



Prebuilt Course Templates

The CTI has created pre-built course templates* for instructors to use in their courses. There are three levels of course templates available: Basic, Enhanced, and Enhanced Plus

***Note – importing a Pre-Built Template will not erase any content currently in the course.**

Due to the decline in HyFlex courses being taught, the HyFlex template will no longer be available going forward. However, the tools which were included in the HyFlex template may still be added to Blackboard. To add tools such as Blackboard Collaborate to your course, please consult [this guide](#).

The chart below shows the pre-built tools on the Blackboard Course Menu. All templates include Student Services, Institutional Policies, and Library Resources with the information pre-loaded.

Course Template Comparison Chart

Menu Item	Basic	Enhanced	Enhanced Plus
Announcements		✓	✓
Assignments			✓
Course Content	✓	✓	✓
My Grades		✓	✓
Syllabus	✓	✓	✓

How to Access and Preview the Pre-built Templates

1. Log into Blackboard with your CCSU email.
2. Click Tools on the left side menu (Figure 1).
3. Click Content Collection from the available tools (Figure 2).

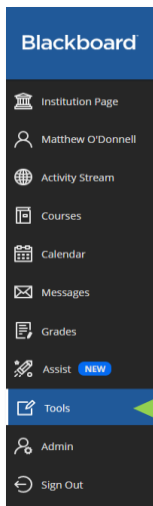


FIGURE 1

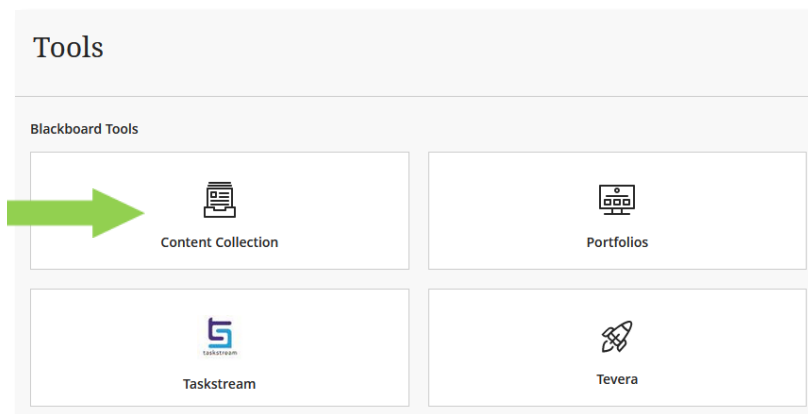


FIGURE 2



Prebuilt Course Templates

4. Click **Institution Content** from the Content Collection Menu (Figure 3).
5. Click on the Folder titled **CCSU Pre-Built Templates** (Figure 4).

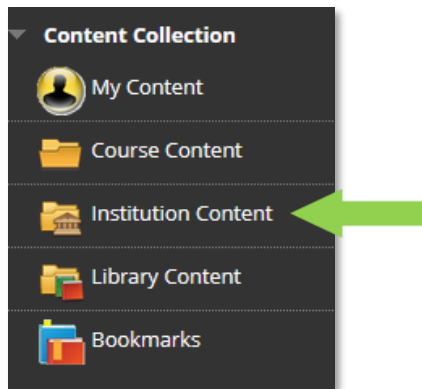


FIGURE 3

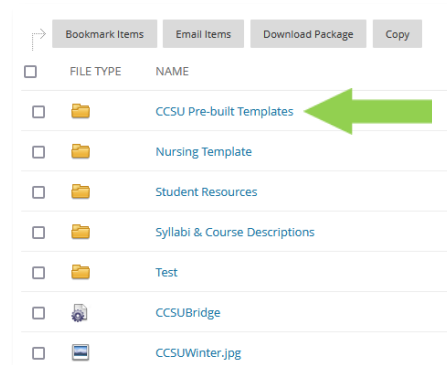


FIGURE 4

6. You will be presented with three folders; **Basic Template, Enhanced Template, and Enhanced Plus Template**. Click on the folder for the template you'd like to apply to your course.
7. Inside each folder is the zipped template file and a Read Me file that provides a preview of the template. **Please Note: the .zip file is content of the course and needs to be imported.**
8. Choose the template you would like to use and click on the .zip file for automatic download (please note the location of the download as you will need to access this file to upload).

