

Role: Administrators

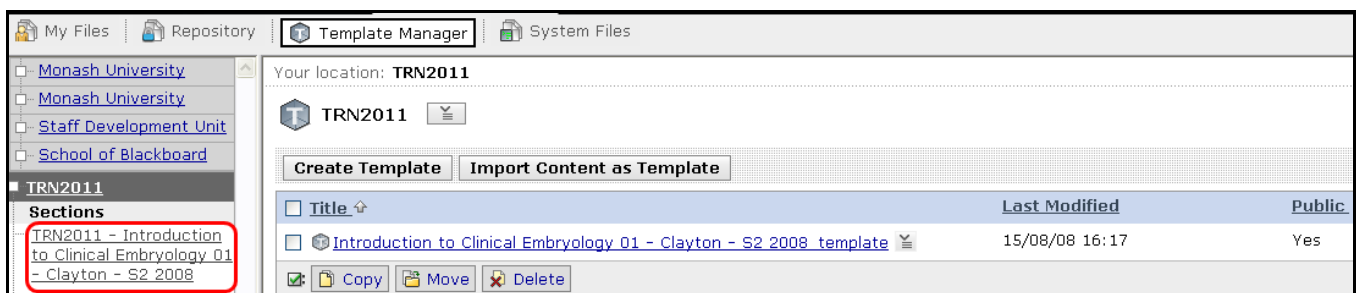
Converting a Teaching Section into a template enables one to use the template to create other Teaching Sections. It is specially good for Units may be taught only every second year. Converting a section into a template is achieved via the Content Manager tab in Blackboard.



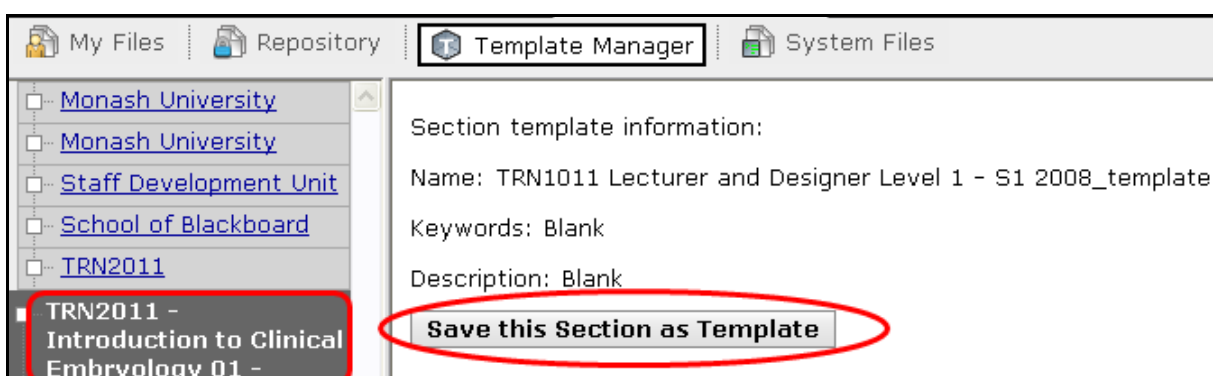
1. From my.monash portal, click on Blackboard
2. Click on the Content Manager tab
3. Then click on the Template Manager sub-tab



