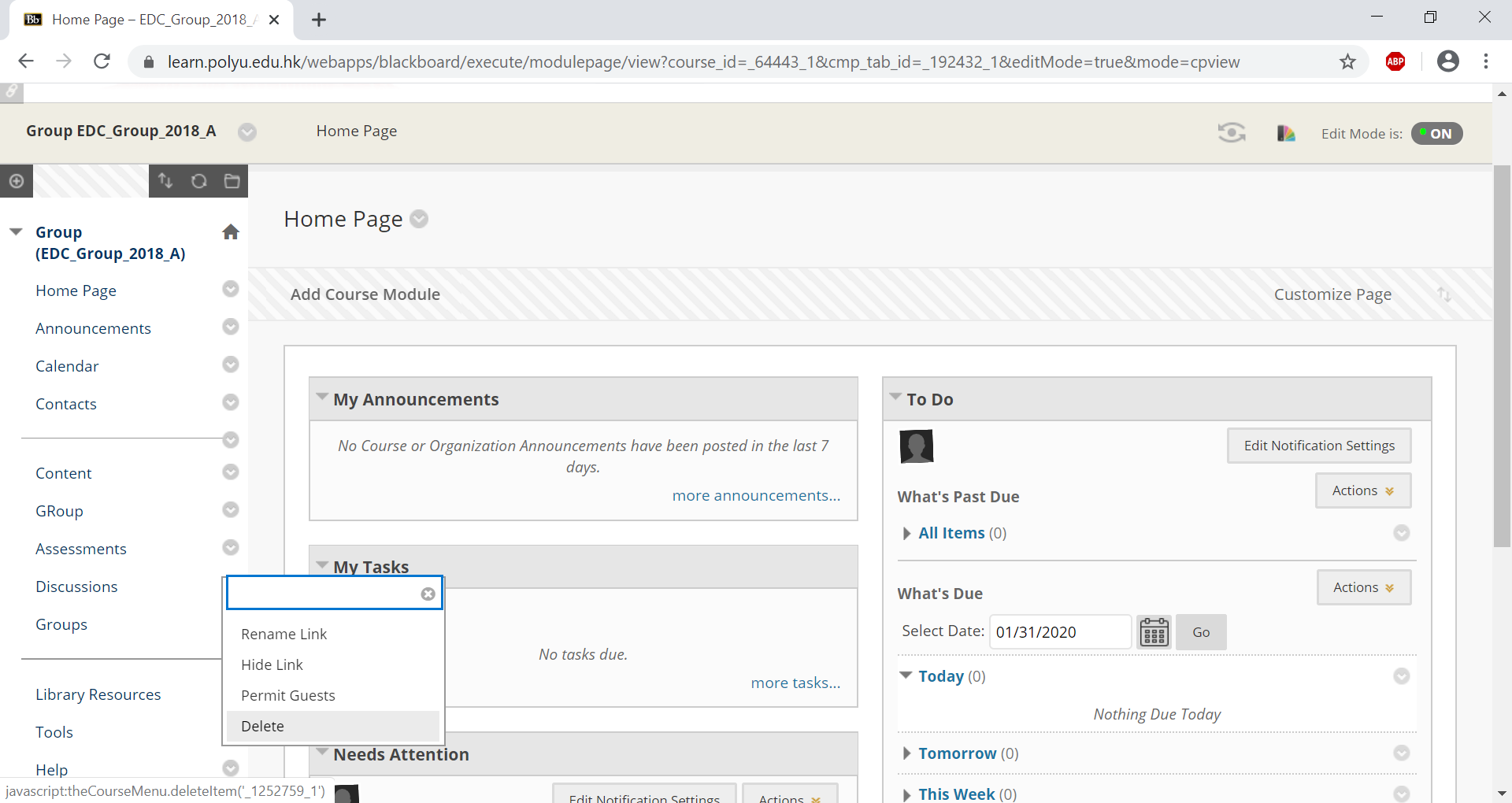
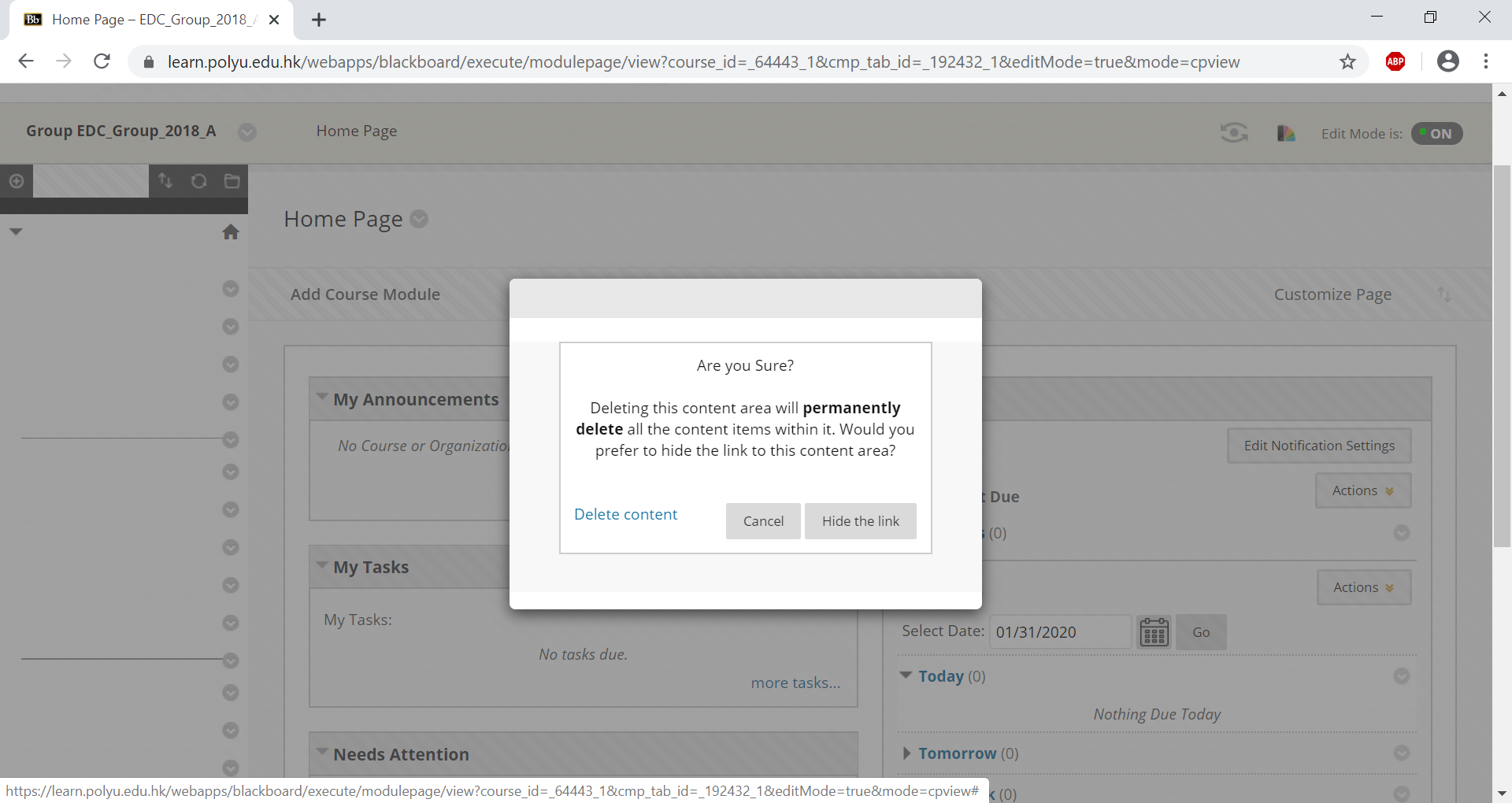
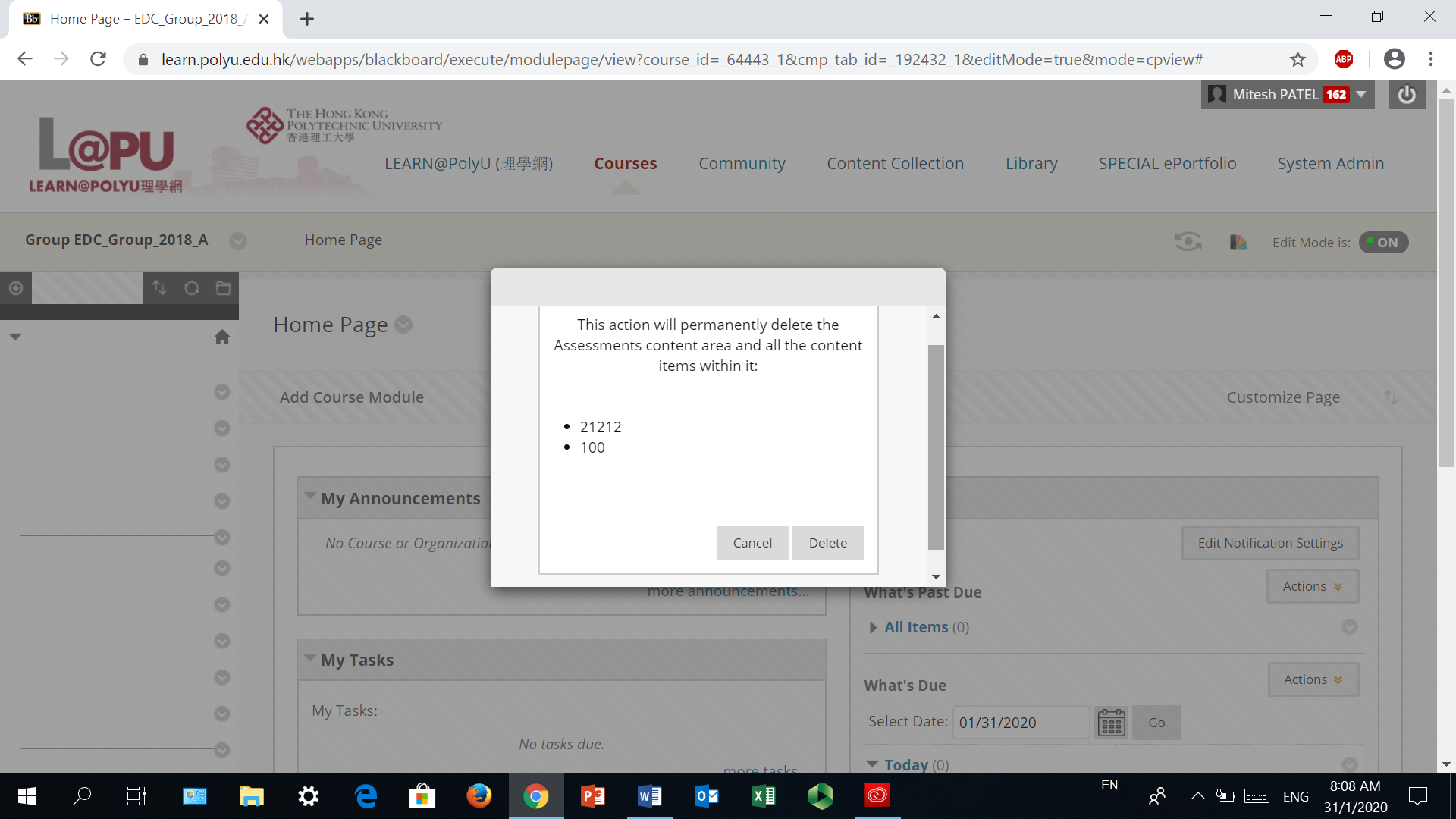
**How to import a template**A course template is a .zip file with a recommended structure for your Blackboard course. Importing a template into an existing course copies the content of the package into the existing course. These templates do not include user enrollments or records, such as discussion board posts and assessment attempts. It is recommended to use templates in a ‘empty’ course with no content.   
  
