

USING BLACKBOARD 9.1 TEMPLATES

UPLOADING TEMPLATES

1. **Download** and **Save** the Template that you would like to upload into a new course shell. **DO NOT UNZIP** the file.
2. From the **Control Panel** in the course you would like to upload the Template select **Packages and Utilities**.
3. Click on **Import Package** and **Browse** for the zipped Template file in the **Select a Package** area.
4. **Select Course Materials** and click **Submit**.
5. Once the import process is complete you will receive a confirmation email.
6. Go into the course to confirm that the import was successful. You may need to clean-up the course including any extra menu items.