

## Master Template Feature

In the Instructor Module, administrators can create a Master Template, add assignments, and update any number of linked courses based on the Master Template. Administrators have the ability to define course content, settings, and assignments at any time while using a Master Template. Once linked courses are created based on the Master Template and assigned to instructors, the Master Template settings will apply to all linked courses. Instructors teaching the linked courses can edit anything in their individual course settings and assignments, including adding their own assignments.

### Create a New Master Template

The Master Template is available for all Higher-Ed courses. This feature will only be visible to ALEKS Administrators. Administrators can find the feature in the Advanced Instructor Module under the “Master Templates” folder.

### **Advanced Instructor Module**



After clicking on the “Create Master Template” link in the Home tab, administrators will arrive at an introductory page. Administrators can either click on the “Continue” button to create a new Master Template, or click on the provided link to create a Master Template based on an existing course.

## Introducing the Master Template

### How it works

Creating a Master Template is a 3-part process. Each part will involve multiple steps. You will be able to save and edit your information in the process.

**Part 1. Define Template Basics** - Define the course settings and subject matter content and select a textbook for the Master Template.

**Part 2. Create Assignments** - Set up assignments that will be applied to each course linked to the Master Template.

**Part 3. Create Linked Courses** - Create and link courses to the Master Template and assign them to instructors.

Once linked courses have been assigned, instructors will be able to customize their own individual courses to suit their needs by:

- Adding and editing additional assignments.
- Editing assignment start dates and due dates.
- Making other setting changes.

Alternatively, you have the option to [create a Master Template based on an existing course](#).

To create a Master Template from the beginning, click on "Continue".



Continue

## Create a Master Template from the beginning

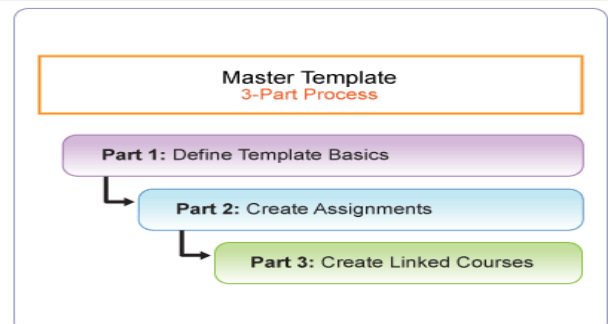
After clicking on the "Continue" button, administrators will see "Part 1. Define Template Basics – Introduction."

### Part 1. Define Template Basics - Introduction

In Part 1, you will select a textbook and define the course subject matter content and settings.

Before you begin, please have the following information ready:

1. The name of the Master Template (e.g., Math 100).
2. The name of the ALEKS course product that the Master Template will be using.
3. The start and end dates of the Master Template.
4. The name of the Textbook used with the Master Template (if any), and
5. The course syllabus.




Previous Step


Start Template Basics

## Part 1

In Part 1 of the Master Template set-up wizard, administrators can set up their Master Template with basic information.


### Part 1. Define Template Basics - Basic Information

Master Template Name:  (example: Math 60) 



ALEKS Course: (Choose one)  (Required)

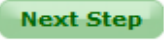
Course Dates: Start: 

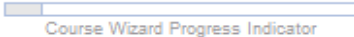
Month	Day	Year
Sep	15	2010

 End: 

Month	Day	Year
Sep	15	2010



  
Course Wizard Progress Indicator

Administrators can set up the Master Template with or without a textbook.

### Part 1. Define Template Basics - Select Textbook

You have the option to integrate a textbook<sup>(\*)</sup> with your course.

(1) With Textbook Integration, ALEKS will automatically place chapter and section references on the ALEKS explanation pages. This way, your students can easily look up parallel material in their textbook to expand on what they are doing in ALEKS.


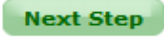
(2) Textbook Integration can also divide up the material in the ALEKS course according to your textbook chapters, making it possible to assign completion dates as in a normal syllabus.

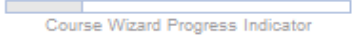
Do you plan to use a textbook with ALEKS?

Yes

No

(\*)References to any part of any textbook are for identification purposes only. No implication is intended that ALEKS Corporation is endorsing any textbook, or that any textbook author or publisher is endorsing ALEKS. ALEKS Corporation is solely responsible for the development, selection, and sequencing of all ALEKS content.

