

## Instructions for Downloading and Importing Template Files

For a view of the Template contents, please visit the UNM-LA Sample Course Materials site, found in your Learn My Courses list. Here, you can scroll through the Template Home Page and click on each of the menu links to see the contents of the template. Some areas, such as Unit Folders/Modules on the Home Page, Start Here: Orientation, and Course Resources, will require you to customize them with your course content after importing. Others, like Academic Resources, Technical Support, and Instructor Resources, are ready-to-use collections of institutional resources for your students and you. Still other menu links are Communication tools or weblinks to UNM Support sites.

You may import the template zip files from either the Sample Course Materials site or from: <http://losalamos.unm.edu/academics/online-learning/faculty/index.html>

- *If you are building a new online course, please download the file named "**Full Template**".*
- *If you have already developed a course using the original template, please download the files named "**Start Here Orientation, Course Resources**" AND "**Academic, Technical, Instructor Resources**". (If you previously imported the latter of these, just import the former.)*
- - NOTE: Importing template sections will not disturb your existing menu or course structure.
  - The new folders should have different names from folders currently in your course. Please delete the menu links for the older folders after importing the new ones, and after you have moved any custom materials from the old to the new folders. Be aware that items from the old template should be deleted because the links are or will soon be obsolete.
  - If your current folders have identical names to the imported folders, then the contents of the imported folders will fill in *below* the contents of your current folders (it won't add a new link to your menu). In this case, you will need to delete the old items within the folder, keeping any custom additions you may have made to these folders. Links from the original template should be deleted because they are or will soon be obsolete.

## How to Download and Import Template Files

1. The template files can be found in two locations: at the bottom of the Sample Course Materials page and in the Templates section of the webpage linked above. Click the desired file link, click Save (do not open the zip file), and find the file in your Downloads folder. You may wish to copy it to another storage area on your computer.
2. Go into the Learn course that you want to import the template to, scroll to the Course Management area at the lower end of the menu, and if the Control Panel isn't expanded, click the arrow to the left of Control Panel. At the very bottom of the expanded menu, click on Packages and Utilities, then click on Import

Package/View Logs. Next, click the Import Package button at the upper left, then click Browse My Computer. In your computer, select the template file that you downloaded. In the Select Course Materials area of the Import Package screen, click the Select All button, then click Submit.

3. Wait a few seconds and you should receive an email message saying that the import is complete. Refresh the Learn screen and click the Home Page menu link (or Home icon) and scroll down to follow “A Few Instructions” at the bottom of the Home Page. Please organize your menu as described and shown in the Sample Course Materials Template Home Page.
4. If you imported sections of the template rather than the full template, they will appear as links at the bottom of the course menu and can be dragged to appropriate menu sections. Don't forget to delete the old template folders.

NOTE: you will only import the template or its sections to your course once – after that these items will be copied along with the rest of your course contents whenever you do a “Course Copy”.

NOTE: please customize the template to your course. If you don't use a given menu link, or don't use an item within a template folder, please hide it or delete it so as not to confuse your students. Please do edit language in the template to suit you and your course!

NOTE: you may notice that for simplicity the template menu doesn't contain a section for links to unit/chapter/weekly folders. You are free to add these (use Course Link) after you've created your weekly folders/modules on your homepage.

NEED HELP? Contact the UNM-LA Remote Learning Coordinator at [cbudge@unm.edu](mailto:cbudge@unm.edu)