



Moving, Associating and Assigning your Template

Moving your Template to your Course

To move a template:

1. Select the Content Manager Tab
2. Select the Template Manager button,
3. Navigate to the location of your created template. (This may be under Convert or Level 1 depending on your training)
4. Click the template's ActionLinks menu (☰) and select **Move**.
5. Navigate to the location you wish to move your template to.
 - a. Typically this would be
 - i. North Harris Montgomery Community College District
 - ii. Division Number - (see chart on next page)
 - iii. Subject – example: ENGL, HIST, ITSC, ARTC, GAME
 - iv. Course – example: 1301, 2305, 2311
6. Select Ok. A notification will confirm your move.

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

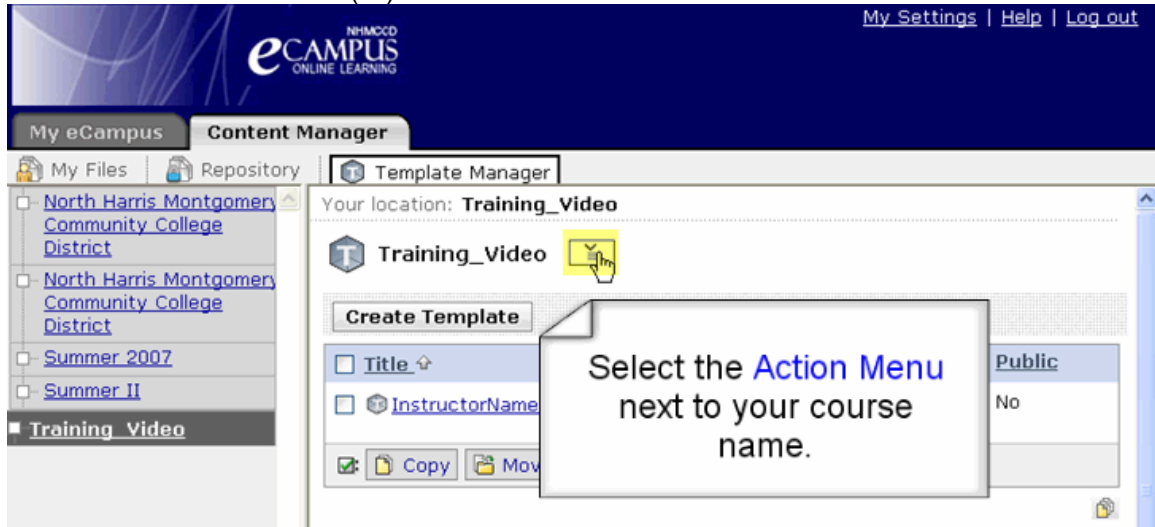
Associating your Template with your Course

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 next 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.	

6. 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.

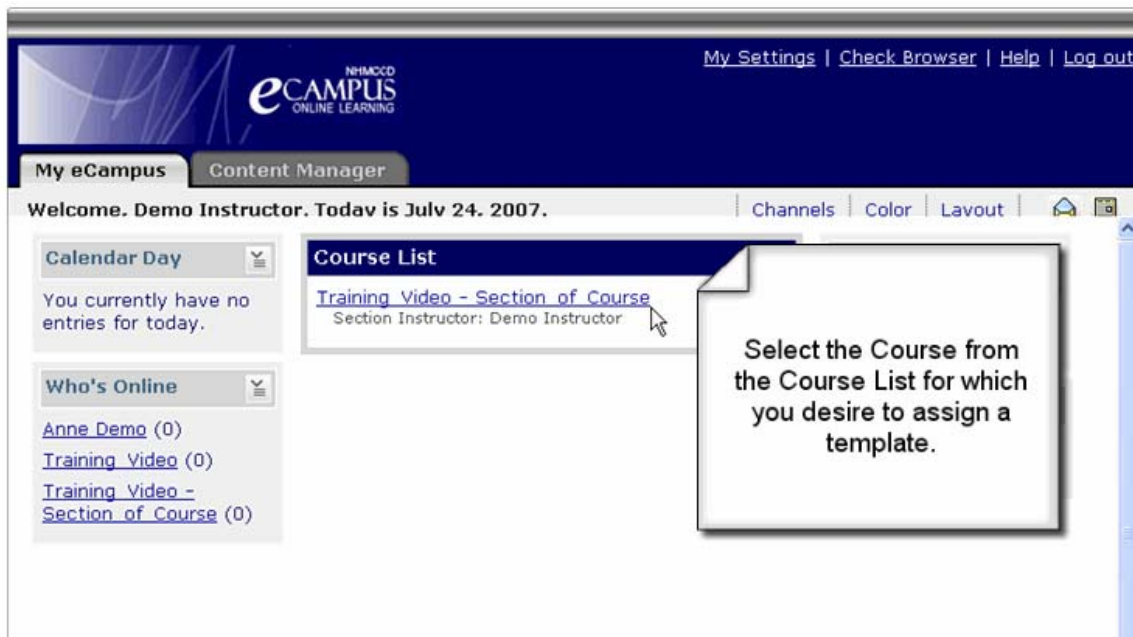
7. Click **Select**. The Associated Templates screen appears with the selected templates associated with the course.

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.

Assigning your Template with your Section

Once you have your template moved to the proper subject area (example: 1301), it will be ready to assign to your Section. Your section will appear in the Course List area of you're My eCampus area.



1. Select the Section of your course from the Course List on the My eCampus page.

- An assign course content area will appear with four options. You will be selecting the third option for **Assign a template to this course**.

Assign Course Content

Training_Video - Section_of_Course

You can assign content to this course from another course or start designing this course without assigning content. Select one of the options below and click Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Assign a template to this course
Select from templates that have been associated with this course by an administrator.
- Import content from file
Select this option to start importing course content from exported course file.

- Select **Continue**.
- The next screen will give you an option to select from the templates that you have associated with your course.

Assign a template to this course

Select from templates that have been associated with this course by an administrator.

Template Name ▾

<input checked="" type="radio"/> InstructorName_Course_Term Digital Imaging I
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- Select the radio button next to the template you wish to assign to this section and then press Continue.
- Your template is now assigned to the course.

Frequently Asked Questions

What happens if a template is changed after it's been assigned to a section?

Once new sections are created and the template is assigned to sections, the organization of the template can be changed without affecting the sections that are subscribed to this template. For example, the designer could add content items, modify icon sets, and revise the layout without impacting the section.

However, if a particular content file is revised, the change will be reflected in the sections with subscriptions. Section Designers, however, may unsubscribe the files to break the connection.

What if a designer wants to modify the layout, structure, or content items for an active section so that currently enrolled students can take advantage of the changes?

In this case, the designer must be enrolled as a Section Designer and make the changes to the section. If the designer makes extensive changes, the section can then be copied as a template. Changes made at the section have no impact on the template.

What if a template designer wants to revise content files for next semester, but doesn't want the revisions to "trickle down" to currently enrolled students?

If the template designer is also the Section Designer, they could unsubscribe the files. This would allow the content files in the template to be updated without impacting the content files in the section. Or, they could create a full copy of the template and then revise the content files in the new, copied template.

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