

# FTCC SACS Compliant Blackboard Template

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## TERMINOLOGY

A **course** consists of a **shell**, the **FTCC template**, and the **instructional content**.

**Shell:** this is simply an empty Bb site. When you first login to BB you will see the course title you are teaching under the "My Courses" module (example: PHI 240 Introduction to Ethics 0901FA). When you click on the course title the empty **shell** will come up.


**FTCC template:** the **template** contains the file structure approved by the Online Standards Committee. Included in the **template** are the common buttons, folders, items, and content required for all courses (Student Support Services, Site map, Syllabus, etc)

**Instructional Content:** the **content** that is specific to a particular course. This usually consists of objectives, lecture notes, study guides, assessments, etc. This content is either input directly into the course or copied over from another course.

## STEPS

- Login to Blackboard and access the course **shell**
- Import the **FTCC template** ([click here for instructions](#))
- Input or copy **instructional content** ([click here for instructions](#))

If you have already input or copied content into your course, but have not imported the FTCC template complete the following:

- To save the FTCC template to your PC [click here](#)
- In the pop up box select save and specify a location on your PC
- 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

Please refer to the [Online Standards Handbook](#) for additional information.

Click the Advanced icon at the top.

- Click the Network tab.
- Click the Clear Now button.
- Click the X on the top left corner to close the Preferences window.