  
Course Wizard Progress Indicator

If administrators choose to set up the Master Template without a textbook, they can select the topics they want to include or exclude.


### Part 1. Define Template Basics - (Optional) Edit Content

Review the topics that will be included in your Template Basics. Check the box next to content you want to include. Uncheck the box next to content you want to exclude.

You have selected **263 topics** out of **307 available**. [Reset Changes](#)

- Basic Math [ [open all](#) | [close all](#) ]
- [-] Whole Numbers
- [-] Fractions
  - [+] Equivalent Fractions
  - [+] Ordering and Plotting Fractions
  - [+] Addition and Subtraction
  - [-] Multiplication and Division
    - [x] The reciprocal of a number
    - [x] Product of a unit fraction and a whole number
    - [x] Product of a fraction and a whole number
    - [x] Introduction to fraction multiplication
    - [x] Fraction multiplication
    - [x] Word problem with fractions
    - [x] Division involving a whole number and a fraction
    - [x] Fraction division

[Previous Step](#) [Next Step](#)

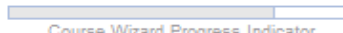
  
Course Wizard Progress Indicator

Administrators can select if they want to use ALEKS QuickTables.

### Part 1. Define Template Basics - (Optional) QuickTables

Do you plan to use ALEKS QuickTables? [?](#)

[Previous Step](#) [Next Step](#)

  
Course Wizard Progress Indicator

Administrators will then see a Review and Save page. They can edit information here, or click on the "Save" button to continue with the Master Template set-up process.

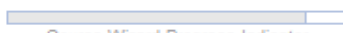
### Part 1. Define Template Basics - Review and Save

Here is how your Template Basics will be set up:


- **Master Template Name:** Basic Math MW 10:00 AM ([edit](#))
- **ALEKS Course:** Basic Math ([edit](#))
- **Start Date:** 09/15/2011 ([edit](#))
- **End Date:** 09/15/2011 ([edit](#))
- **Textbook:** n/a ([edit](#))
- **Course Content:** 263 topics ([edit](#))
- **QuickTables:** n/a ([edit](#))

Please click on "**Save**" below to finalize your course, or click on "**Previous Step**" to make any changes.

[\[Previous Step\]](#) [Save](#)

  
Course Wizard Progress Indicator

When administrators have completed Part 1 of the Master Template creation process, they will see a confirmation page. Advanced Options can be expanded to show additional options for Content, Course, Gradebook, Worksheets, or Homework settings. Customizing the settings for these options in the Master Template will apply to all linked courses. Instructors can then edit these settings for their individual course.

 **You have completed Part 1 of 3. Proceed to Part 2: "Create Assignments".**

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**Part 1. Define Template Basics - Confirmation**

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**Your Master Template has been successfully set up:**

**Template Basics Details:**

- **Master Template Name:** Basic Math MW 10:00 AM
- **ALEKS Course:** Basic Math
- **Subscription Type:** Higher-Ed any access code
- **Start Date:** 09/15/2010
- **End Date:** 09/15/2011
- **Textbook:** Miller/O'Neill/Hyde: Basic College Mathematics, 1st Ed. (McGraw-Hill, Paperback)
- **Selected Chapters:** 11 out of 11 chapters selected
- **Course Content:** 283 topics
- **QuickTables:** n/a

**Advanced Options** [ [show less](#) ]

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Customize these options as needed. Please note that these settings will be copied to all linked courses within the Master Template. Select the "show more" link to edit additional options for your Content, Course, Gradebook, Worksheets, or Homework.

<p><b>Content</b> A <b>textbook</b> is linked with this course. Therefore the Intermediate Objectives are defined according to this textbook.</p> <p><b>Course</b> Student Learning Options [ <a href="#">edit</a> ] Access Options [ <a href="#">edit</a> ]</p> <p><b>Gradebook</b> Gradebook Setup [ <a href="#">edit</a> ]</p>	<p><b>Worksheets</b> Worksheet Options [ <a href="#">edit</a> ]</p> <p><b>Homework</b> Homework Options [ <a href="#">edit</a> ]</p>
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**Part 2: Create Assignments** Or [I will create assignments later](#)

All steps were completed  
Course Wizard Progress Indicator

### Create a Master Template based on an Existing Course

This is what administrators will see if they click on the "create a Master Template based on an existing course" link from the introductory page. Administrators will use the drop-down to select the existing course they want to create into a Master Template.