How to Load the Pre-built Templates into your Course

1. Access the course where you want to import the template.
2. Under the Course Management section, click on **Control Panel** to expand it, then click on **Packages and Utilities** (Figure 5).
3. Click on **Import Package/View Logs** (Figure 6).

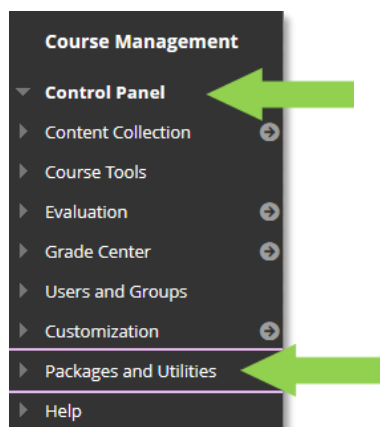


FIGURE 5

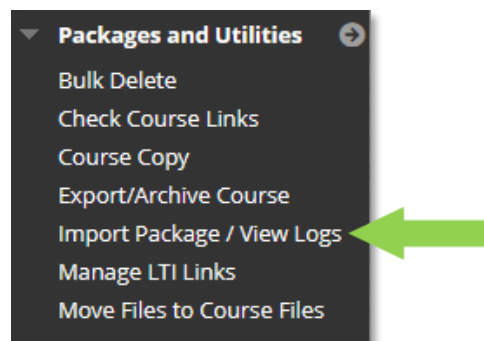


FIGURE 6

4. Click the **Import Package** option.
5. Click **Browse Local Files** under the **Select a Package** section.
6. Locate the .zip file you previously downloaded. It will most likely be in your Downloads folder. Select the file and click **Open** (Figure 7).



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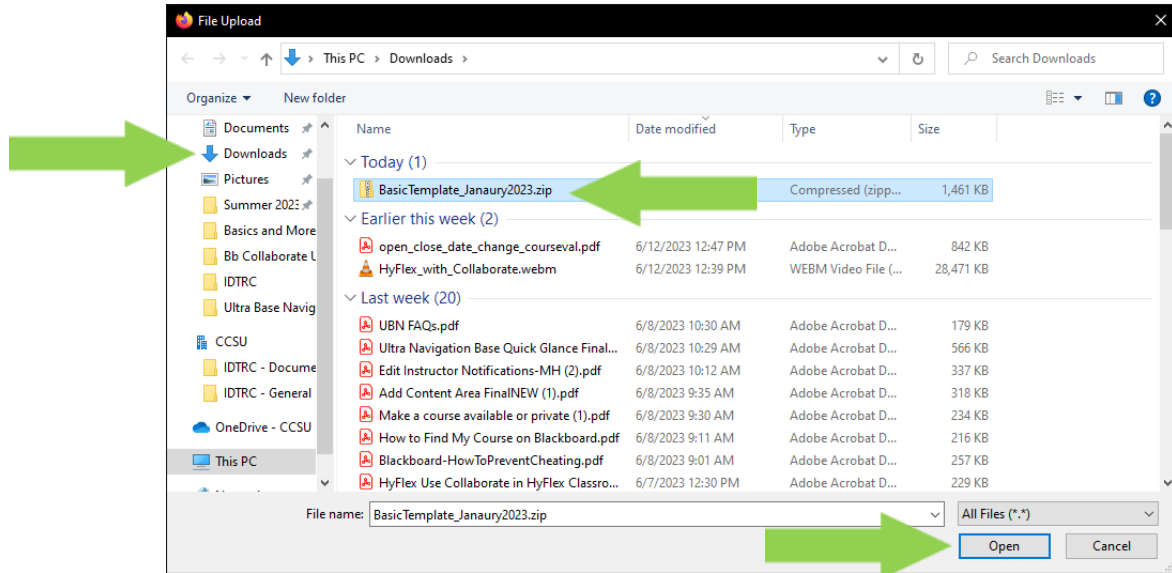


FIGURE 7

7. Under **Select Course Materials**, check off **Content Areas**.
8. Click **Submit**.

It will take a few minutes for the template to be loaded into your Course. You will receive a success email once the process is complete.