

# Importing a Course into the Template Shell

***This will be a two-step process to import your archived course into the course template shell.***

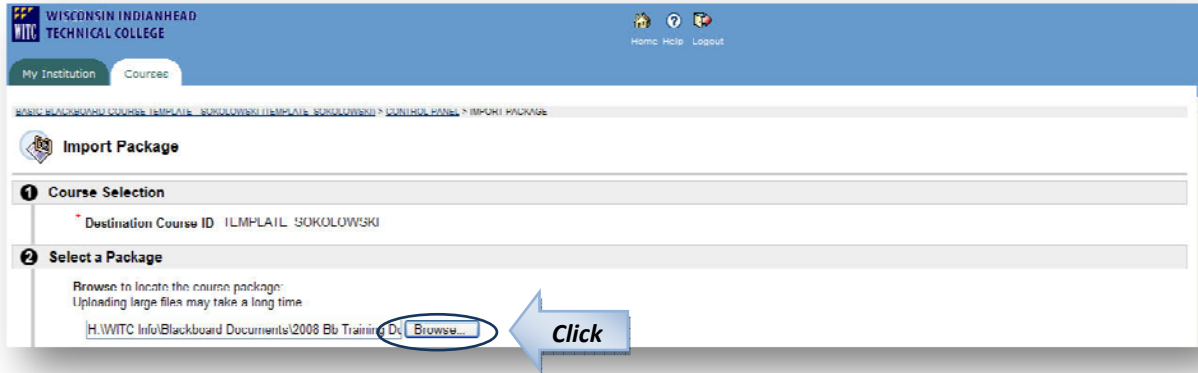
Make sure to match your archived course number with the course number of the course shell.

Before you begin, notice that the course shell does not contain a course banner and Welcome statement.

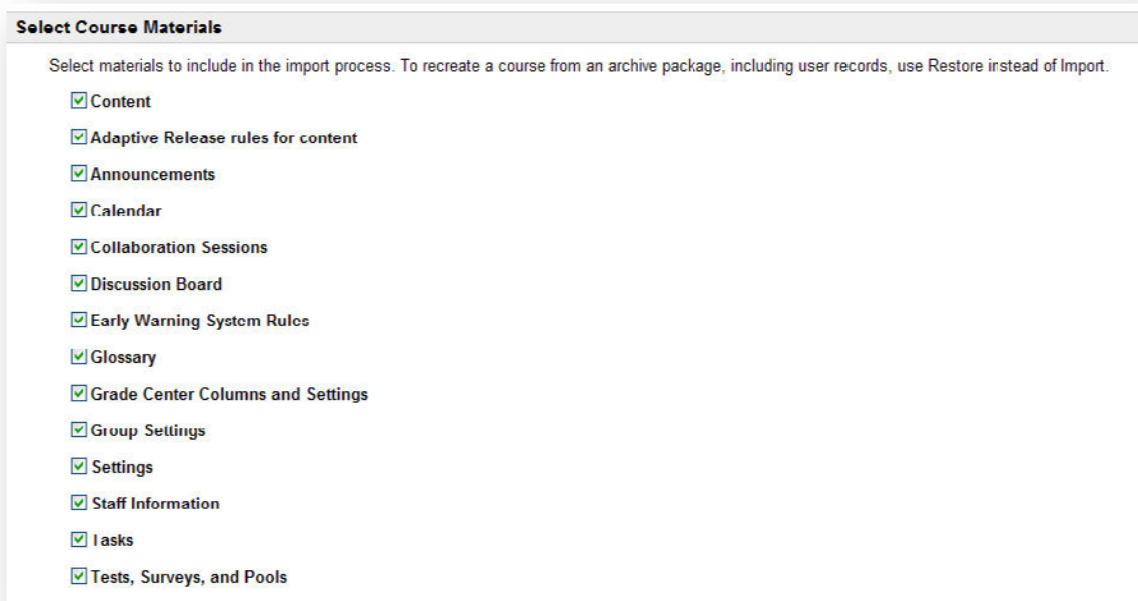
## ***How to Import the Course:***

- Access the **Control Panel** and under **Course Options**, select **Import Package**

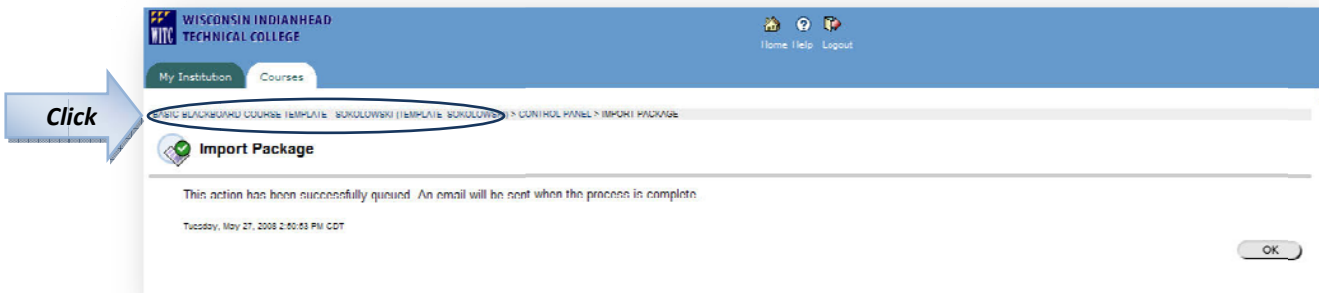
- ❑ Next, select the Browse button and select the correct archived course package. (The file should contain a .zip extension). An example of a Bb course package file name is shown below. ArchiveFile\_1076\_WITCG\_MECHTECH\_10606185\_SECR101.zip