### **Create Master Template from Existing Course**

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You can create a Master Template based on an existing course. The course settings and its assignments will be copied. Please select from the list of existing courses below:

Existing Courses:  ▼

Click "**Create Master Template**" to create a template based on the selected course, or click "**Cancel**".

---

**Create Master Template** **Cancel**

After clicking on the “Create Master Template” button, a confirmation message will appear to inform administrators that their Master Template has been created. All course settings and assignments from the existing course are copied into the Master Template.

**Your changes have been saved successfully.**

### Create Master Template from Existing Course

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The Master Template **Template of Basic Math - 222** has been created. It has 8 assignments already created.  
 You can add more assignments to this template by going to the Master Template Summary page.

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Go to Master Template Summary

Administrators can view the Master Template Summary page after clicking on “Go to Master Template Summary.” This page may be used as a guideline to show which parts have been completed or require completion. Administrators can view or edit each part by selecting the appropriate link next to each part. Assignments that were copied from the existing course will be displayed in “Part 2. Assignments” of the Master Template Summary page.

### Master Template Summary

You have completed Parts 1 and 2. Please proceed to Part 3: "Create Linked Courses".

**Part 1. Template Basics**
[Expand / Collapse](#)

You have completed Part 1: "Define Template Basics". [ [view/edit](#) ]

Here is how your Template Basics will be set up:

- **Master Template Name:** Template of Basic Math - 222
- **ALEKS Course:** Basic Math
- **Subscription Type:** Higher-Ed any access code
- **Start Date:** 12/27/2010
- **End Date:** 12/27/2011
- **Textbook:** n/a
- **Course Content:** 263 topics

**Part 2. Assignments**
[Expand / Collapse](#)

You have completed Part 2: "Create Assignments". [ [view/edit](#) ] [ [create assignments](#) ]

Assignment	Start Date	Due Date	Action
Homework 3 <a href="#">edit homework</a>	Apr 8, 2011 12:26PM	Apr 8, 2011 11:59PM	Select Action... ▾
Test 2 <a href="#">edit test</a>	Apr 8, 2011 12:25PM	Apr 8, 2011 11:59PM	Select Action... ▾
Quiz 2 <a href="#">edit quiz</a>	Mar 10, 2011 1:51PM	Mar 10, 2011 11:59PM	Select Action... ▾
Quiz 1 <a href="#">edit quiz</a>	Jan 17, 2011 2:05PM	Jan 17, 2011 11:59PM	Select Action... ▾
Test 1 <a href="#">edit test</a>	Jan 17, 2011 2:05PM	Jan 17, 2011 11:59PM	Select Action... ▾
Homework 2 <a href="#">edit homework</a>	Jan 17, 2011 2:04PM	Jan 17, 2011 11:59PM	Select Action... ▾
Homework 1 <a href="#">edit homework</a>	Jan 17, 2011 10:14AM	Jan 17, 2011 11:59PM	Select Action... ▾

**Part 3. Linked Courses**

Click on "Create Linked Courses" to start adding linked courses to your Master Template. [ [learn more](#) ]

Create Linked Courses

## Part 2

After clicking on the “Part 2: Create Assignments” button, administrators will arrive at an introductory page. In Part 2, administrators will create assignments to add to the Master Template. Administrators will have two options for creating a new assignment:

- **Create a new assignment** – This option will take administrators through the ALEKS assignment creation process.
- **Duplicate an existing assignment** – This option will allow administrators to view the course folder for all instructors with existing assignments and duplicate an assignment.

Administrators can also specify the assignment type they want to create or duplicate.

### Part 2. Create Assignments - Introduction

All assignments created in the Master Template will be copied into each linked course. Instructors have the option of adding or editing assignments within their individual course.

**Select if you want to create a new assignment or duplicate an existing assignment**

Create a new assignment  
 Duplicate an existing assignment

**Select the assignment type**

Homework  
 Quiz  
 Test  
 ALEKS Assessment

**Master Template**  
Math 60  
Homework #1  
Quiz #1  
Test #1

Assignments set up in the Master Template will be applied to each linked course.