Please note: **Imported content from the template is appended to existing content in the same content area which may confuse your students, therefore you may wish to delete the menu items and content currently in your course. We recommend that you delete all menu items except Help and Library Resources.**

**To delete a menu item:**

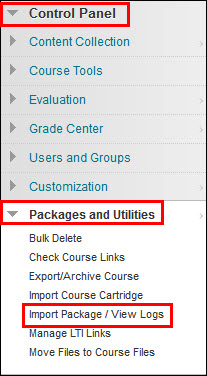
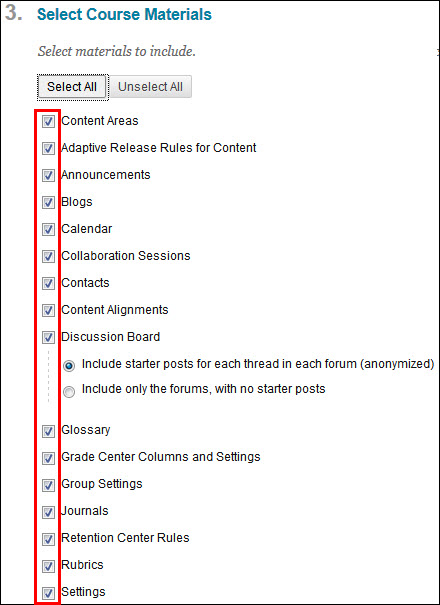
1. Click on the action link button next to the content area you want to delete (don’t delete the ‘Help’ and ‘Library Resources’ content areas)
2. Then select **Delete**  
     
   
3. Then select **Delete Content.**



1. If you have any content in the content area you will be asked to confirm once more.



**Importing the template**

1. From the **Control Panel**, under **Packages and Utilities**, click **Import Package / View Logs**.  
     
   
2. Click **Import Package.**  
   Importpackagebutton
3. Click **Browse** **My Computer** to search for the package. (The package should be saved on your local computer or a flash drive already)  
   
4. Select the course materials to include.  
     
   
5. Click **Submit**.

6. Edit the template as necessary and add your content. (don’t forget to delete the sample content from the template). See <https://www.polyu.edu.hk/elearning/teacher-support/bbseries/> for instructions on adding, deleting content and tools in Blackboard.