



Upload Template for Blackboard Original

8 and 16 Week Class Structure

([ADA-Compliant Version](#))

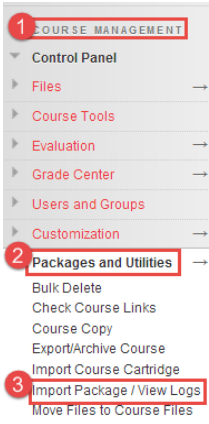
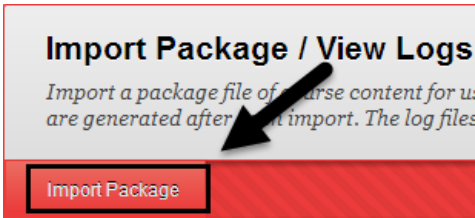

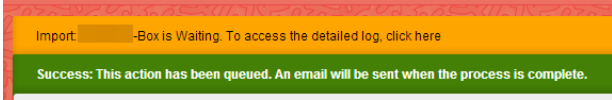
This is a two part process:

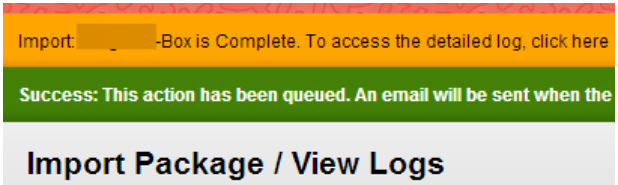
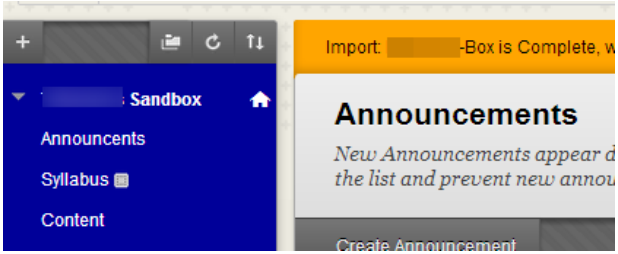
1. Download the template and save to your computer.
2. Upload the template to the Blackboard Classroom.

Part One - Download the Template

Directions	Image
<p>Downloading the template</p> <p>Before you continue in Blackboard, Click here to download the zip file to your computer.</p> <p><i>Follow the instructions on the page to download</i>, then return to this tutorial.</p> <p>Note: <u>DO NOT open the zip file!</u></p> <p>Once downloaded, the zip file may be retrieved from your computer's Download folder.</p> <p>If you have difficulty retrieving the page, here is the URL of the website that has the template upload files:</p> <p>https://www.lewisu.edu/facultycenter/course-templates.htm</p>	

Part Two- Upload the Template to Blackboard

Step 1	<p>In Blackboard, open the course.</p> <ol style="list-style-type: none"> 1. Go to Course Management in the Course Menu 2. Open Packages and Utilities 3. Click to open Import Package/ View Logs 	
Step 2	<p>Choose Import Package</p>	
Step 4	<p>Click on Browse My Computer and find the downloaded file.</p> <p>Note: It should be in your Computer “Downloads” folder.</p> <p>When your file has uploaded into Blackboard, you will see the filename as illustrated.</p>	<p>SELECT A PACKAGE</p> <p><i>Click Browse to locate the course package:</i></p> <p>Uploading large packages may take a long time.</p> <p>★ Select a Package Browse My Computer</p> <p>Here is the uploaded file:</p> <p>Uploading large packages may take a long time.</p> <p>★ Select a Package Browse My Computer</p> <p>Selected File File Name ExportFile_template-16WK_20140610123016.zip</p> <p>Do not attach</p>
Step 5	<p>Choose Select All</p>	<p>SELECT COURSE MATERIALS</p> <p><i>Select materials to include. To recreate a c</i></p> <p>Select All Unselect All</p> <p><input type="checkbox"/> Content Areas</p> <p><input type="checkbox"/> Adaptive Release Rules for Content</p> <p><input type="checkbox"/> Announcements</p>
Step 5	<p>To upload, click submit</p>	
Step 6	<p>You will receive a message stating that you should wait.</p>	

Step 7	<p>Once the process is complete, you will receive a message saying that it is complete. (The ribbon can then be closed by clicking the x to the far right of the ribbon.)</p>	
Step 8	<p>Exit the course, then re-enter to observe the template changes.</p> <p>The completed template is now available to you.</p> <p>Note: If you already have content areas on your course menu that have the same name as the areas in the template (e.g. Discussions), content will be automatically added there.</p> <p>If you don't have content areas of the same name as the template (e.g. Week 1), they will be added to the bottom of your course menu.</p> <p>Review the new information and confirm any duplicate files, making sure to check within the file before deleting duplicates.</p>	
Step 9	<p>Be sure to replace anywhere you see “xxxx” or “add” with your content and remove any language not needed for your course.</p> <p>Please feel free to make additional changes to accommodate your class.</p>	