



## Assigning a Template to a Section

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 and load. Use the ITS online Section Management Utility (SMU) to request a section and load, which is available at <https://webctvistatools.tamu.edu/smu>

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 to Vista and view your section link on the My Vista page.

Welcome, Rhonda Blackburn. Today is June 8, 2006. [Channel](#)

<b>Campus Bookmarks</b>  <a href="#">ISU</a> <a href="#">CELT</a>	<b>Campus Announcements</b> <a href="#">Welcome to the ISU Vista Beta Test System!</a> 5/18/06
<b>Personal Bookmarks</b>  You currently have no bookmarks.	<b>Course List</b> <a href="#">VCC- Blackburn - VCC_Demo</a> Section Instructor: Rhonda Blackburn <a href="#">VCC- Blackburn - VCC_section</a> Section Instructor: Rhonda Blackburn <a href="#">VCC- Blackburn - VCC Section 1</a> Section Instructor: Rhonda Blackburn <a href="#">VCC- Blackburn - VCC Section 2</a> Section Instructor: Rhonda Blackburn, Yakut Gazi <a href="#">VCC- Blackburn - VCC Section 3</a>
<b>My Grades</b> You currently have no new grades.	

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

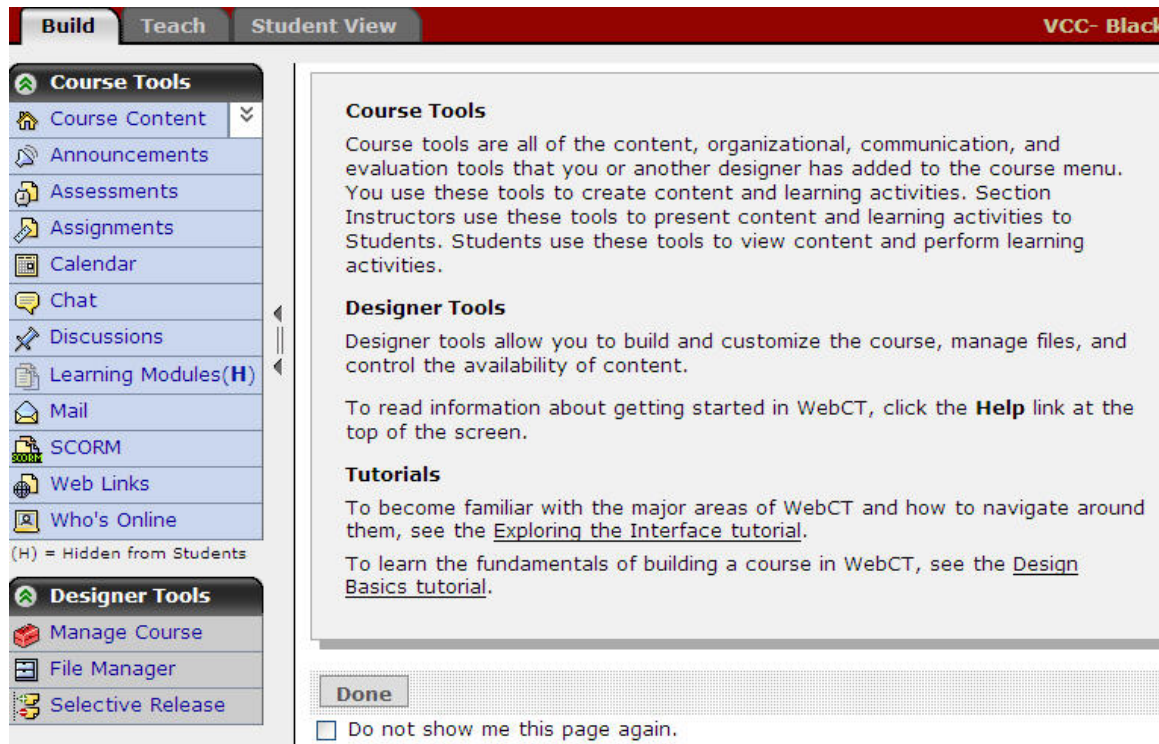
Select from templates that have been associa

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

<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>
---	---------------------------------------

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 top navigation bar includes 'Build', 'Teach', and 'Student View', with 'VCC- Black' on the right. A sidebar on the left 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. The main content area is titled 'Course Tools' and contains three sections: 'Course Tools' (describing content and evaluation tools), 'Designer Tools' (describing tools for building and customizing the course), and 'Tutorials' (providing links to help and design tutorials). At the bottom, there is a 'Done' button and a checkbox labeled '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**.