


How to Import the FTCC Template

- To save the FTCC template to your PC [click here](#) . This is the newest version of the Template. It contains Syllabus I and II links. (updated June 17, 2011)
- If you have incorporated an earlier FTCC Template into your course, please download just the Syllabus I and II links for your course by [clicking here](#).
- Login to Blackboard
- Enter the course you would like the template added to
- *Go to the Control Panel > Select Packages and Utilities > Check the box under Move Files to Course Files > and Click Submit*
- Go to Control Panel > Packages and Utilities > Import Package/View Logs
- Click the Import Package button in IE or Choose File button in FireFox
- Click the Browse button and select the FTCC template saved on your PC
- In the Select Course Materials area, select the Content Areas check box
- Click Submit at the bottom of the page
- You will receive an email when the items have been imported
- Make sure you click the refresh icon  at the top of the course menu to see the new items