

CCAS BLACKBOARD TEMPLATE (DEV_YVOVIDES COURSE033) > ANNOUNCEMENTS

Announcements

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June 22, 2009 - June 29, 2009

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Figure 1: The entry page of the CCAS Blackboard Course Shell

Instructions for Importing the CCAS Blackboard Course Shell into Your Own Blackboard Course Shell

Do this before you add any content to your own Blackboard Course Shell.

1. Go to Control Panel of your own Blackboard course shell > Manage Course Menu (from Course Options pane)
2. Click the Remove button for each of the menu items. Once you complete this, you will be left with an empty course menu.
3. Then, go back to the Control Panel > Import Package (from the Course Options pane)
4. Browse (from section 2 – Select Package).
5. Find the .ZIP file on your computer (this file can be downloaded [here](#)).
6. Double click the file or select and click OPEN.
7. Select All the check boxes (from section 4 – Select Course Materials)
8. Submit.
9. When Import is done you will get a confirmation email.