

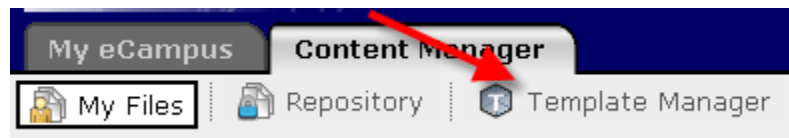
Promoting your Completed Section to a Template

To save your course back to a template, do the following:

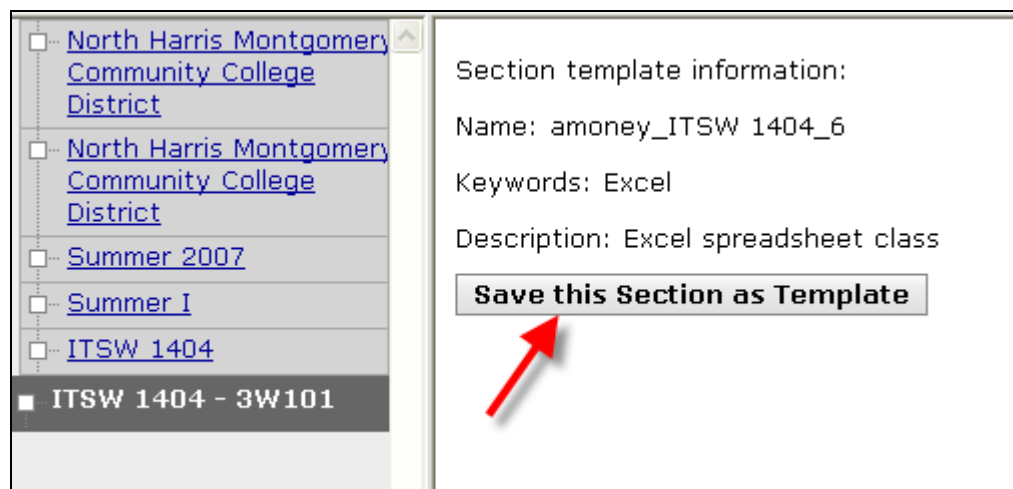
- 1) Go to Content Manager.



- 2) Select Template Manager.



- 3) Drill down to your completed course that you wish to promote to a template
 - a. Click on North Harris Montgomery Community College District
 - b. Click on Summer 2007
 - c. Click on Summer I or Summer II depending on where your course is located
 - d. Click on the Course_Subject for your course.
 - e. Click on your Section (example 3W101 or 3W201)
- 4) Select Save this Section as Template.



- 5) Select your Location. This should be your Course: Subject. (Example: ENGL 1301)
 - a. Select North Harris Montgomery Community College District
 - b. Select your Division Number (example: 302)
 - c. Select your Course (example: ARTC)
 - d. Select your Subject (example: 2305)
- 6) Select Fully copy.
- 7) Enter name for the template

Subscription options: Keep subscriptions (keep subscriptions and copy other files)
 Fully copy (all files and subscriptions become copies)

Save as: SU07_ITSW1404

Copy to: ITSW 1404 - 3W101

OK Cancel

- 8) Select OK
- 9) Under Manage permissions, select public or private.
 - a. Public makes it where anyone can see it who is at that same permissions level.
 - b. Private makes it where only you and who you choose in the next few steps can see it.

Manage Permissions

3W201_template (Template)

Template status:

Public
 Private

- 10) Select the owner
 - a. Ownership will typically be you, however you can give ownership to another if you wish.

Manage Permissions

3W201_template (Template)

Template status:

Public
 Private

Template permissions:

Ownership: Anne Money



- 11) Select those for whom you wish to give editing rights.
 - a. Editorship allows selected users to edit your template even though you own it.
 - b. If the person you wish to give editorship is not visible, it is because they do not have rights on that context level and you will need to contact the DL Helpdesk to have them added.

Template permissions:

Ownership:

Editorship: Available:

Selected:

- 12) Save
 - a. You will receive a confirmation that the content has been copied.

Content has been copied to: IMED 1316 - 3W201 with default permissions.

Section template information:

Name: amoney_IMED1316_SU

Keywords: Blank

Description: New template

Save this Section as Template