

eCampus Vista – Creating a Template

In eCampus Vista, Instructors are empowered to develop course content through the use of templates. Templates are essentially reusable course shells which can be assigned to sections as a foundation for the section instructor.

The Content Manager

Content Manager is where you create and manage templates and files. You access Content Manager from My WebCT/My Blackboard.



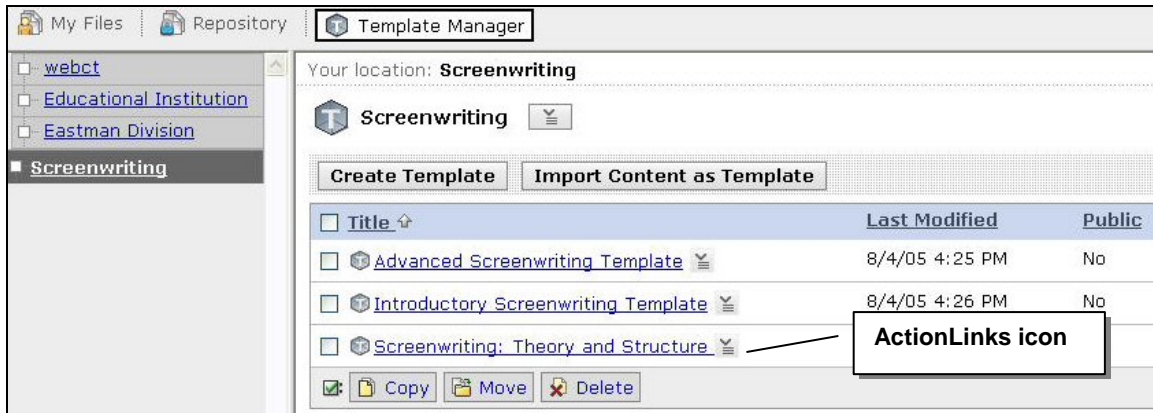
The Content Manager tab is divided into three areas:



- | | |
|------------------|---|
| My Files | <ul style="list-style-type: none"> • the area where you can create and store personal files and folders. • it is accessible from all learning contexts in which you are enrolled. |
| Repository | <ul style="list-style-type: none"> • the area where you can create and store files that you want to share with other users. |
| Template Manager | <ul style="list-style-type: none"> • the area where you can create, build, and manage templates. |

The Template Manager Interface

Before we start creating templates, let's look at the Template Manager interface.



The Template Manager interface is divided into two frames:

- **Learning Context folders appear in the left frame**
The folder structure within Template Manager mirrors the organizational structure that your institution has created. You see folders for the learning context(s) in which you are enrolled and all parent learning contexts.
- **Templates appear in the right frame**
There are three columns:
 - the **Title** column contains a list of templates. If the template name is linked, you can access and edit the template. Each template has an ActionLinks icon which enables you to perform functions related to the template, including viewing information, editing properties, managing permissions, and copying, moving, and deleting.
 - the **Last Modified** column indicates the date that the template was last modified.
 - the **Public** column indicates whether the template is private or public.

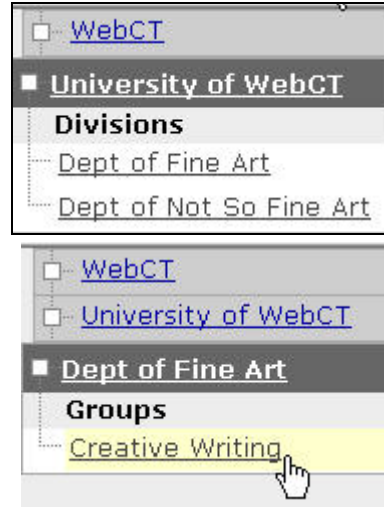
Navigating in Template Manager

You can navigate to your own learning context and its parent learning contexts.

⇒ To access a learning context, click its parent.

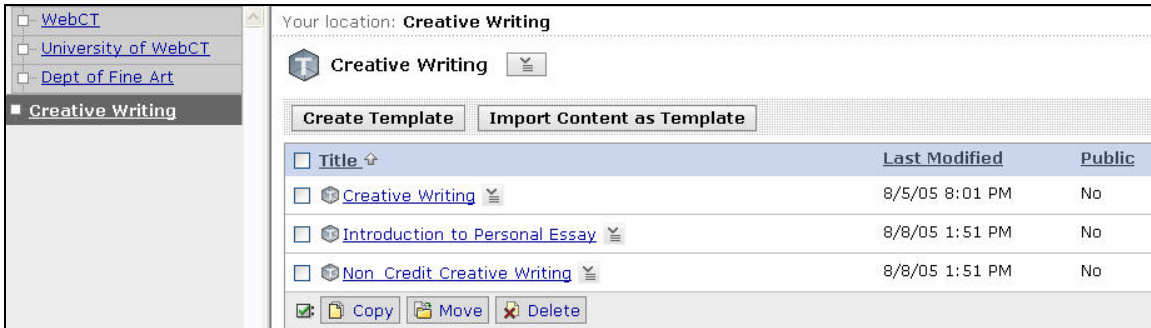


The child learning context folders are displayed.



⇒ To view the contents of a folder, click the name of the folder.

The contents of the folder appear in the right-hand frame.



Creating Templates

You can create templates in any learning context in which you are enrolled. When you create a template, you automatically become the owner of the template. This allows you to:

- change its status from private to public
- edit its properties, including its name, keywords, and description
- view information about the template
- set its permissions, including whether its public or private, and choosing the owner and editors
- copy, move, and delete it

| TERMS TO KNOW | |
|----------------|--|
| Owner | <ul style="list-style-type: none">• The user who created or uploaded the template. |
| Editor | <ul style="list-style-type: none">• A user who has been assigned editor permissions. Editors must be chosen from the pool of designers in the learning context where the template is stored. |
| Public | <ul style="list-style-type: none">• A public template is a template that all designers and administrators with appropriate permissions can view and copy. |
| Private | <ul style="list-style-type: none">• The default status of a template. A private template is visible to its owner, its editors, and any administrators and Help Desk Users – Template Managers for that learning context. |

Creating a Blank Template

⇒ To create a template:

1. From Template Manager, click **Create Template**. The Create Template screen appears.

Create Template

*Name: Faculty of Science

*Keywords: science, biology, chemistry, physics

*Description: Use as template for all science courses

Save Cancel Save and Create Another Save and Set Permissions Save and Start Building

*Required field

2. Enter a name, one or more keywords, and a description.
3. Click **Save**. Template Manager appears, with the new template added.