4. In the left hand Navigation go to the Section that you wish to save as a Template

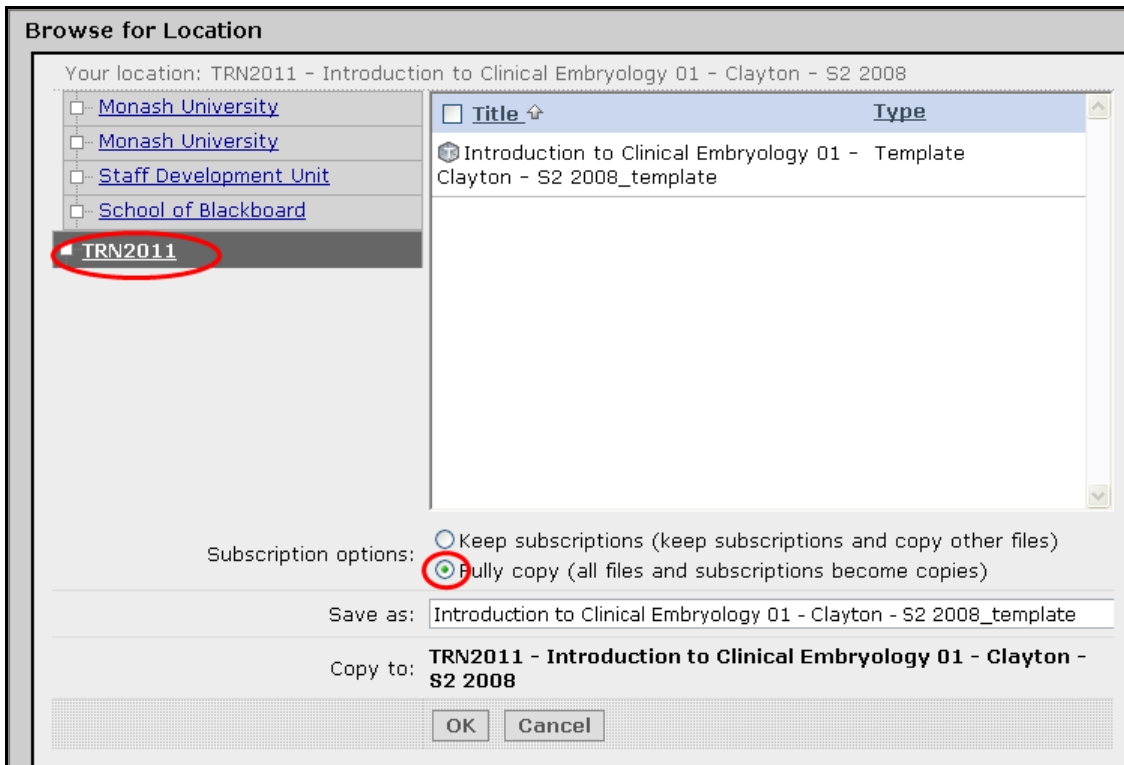


5. Click on the Section in the left hand Navigation. The Section Template information is displayed in the right hand frame.



