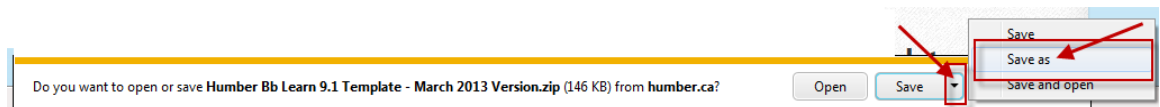# How to Acquire and Upload the Humber Template

Part A: Acquiring or Downloading the Humber Template

1. Click on **Humber Template** link at the top of the document to download it to your computer as shown below:


2. You will be prompted whether you want to Save or Open the template, choose to the drop-down arrow beside Save and choose to "Save as".

3. You can choose to save the Template on your Desktop or any other location on your computer.

Part B: Uploading the Humber Template

1. Under the **Control Panel** in **Packages and Utilities** click on **Import Package/View Logs**
2. On the **Import Package/View Logs** page click **Import Package**
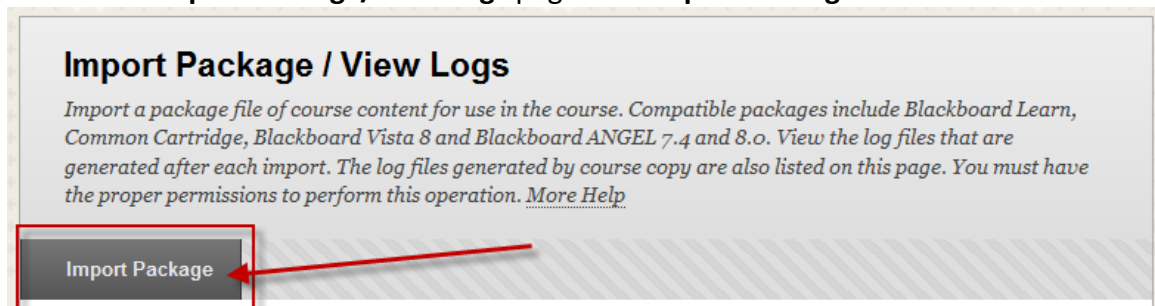
3. On the **Import Package** page, under **2. Select a Package** choose **Browse My Computer** and upload the Humber Template from the location where it was saved.

2. Select a Package

Click **Browse** to locate the course package:

Uploading large packages may take a long time.

★ Select a Package   [Browse My Computer]

4. In **3. Select Course Materials** choose the **Select All** button and then **uncheck** the box for Announcements. Announcements are automatically added to each site.

3. Select Course Materials

Select materials to include. To recreate a course from an archive package, including user records, use restore instead of import.

[Select All] [Unselect All]

☑ Content Areas
☑ Adaptive Release Rules for Content
☐ Announcements
☑ Blogs
☑ Calendar
☑ Collaboration Sessions
☑ Contacts

5. Choose **Submit** at the bottom of the screen.

For more help on using Blackboard 9.1 go to **http://tinyurl.com/csng4wk**
or visit the Blackboard On Demand site at **http://ondemand.blackboard.com/**