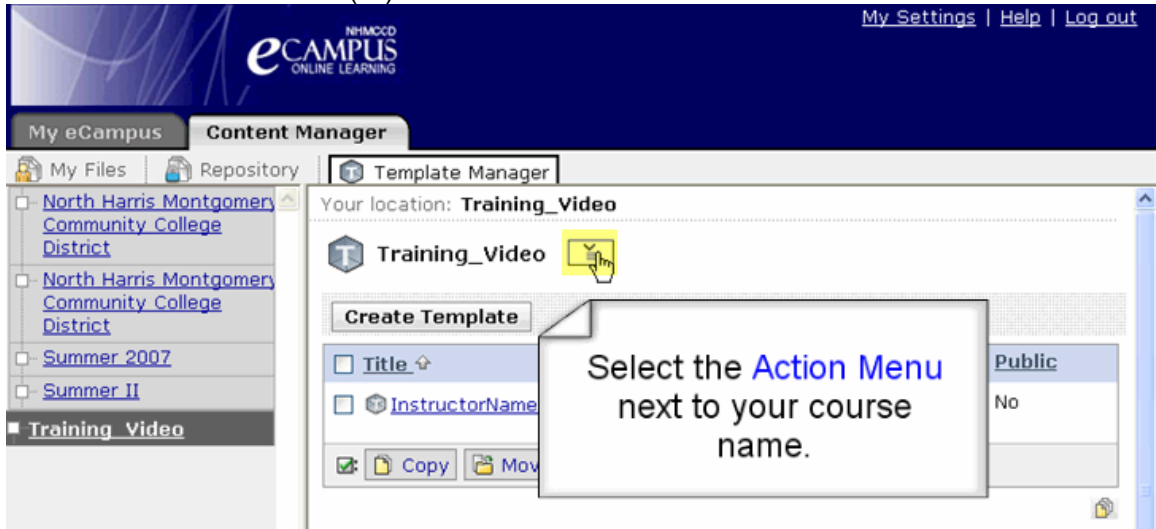
A template only becomes active when it is assigned to a section. Associating templates with a course places them in a pool of templates that become available for the section.

To associate a template:

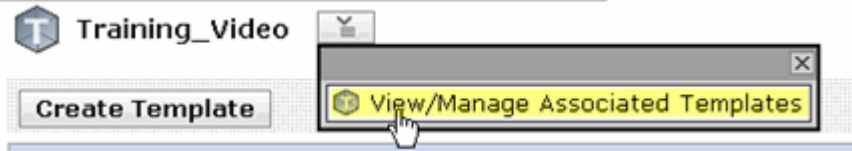
You can choose from any of the templates created at the course learning context or its parent learning contexts. You can associate multiple templates to a course.

1. From Template Manager, locate the course (example: ENGL1301) to which you want to associate your template. This will require you to drill down to the area where your course resides within your division.
 - a. Typically this would be
 - i. North Harris Montgomery Community College District
 - ii. Division Number - (see chart on last page)
 - iii. Subject – example: ENGL, HIST, ITSC, ARTC, GAME
 - iv. Course – example: 1301, 2305, 2311

2. Click the ActionLinks icon (☰) next to course title



3. Select **View/Manage Associated Templates.**



4. Select Associate Templates.
5. Click **Associate Templates.** The Select Template screen appears, displaying a list of all templates saved in the course, as well as in parent groups, divisions, institutions, and domain learning contexts.



Select Template

Select one template, and then click **Select** at the bottom of the screen. The selected template will be used as the content for your section.

<input type="checkbox"/> Title	Public
[North Harris Montgomery Community College District]	
There are no available templates at this learning context.	
[North Harris Montgomery Community College District]	
<input type="checkbox"/> Jason Test	Yes
<input type="checkbox"/> Jason3W201_template	Yes
[Summer 2007]	
There are no available templates at this learning context.	
[Summer II]	
There are no available templates at this learning context.	

- Next to each template you want to associate, select the check box.

Select Template

Select one template, and then click **Select** at the bottom of the screen. The selected template will be used as the content for your section.

<input type="checkbox"/> Title	Public
[North Harris Montgomery Community College District]	
There are no available templates at this learning context.	
[North Harris Montgomery Community College District]	
<input type="checkbox"/> Jason Test	Yes
<input type="checkbox"/> Jason3W201_template	Yes
[Summer 2007]	
There are no available templates at this learning context.	
[Summer II]	
There are no available templates at this learning context.	
[Training_Video]	
<input checked="" type="checkbox"/> InstructorName_Course_Term	No

Select Cancel

Locate and Select your template by clicking in the **checkbox** next to your template name.

- Click **Select**. The Associated Templates screen appears with the selected templates associated with the course.

You can associate one or more templates to a section's parent course. When the section designer enters the section for the first time, they select one of the templates from the pool of associated templates.

Disassociating Templates: To disassociate templates, from the Associated Templates screen, next to each template you want to disassociate, select the check box and click Disassociate.

College	Division Number	Division name
NHC	101	Business, Social & Behavioral Sciences
	102	Computer Technology & Applied Technology
	103	Health and Human Services
	104	Languages & Communications
	105	Math & Natural Sciences
	106	Visual, Applied & Performing Arts
KC	201	Arts & Humanities
	202	Math, Science, & Health Care
	203	Business, Tech & Social Science
TC	301	Health, Kinesiology, & Natural Science
	302	Business and Technology
	303	Behavioral, Social Sciences & Humanities
	304	Education, English, and Math
MC	401	TEAM (TECA, Education, Arts, Math)
	402	Natural Sciences & Health Professions
	403	Business & Social, Behavioral Sciences
	404	Extended Learning Center
	405	Behavioral Sciences, English, Languages & Speech
CFC	801	Business, Math & Communication/CIT
	802	Science & Public Services
	803	Arts & Technology
	804	Social & Behavioral Sciences
	805	Developmental Studies
	CCE	CC CE
	KCE	KC CE
	NCE	NHC CE
	TCE	TC CE