

Moving your Template to the 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