6. Click on **Save this Section as Template**

7. In the Browse For Location Window navigate to Course Folder where the Section is located

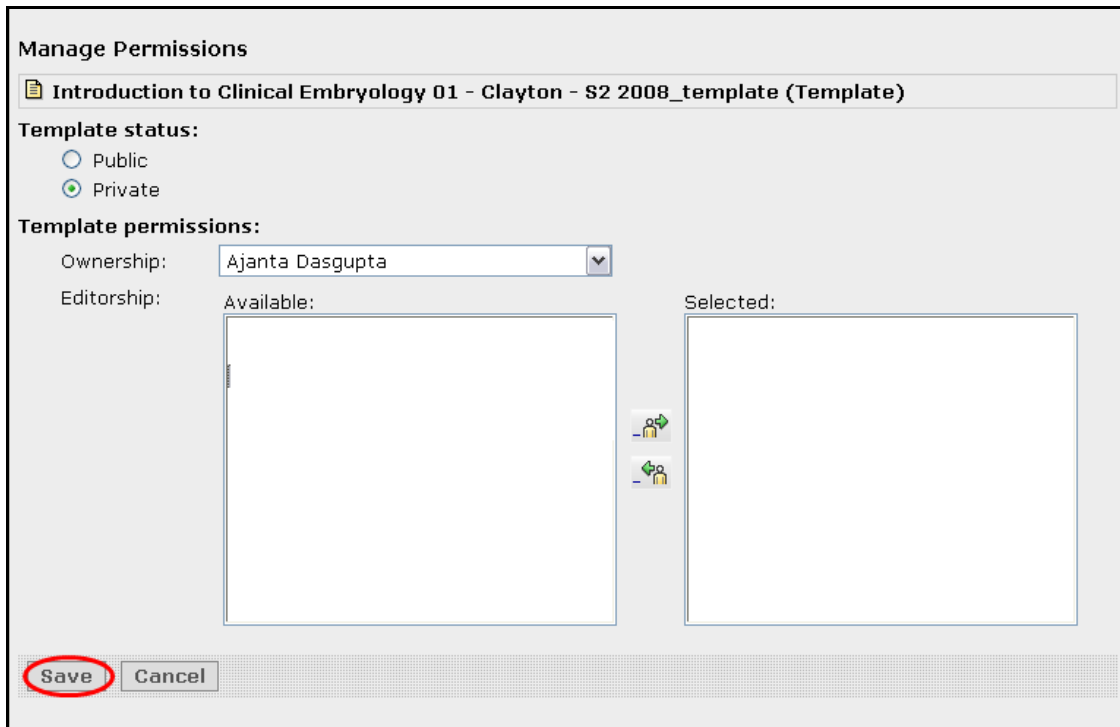


8. Select Fully Copy in the Subscription Options

9. In the Save As box, give the Template an appropriate Name

9. Click OK

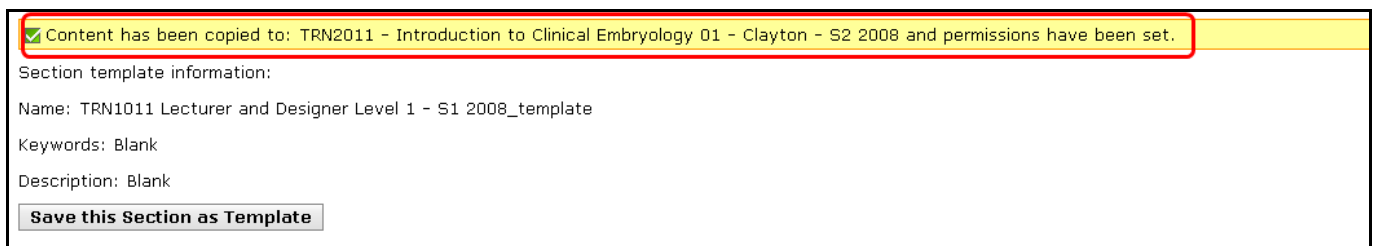
10. In the Manage Permissions window, select whether you want this template to be Public or Private; in most cases, you will want to make the template Public.



11. You can also select who owns the template and who can edit the template. In this case there is only one owner. To add to the editorship, you can select from available names under Available, and click on the green arrow to add them to the Selected box.

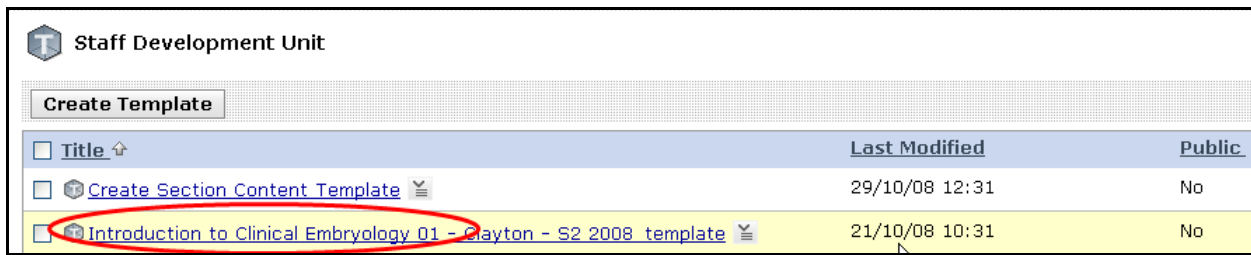
12. Click Save.

Note: All staff with Lecturer/Designer and Administration access will be listed under the Available box.



12. You will then see a yellow status bar in the Template Manager indicating that the template has been successfully created and the permissions have been set.

13. You can display the Template in the Division where it has been saved



<input type="checkbox"/> Title ↑	Last Modified	Public
<input type="checkbox"/> Create Section Content Template ⌵	29/10/08 12:31	No
<input type="checkbox"/> Introduction to Clinical Embryology 01 - Clayton - S2 2008 template ⌵	21/10/08 10:31	No