

Templates are available for professors as a base model for how to organize their Blackboard Ultra course. Templates are fully customizable after uploading to a course shell.

There are two different templates available, Basic and Enhanced.:

- The **Basic** template covers simple necessities. This includes places to upload the syllabus and various course content as well as links to resources for both students and faculty.
- The **Enhanced** template includes everything in the Basic and sample assignments, submission areas for a midterm and final, and examples for how to organize a course either by week or by topic.

The following instructions show how to upload these templates to a Blackboard course.

## Template Comparison

Content	Basic	Enhanced
Syllabus Module	✓	✓
Course Content Module	✓	✓
Sample Assignments	✗	✓
Midterm & Final Exam Module	✗	✓
Weekly Modules	✗	✓
Student Communication Guide	✗	✓
Faculty Resources	✓	✓
Library Resources	✓	✓
Student Services	✓	✓
Institutional Policies	✓	✓

## Uploading a Template:

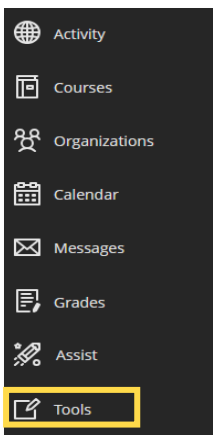


FIGURE 1

1. Open Blackboard and click **Tools** on the left sidebar (Figure 1).
2. Click on the **Content Collection** icon (Figure 2).

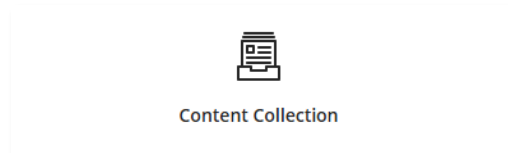


FIGURE 2

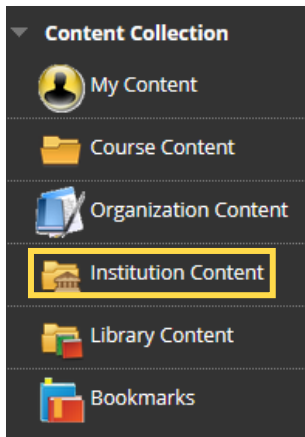


FIGURE 3

- On the left sidebar, click **Institution Content** (Figure 3).
- Locate the folder titled **CCSU Pre-built Templates – Ultra** and click to open (Figure 4).

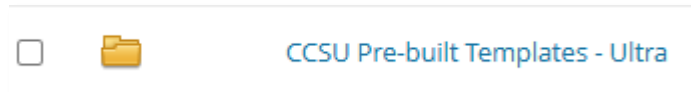


FIGURE 4

- Click on the **folder** corresponding to the template you'd like to download, Basic or Enhanced (Figure 5).



FIGURE 5

- Click on the Zip File for the template to download (Figure 6).



FIGURE 6

- Once the template is downloaded, exit the Content Collection and go to the Blackboard course page for which you would like to use the template.
- From the content page, click the **three dots** at the top right of the content list. Then, click **Import Content** (Figure 7).
- From the Import Content side panel, click **Import Course Content** (Figure 8).

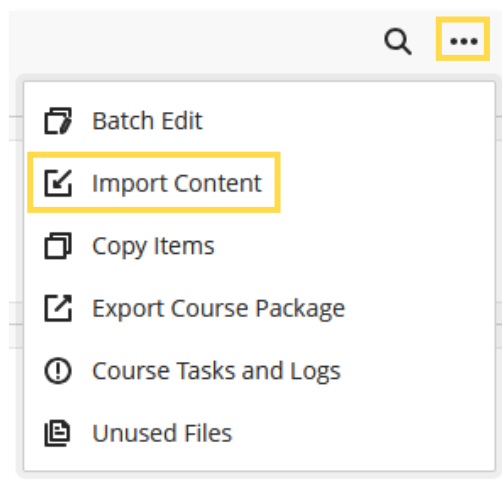


FIGURE 7

## Import Content

### Your Content

 **Import Course Content**  
Import a course content package

FIGURE 8

10. In the file explorer window that opens, navigate to the Downloads folder and select the **template Zip file**, then click **Open** (Figure 9).

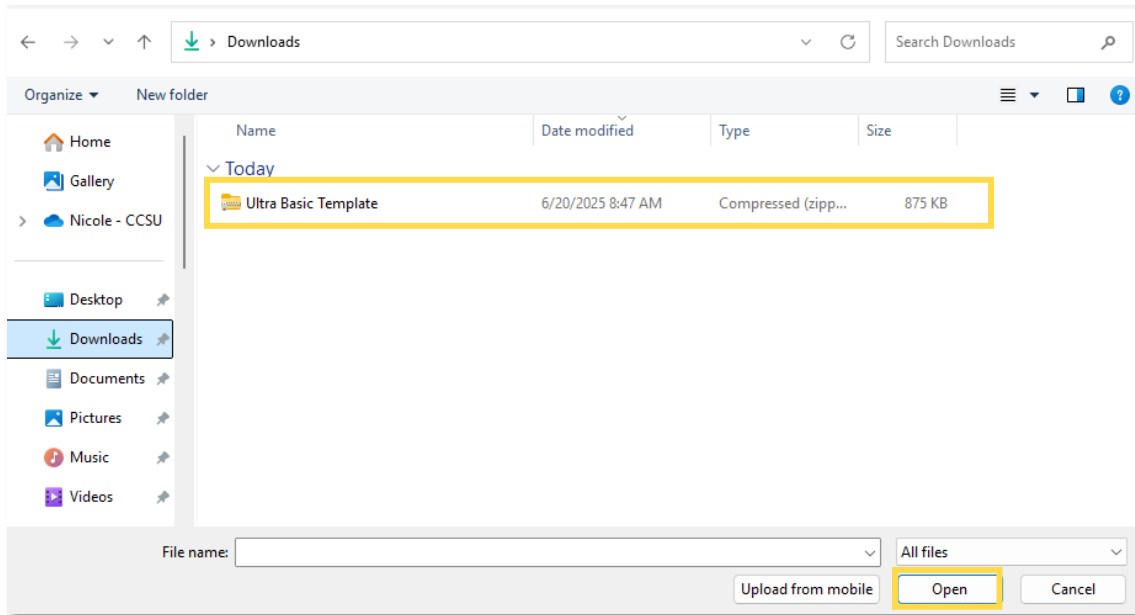


FIGURE 9

11. The template will be applied to your course. You can then customize the course to your liking.