HOW TO USE THIS TEMPLATE

A. Import the Template...................................................................................................................... 2

B. Editing the Template...................................................................................................................... 4
   Edit the Folder Title..................................................................................................................... 4
   Edit the Overview ....................................................................................................................... 5
   Edit the Readings ........................................................................................................................ 6
   Edit the Assignment .................................................................................................................... 7
   Edit the Quiz/Test ....................................................................................................................... 9
   Edit the Discussion .................................................................................................................... 12
A. IMPORT THE TEMPLATE

1. Download the appropriate template from the Template Website.

2. In your course in WTC, go to Control Panel > Packages and Utilities > Import Package/View Logs.

3. On the Action bar, click Import Package.

4. Under Select a Package, click the Browse My Computer button.
5. Locate the Template file you downloaded from the Template site. Click Open.

6. Click the Select All button.

Please note: this template is already designed to only contain information related to the selected Template. Selecting option that do not exist within this file will do no harm to the course.

7. Click Submit.

8. Once you receive an email stating the template has been successfully imported, return to the course and go to Lessons to make modification.
B. EDITING THE TEMPLATE

Please complete each of the following based upon the template you selected

EDIT THE FOLDER TITLE

This Item is Available in all Templates.

1. In the Lessons area, select the dropdown menu for the Unit folder, and select **Edit**.

2. Edit the Unit folder name to include which unit number the folder is.
EDIT THE OVERVIEW

This item is Available in All Templates.

1. In each Unit folder, select the dropdown menu for the Overview, and select Edit.

2. In the Text area, edit the information in the beginning txt, Objectives, and Activities for information related to this unit.
EDIT THE READINGS

This item is Available in All Templates.

1. In each Unit folder, select the dropdown menu for the Unit X Readings, and select Edit.

2. Edit the title and the text

   Replace this text with the readings that must be completed for this week. Readings can include lecture notes, chapter(s) from the textbook, articles, etc. List each item that needs to be read and any additional information specific to that item.

   This section can contain the reading as well as links to outside reading materials.
EDIT THE ASSIGNMENT

This item is Available in Assignment, Assignment/Test, and Assignment/Test/Discussion Templates.

*Please note:* Tracking has been turned on for this Assignment by default.

1. In each Unit folder, select the dropdown menu for the Unit X Assignment, and select **Edit**.

2. Edit the title and provide instructions.
3. Edit additional Settings

Review information in the Faculty Support Website over Assignments for more details about settings for an Assignment.
EDIT THE QUIZ/TEST

This item is Available in Test, Assignment/Test, and Assignment/Test/Discussion Templates.

Please note:

- There are no questions in the quiz/Test. Instructors must “Edit the Test” to add questions to each Quiz/Test.
- This item is labeled as a “Quiz” you may rename this item to any title that you wish

ADDING QUESTIONS “EDIT THE TEST”

1. In each Unit folder, select the dropdown menu for the Unit X Quiz, and select Edit the Test.

2. Add questions through Create Question or Reuse Question buttons. Please refer to information on creating tests on the Faculty Help Website for further instructions on building tests.
EDITING TITLE OF QUIZ

1. In each Unit folder, select the dropdown menu for the Unit X Quiz, and select **Edit the Test**.

   ![Image of dropdown menu withEdit the Test option highlighted]

2. On the Test Canvas page, click the dropdown to the right of the quiz title and select **Edit**.

   ![Image of Test Canvas with Edit option highlighted]

3. Edit the **Name** and click **Submit**.

   ![Image of Test Information with Unit X Quiz name highlighted]
CHANGING SETTINGS IN STUDENT ACCESS “EDIT THE TEST OPTIONS”

1. In each Unit folder, select the dropdown menu for the Unit X Quiz, and select **Edit the Test Options**.

2. **Edit the options for how students will access and view the test.**

By Default Tests are set to be available to students, only allow 1 attempt, display no review after completion, and display questions one at a time to students.
EDIT THE DISCUSSION

This item is Available in Discussion, and Assignment/Test/Discussion Templates.

Please note: Discussions contain a “link” as well as the “forum settings” that may need to be set.

EDIT FORUM SETTINGS

1. In the Control Panel, click Course Tools, and select Discussion Board.

2. Click on the title of the course.

3. Click the dropdown to the right of the Unit X Discussion and select Edit.
4. Edit the Name to the appropriate Unit.

![Forum Information](image1)

5. Edit additional Settings

![Forum Availability](image2)

6. Please refer to information on discussion boards on the Faculty Help Website for further instructions on settings.

Please note by Default: Discussions are set to no grading, with standard view (students can see all posts from start) set.
1. In each Unit folder, select the dropdown menu for the Unit X Discussion, and select **Edit**.

2. **Edit the Link Name** and additional Settings.