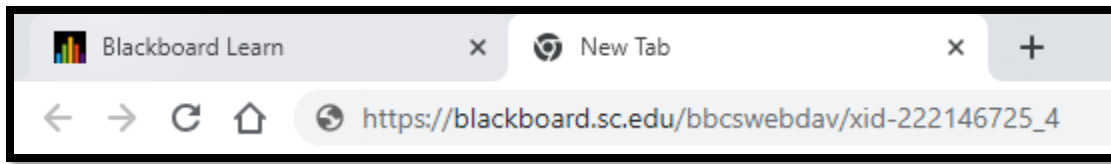


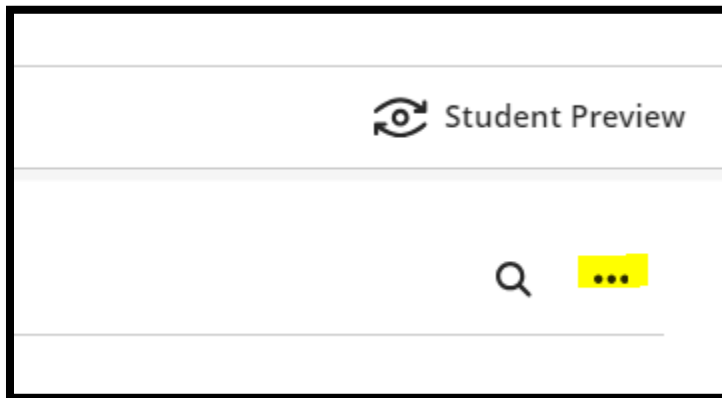
## Import the Center for Teaching Excellence (CTE) Blackboard Learn Ultra Course View (UCV) Template into a Blackboard UCV Course

1. Open a web browser (e.g., Chrome or Firefox) and log into [Blackboard](https://blackboard.sc.edu/) (<https://blackboard.sc.edu/>)
2. Open a new tab on the web browser and copy [https://blackboard.sc.edu/bbcswebdav/xid-222146725\\_4](https://blackboard.sc.edu/bbcswebdav/xid-222146725_4) into the address bar to download the template.

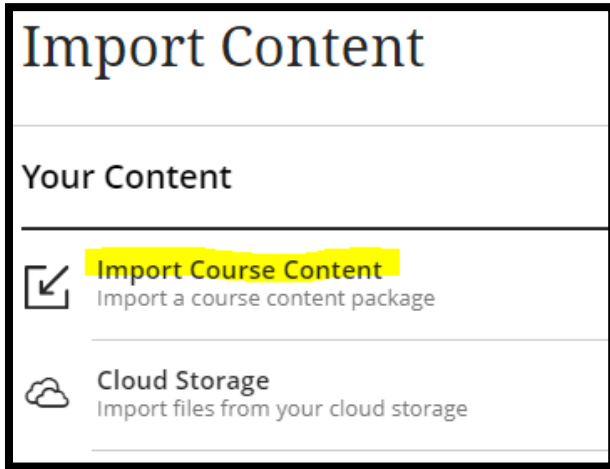
Note: The file is called “ExportFile\_CTE\_ULTRA-TEMPLATE-SAND.zip” and is downloaded to the “Downloads” folder on your computer.



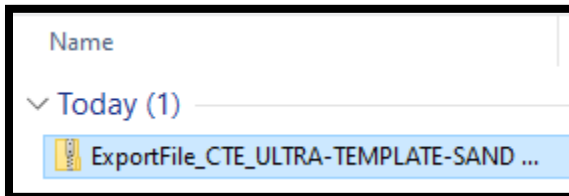
3. Access your course in Blackboard
4. Click the “More Options for Course Content” icon in the upper right corner of the screen



5. Click “Import Content”
6. Click “Import Course Content”



7. Select the “Downloads” folder or the folder where the “ExportFile\_CTE\_ULTRA-TEMPLATE-SAND.zip” is located and then select the zip file.



8. Click “Open”
9. A message, “Importing course content”, will appear in your Blackboard course. You will also receive an email stating that the operation is complete and the imported course is ready to access.


Note: It takes approximately 1-2 minutes for the template to be imported into your course.



10. The template is now loaded in your course and is ready to be used.


Course Content

---

 **How To Use This Template**  
🔒 Hidden from students ▾


Refer to this module for teaching resources and steps on how to use this template. Click the name, How To Use This Template.

---

 **Getting Started**  
👁 Visible to students ▾

This module contains basic information about this course, your instructor, and what we will be doing this semester. Click here to begin and to access the syllabus.

---

 **Course Cafe**  
👁 Visible to students ▾

This Course Cafe is a place for you to ask questions about the course or share information. If you see your classmate has posted a question and you know the answer, please share and answer their post! Don't forget to read and adhere to Discussion Board Netiquette Rules, found in the Course Information link on the course menu. To post, click in the text box below and type in your question. Then, click respond. Scroll down to view a classmate's post and click on the Reply button to reply.

Contact the Center for Teaching Excellence at 803-777-8322 or [cte@sc.edu](mailto:cte@sc.edu) if you have questions.