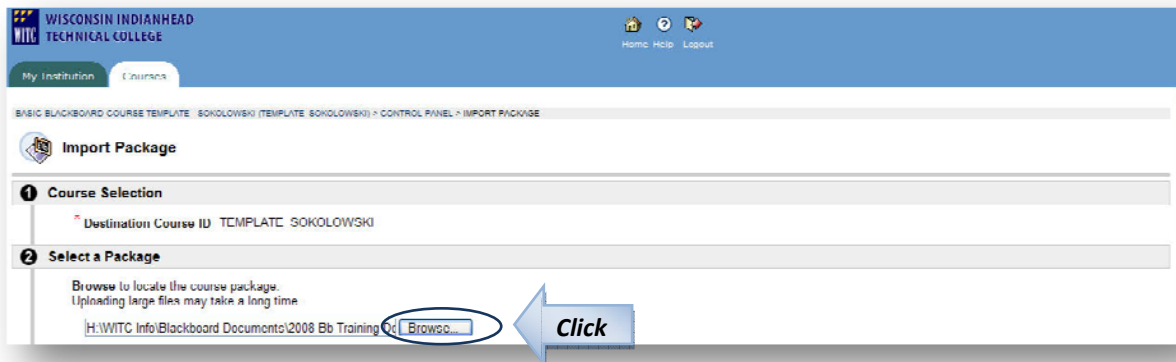
- ❑ As shown in the example below, **check all boxes**. (Content, Adaptive Release rules for content, Announcements, Calendar, Collaboration Sessions, Discussion Board, Early Warning System Rules, Glossary, Grade Center Columns and Settings, Group Settings, Staff Information, Tasks, and Tests, Surveys, and Pools)
- ❑ Click on the “Submit” button at the bottom of the screen to complete this task.



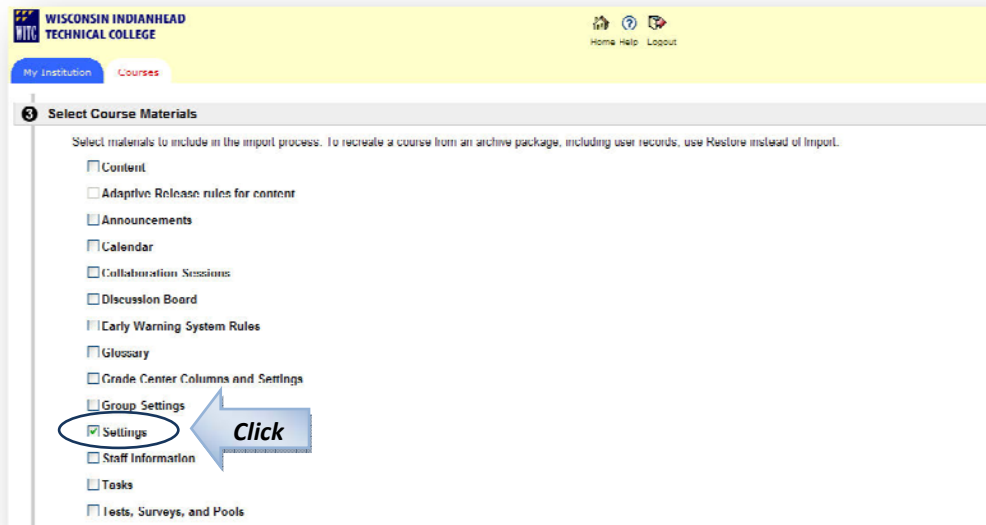
- ❑ **The process may take some time to complete, so please be patient.** A message similar to the one shown below will appear confirming that the process has been queued (prepared for processing). An email will be sent to your WITC email account to confirm when the process is complete.
- ❑ Click on the “Breadcrumb Trail” link at the top of the screen to return to the Announcements page to view the changes.
- ❑ If there are no apparent changes at this time, click on the Refresh link, located under the Control Panel link. The changes should appear within a minute or two.



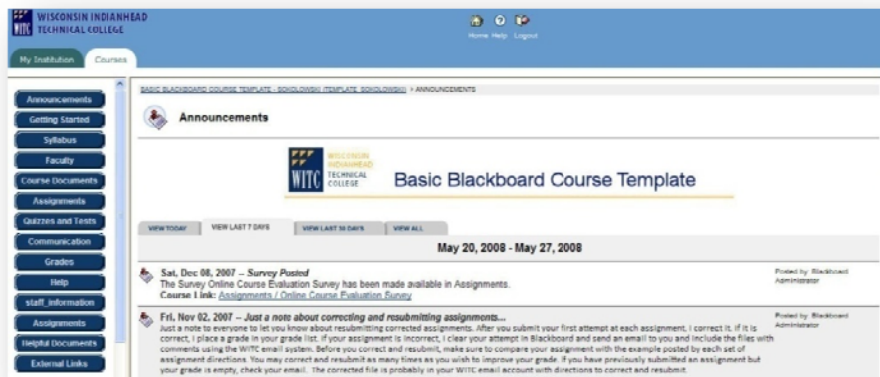
- ❑ Repeat the above procedure but this time, select the Browse button and select your personal archived template or the WITC default template. Ask your campus mentor for the location of this template, if you have not created a personal template. (The file should contain a .zip extension).



- As shown in the example below, **check only the settings box!**



- When the default or personal template has been successfully imported, the Announcements page will appear similar to the example shown below. Notice the additional menu buttons on the left hand side of the page. The standard template menu buttons will appear as the first ten buttons. The imported buttons are shown as the last four in the list. (The course banner may not appear in your course at this time.)



***This completes the Importing a Course into the Template Shell tutorial***