

Import the Blackboard Model Template - Bb9

Instead of starting from scratch with Blackboard, you can import a template to get you started. This template has been created specifically for GCCCD faculty and it provides an example or model of how to organize a course for teaching with Blackboard.

This tutorial assumes that you are importing a template into a container that is empty or only has the Announcements, Tools, and Faculty Read This! items on the menu. It is a bad idea to import a template into a course that already has content in it because this process adds what you are importing to what already exists in the container. This will often double up content areas and leave you with a mess to clean up. If you have a container you want to empty out before loading in the template, here are [instructions to recycle your container](#).

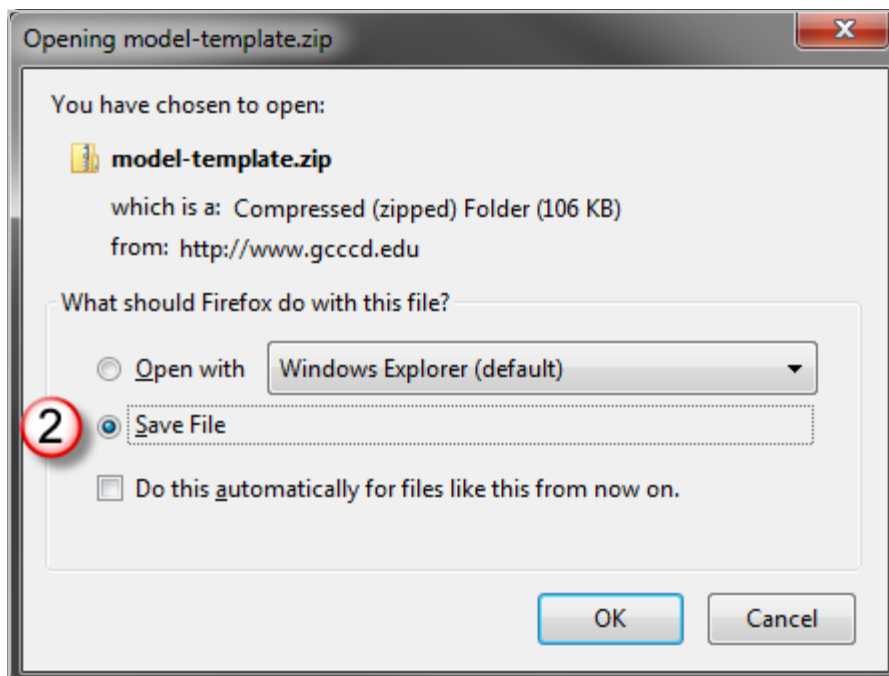
Note: If you are using a **Mac with the Safari** browser - before you start, change the browser settings so that it doesn't automatically open files. Do this by going to Safari > Preferences > General Tab > uncheck "Open safe files after downloading."

Turn off Pop-up Blockers

In order to do this import, you need to turn off pop-up blockers in your browser. For more information on how to do this, check out this page: <http://www.lbl.gov/ehs/training/webcourses/globalAssets/CourseRequirements/disablePopups/disablepopups.html>.

Save the Model Template File to Your Hard Drive

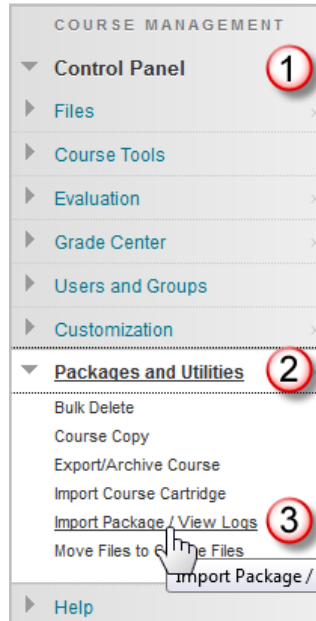
1. Click this link (do not copy/paste it) to open the template file using your browser:
<http://www.gcccd.edu/online/documents/faculty/model-template.zip>
2. A window will pop up asking you if you want to open or save this file. Click **Save**, then **OK** if needed.
3. In some browsers you will have a choice of where to save it, in others it will automatically go to whatever folder is set for downloads, usually called Downloads. Save the file where you can find it because you will need to browse to it in a later step.
4. In some browsers you will have to click **Close** to close the next window that comes up offering to let you open the file. It's important that you do not open this file.



