

## How to Apply a KLE Template

1. Download the correct template from the guide found at **<https://www.keele.ac.uk/kletemplates>**.
2. Go to the KLE course for which you wish to apply a template.
3. With *Edit Mode* switched on, go to *Control Panel* -> *Packages and Utilities* -> *Import Package / View Logs* (found on the left of the screen).
4. Click the *Import Package* button.
5. Click the *Browse My Computer* button and find the template file you downloaded in step 1.
6. In the *Select Course Materials* section, choose *Content Areas* and *Settings*, ensuring to only include *Banner Image* and *Navigation Settings*.
7. Scroll to the bottom of the page and press the *Submit* button.
8. Log out of the KLE and relax. You should shortly receive email confirmation that your KLE course has been updated.
9. Log in again to check that the template has been applied. If you have any problems, contact your local learning technology support person.