**Linked Course #1**  
Math 60  
CRN / Section #5225  
Prof. G. Cadin  
Homework #1  
Quiz #1  
Test #1

**Linked Course #2**  
Math 60  
CRN / Section #7893  
Prof. T. Lee  
Homework #1  
Quiz #1  
Test #1

Click on "**Create Assignments**" to start.

[Create Assignments](#) Or [View Master Template Summary](#)

This is what administrators will see if they select the “Create a new assignment” option:

### New Homework

#### STEP 1: Name & Date

Name:

Status:

Start Date: Month: Sep, Day: 15, Year: 2010, Time: 5:38 pm

End Date: Month: Sep, Day: 15, Year: 2010, Time: 11:59 pm

Location:

Time Limit: 1:30

Publish this Homework to the student calendar

Allow student access to "Worked Example" while working on this Homework

#### STEP 2: Content

Please select the content for this Homework. You must choose a minimum of 5 questions, with a maximum of 30 questions.

Randomly add  questions from  [Add +](#)

Basic College Mathematics, 1st Ed. [\[ open all \]](#) | [\[ close all \]](#)

- 1-Whole Numbers
- 2-Fractions and Mixed Numbers: Multiplication and Division
- 4-Decimals
- 6-Percents
- 8-Geometry
- 9-Introduction to Statistics

Drag questions here

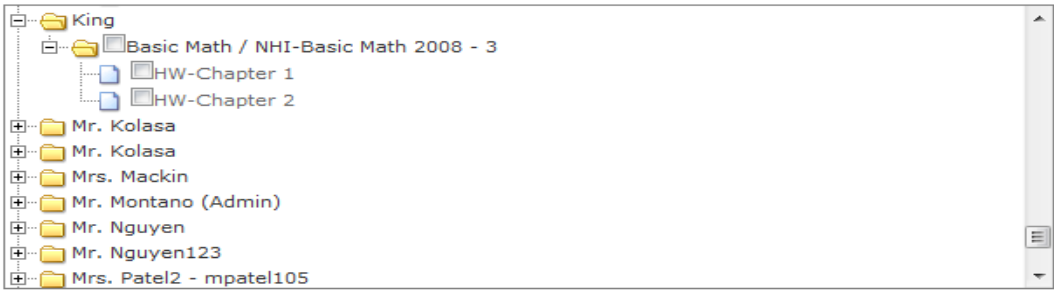
Questions for the Quiz

Question Title


This is what administrators will see if they select the “Duplicate an existing assignment” option. For example, if an administrator elected to duplicate a Homework assignment, he/she would see an interface that displays only the available Homework assignments.

**Duplicate Homeworks**

Please select the **Homeworks** you would like to **duplicate**:



After creating an assignment, administrators will see a confirmation page with the assignments created in the Master Template. Administrators can next create another assignment, edit an assignment, or create linked courses.

 **The assignment has been added to the Master Template.**

**Assignment list**

The assignments listed below were created within this Master Template and have been copied to all linked courses.

Currently displaying:

Assignment	Start Date	Due Date	Action
Homework 1 <a href="#">edit homework</a>	Sep 15, 2010 5:38PM	Sep 15, 2010 11:59PM	Select Action...

Or [View Master Template Summary](#)

### Part 3

After clicking on the “Part 3: Create Linked Courses” button, administrators will arrive at an introductory page.

**Part 3. Create Linked Courses - Introduction**

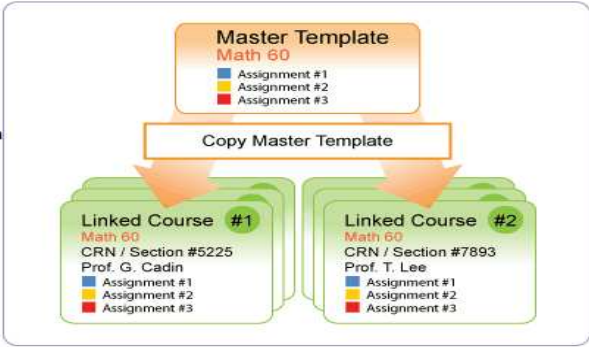
Now that you have defined the Master Template settings and content and created assignments, you can create linked courses within the Master Template and assign instructors to these courses. Additional linked courses can be created within the template at any time.

Immediately after being created, each linked course is a copy of the template.