Control Panel > Packages and Utilities > Import Package/View Logs

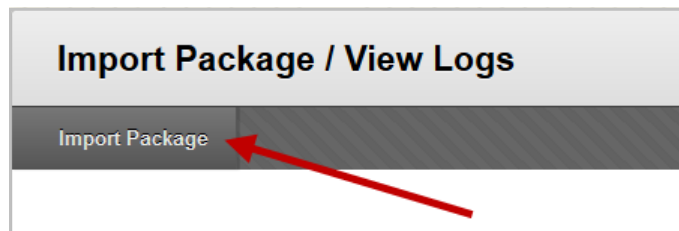
Log into Blackboard and go to the course you want to import the model template into.

1. Go to the **Control Panel**
2. Click to expand the **Packages and Utilities** Section
3. Click **Import Package/View Logs**



Click Import Package

Click the **Import Package** button.



Select a Package

1. Double-check the **Destination Course ID** to make sure you're in the course you want to copy the template **into**.
2. Click the **Browse** button.

Import Package

Cancel Submit

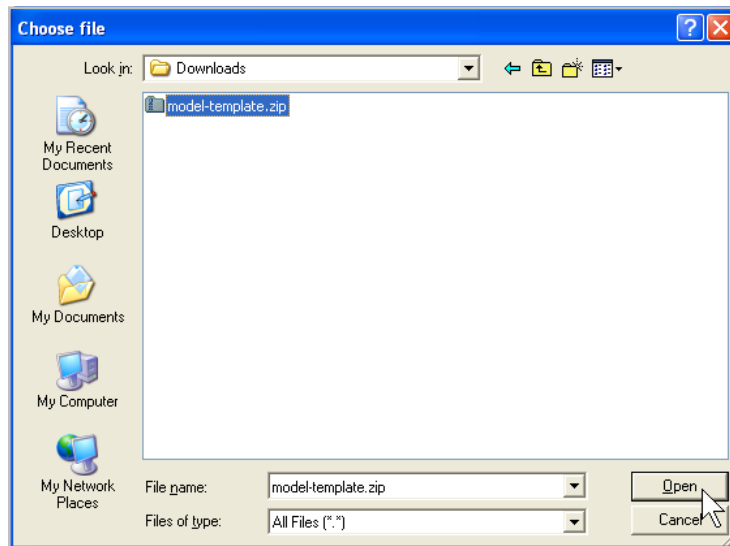
- Select Copy Options**
 - ✱ Destination Course ID 2010SU-ENGL-120-0000 **1**
- Select a Package**

Uploading large packages may take a long time.

 - ✱ Select a Package **2**

Locate the Model Template on Your Hard Drive

Use this window to navigate to the location where you downloaded the model-template.zip file, then click **Open**.



Select All Course Materials

1. Click the **Select All** button
2. Click the **Submit** button

3. Select Course Materials

1

- Content Areas
- Adaptive Release Rules for Content
- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
 - Include starter posts for each thread in each forum (anonymized)
 - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules: On Import or Copy, existing rules will be replaced with imported/copied rules
- Rubrics
- Settings
 - Availability
 - Banner Image
 - Course Guest Access
 - Course Observer Access
 - Language Pack
 - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

4. Submit

2

Wait for email

Blackboard will send you an email when it has completed copying the template into your container. Depending on the number of requests, this can take up to an hour, but will more likely be about 10 minutes. When you receive the email that says that the operation has completed, you can begin modifying the template to make the course your own.

Success: This action has been queued. An email will be sent when the process is complete. 