

Using Blackboard 9.1 Templates

1. Right-click on the Template you would like to use and save on your local drive. **DO NOT UNZIP** the file.
2. Log into the course where you would like to apply the template. Under **Packages and Utilities** in the *Control Panel* pane, select **Import Package/View Logs**.
3. Click on **Import Package** and **Browse** for the template zip file.
4. Select **Content Areas** and **Settings**. **Submit**.
5. Once the import process is complete you will receive a confirmation email.
6. Once the import is complete; you will need to clean-up the course by removing extra menu items, etc.