

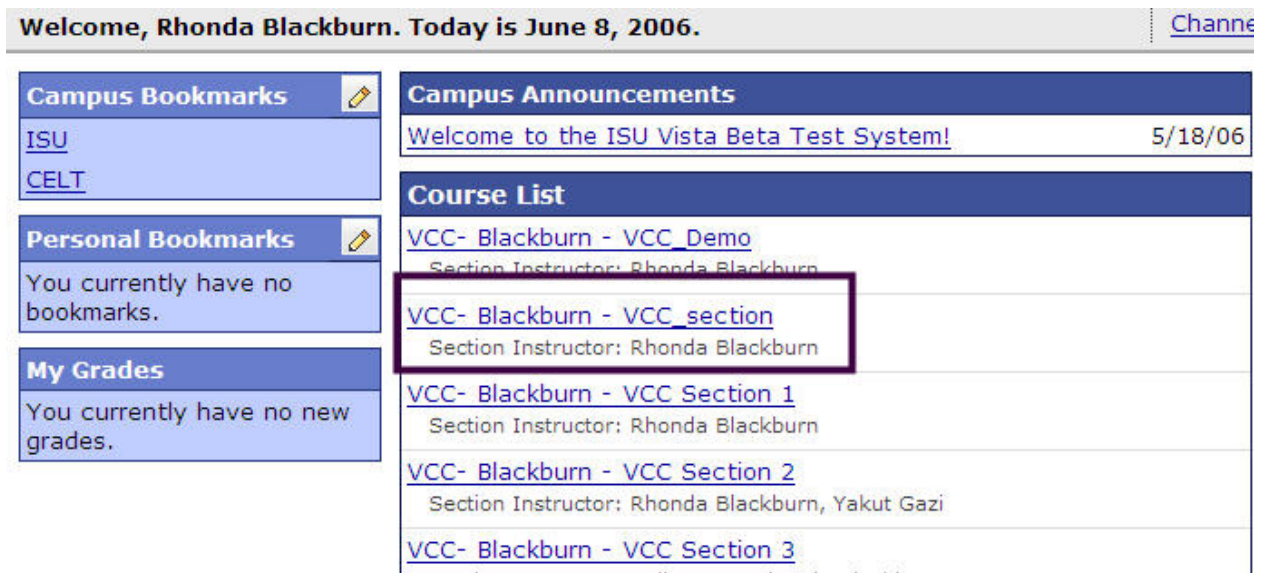
# Assigning a Template to a Section

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Before you can assign a template, you must first:

1. Have the template associated to the course. See the ITS handout “Creating and Associating Templates” for these instructions.
2. Request a section to be created for you.

Once you have the template associated to the course and you have requested a section and load, you can now assign the template to the section. Log in and view your section link on the My Courses page.



The screenshot shows a user interface for a course management system. At the top, a grey banner displays the user's name and the date: "Welcome, Rhonda Blackburn. Today is June 8, 2006." To the right of the banner is a "Channel" link. Below the banner, there are three main sections: "Campus Bookmarks", "Personal Bookmarks", and "My Grades". The "Campus Bookmarks" section contains links for "ISU" and "CELT". The "Personal Bookmarks" section states "You currently have no bookmarks." The "My Grades" section states "You currently have no new grades." To the right of these sections is a "Campus Announcements" section with a link "Welcome to the ISU Vista Beta Test System!" dated "5/18/06". Below the announcements is a "Course List" section. The course list contains several entries, each with a link and the section instructor's name: "VCC- Blackburn - VCC\_Demo" (Section Instructor: Rhonda Blackburn), "VCC- Blackburn - VCC\_section" (Section Instructor: Rhonda Blackburn), "VCC- Blackburn - VCC Section 1" (Section Instructor: Rhonda Blackburn), "VCC- Blackburn - VCC Section 2" (Section Instructor: Rhonda Blackburn, Yakut Gazi), and "VCC- Blackburn - VCC Section 3". The "VCC- Blackburn - VCC\_section" entry is highlighted with a red rectangular box.

Select your section. You will be asked how you would like to put content into your section. You can:

1. **Set up a blank course:** This will be an area that doesn't have any content, but will have your students loaded.
2. **Copy content from another course:** This will work unless the previous sections have been deleted.
3. **Assign a template to this course:** This will allow you to take a template that you have created and assign it to the section.
4. **Import content from file:** This will allow you to import content into a blank section.

Most likely you will be using option 1 or 3. To show you how to use an existing template, the following procedure will show you how to use option 3.

1. Select the radio button for option 3, which is **Assign a template to this course**, and click **Continue**. You will select the template you want to use.

**Assign a template to this course**  
Select from templates that have been associa

Template Name ↑	
<input type="radio"/>	<b>EHRD_475_Blackburn</b> Created on 06/07/06. This is a template for the
<input type="radio"/>	<b>VCC_template</b> template
<input checked="" type="radio"/>	<b>VCC Section 1_template</b> Blank

2. Once you choose the template you want to assign to the section, click **Continue**.

When you assign your template you will always get the following screen.

The screenshot shows the WebCT interface with the 'Build' tab selected. The left sidebar contains two tool categories: 'Course Tools' and 'Designer Tools'. The 'Course Tools' list includes Course Content, Announcements, Assessments, Assignments, Calendar, Chat, Discussions, Learning Modules(H), Mail, SCORM, Web Links, and Who's Online. The 'Designer Tools' list includes Manage Course, File Manager, and Selective Release. A note indicates '(H) = Hidden from Students'. The main content area displays information about Course Tools, Designer Tools, and Tutorials. At the bottom, there is a 'Done' button and a checkbox labeled 'Do not show me this page again.'.

**Build** Teach Student View VCC- Black

**Course Tools**

- Course Content
- Announcements
- Assessments
- Assignments
- Calendar
- Chat
- Discussions
- Learning Modules(H)
- Mail
- SCORM
- Web Links
- Who's Online

(H) = Hidden from Students

**Designer Tools**

- Manage Course
- File Manager
- Selective Release

**Course Tools**

Course tools are all of the content, organizational, communication, and evaluation tools that you or another designer has added to the course menu. You use these tools to create content and learning activities. Section Instructors use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities.

**Designer Tools**

Designer tools allow you to build and customize the course, manage files, and control the availability of content.

To read information about getting started in WebCT, click the **Help** link at the top of the screen.

**Tutorials**

To become familiar with the major areas of WebCT and how to navigate around them, see the [Exploring the Interface tutorial](#).

To learn the fundamentals of building a course in WebCT, see the [Design Basics tutorial](#).

**Done**

Do not show me this page again.

This page describes the three areas on the build tab. If you are not a designer for the section, you will not see the Build tab. If you are not an instructor, you will not see the Teach tab.

You will see this page each time you enter the section unless you click the **Do not show this page again** checkbox. When you are ready to enter the section, click **Done**.