Each instructor has the ability to customize the individual course to which such instructor has been assigned at any time, including changing start and due dates, editing assignments, and creating additional assignments.

Please note, however, that any update to the Master Template will override customizations made by the instructors of the linked courses.

Click on **"Create Linked Courses"** to start.



Or [View Master Template Summary](#)

In Part 3, administrators will create linked courses and assign them to instructors. A linked course contains the same content and settings as the Master Template. Once a linked course is created, all existing course settings and assignments from the Master Template will be applied to the linked course.

First, administrators will enter the name of the Course CRN / Section. Administrators will then assign an instructor to the individual linked course.

Next, the administrator will have three options for setting the "Instructor" field for each linked course:

- **Existing ALEKS Instructor** – The drop-down menu contains a list of instructor names with existing ALEKS Instructor Accounts.
- **Instructor to be announced (TBA)** – If the name of the instructor is unknown, administrators can select "Instructor to be announced (TBA)." Once the instructor's name is known, administrators can update the "Instructor" field at another time. Administrators will be able to find the linked course from the main navigation window in the folder called "Courses to be assigned (no instructor)."
- **Create a new Instructor** - If the instructor does not have an existing ALEKS account, administrators can select "Create a new Instructor." Administrators will enter the new instructor's title, first and last names, and e-mail address. ALEKS will generate an e-mail message with the instructor's login name and password to be sent to the instructor's provided e-mail address.

### Part 3. Create Linked Courses - Assign Instructor to Linked Courses

Enter the CRN (Course Reference Number) or Section number. Select the instructor teaching the linked course. If you need additional courses, use the "Create another Linked Course" button.

**Linked Course #1** [\[delete\]](#)

**Master Template Name:** Basic Algebra TH 2:00 PM - 86942

**Course CRN / Section:**  (Example: "55555 Algebra MW 10:30-11:30AM") [\[ Learn more \]](#)

**Instructor:**  Existing ALEKS Instructor:  [\[ Learn more \]](#)

Instructor to be announced (TBA) [\[ Learn more \]](#)

Create a new Instructor [\[ Learn more \]](#)

**Linked Course #2** [\[delete\]](#)

**Master Template Name:** Basic Algebra TH 2:00 PM - 86942

**Course CRN / Section:**  (Example: "55555 Algebra MW 10:30-11:30AM") [\[ Learn more \]](#)

**Instructor:**  Existing ALEKS Instructor:  [\[ Learn more \]](#)

Instructor to be announced (TBA) [\[ Learn more \]](#)

Create a new Instructor [\[ Learn more \]](#)

[Create another Linked Course](#)

[Save](#) or [View Linked Courses List](#)

After creating a linked course, administrators will see a confirmation page with their linked courses. They can create another linked course, edit linked courses, or complete the Master Template set-up process by clicking on “I am done creating linked courses.”

### Part 3. Create Linked Courses - Confirmation

Each linked course listed here is a copy of the Master Template. It contains the same course settings, content and assignments. If you need additional linked courses, use the "Create another Linked Course" button.

Linked courses for: **Basic Math MW 10:00 AM**

[Create another Linked Course](#)

CRN/Section	Instructor	Course Code	Linked Course Actions
58942	Ms. Adamson	RQKQT-WA4RP	<a href="#">Edit Linked Course</a>
58964	Courses to be assigned (no instructor)	NUAYE-LGYR	<a href="#">Edit Linked Course</a>
85964	Ms. Adamson	MJM93-EUTTH	<a href="#">Edit Linked Course</a>

[I am done creating linked courses](#)

After a linked course has been created, administrators and the instructor assigned to the course will receive a message in their ALEKS Message Center Inbox including important information about the linked course.

**Subject:** New Course: Basic Math MW 10:00 AM - 85964  
**Date:** 09/15/2010 05:56:28 PM PDT  
**From:** ALEKS  
**To:** Ms. Adamson

Reply Reply All Forward

This email contains your new ALEKS Course with the following information:

Your **Course Name** is: Basic Math MW 10:00 AM - 85964  
Your **Course Code** is: MJM93-EUTTH

Please give the Course Code to your students. They will need it to register in ALEKS and enroll in your course.

**IMPORTANT - This is a Linked Course:**

**\*\*We strongly recommend that you coordinate with your administrator before you start working on your course. \*\***

Your administrator created this Linked Course based on a Master Template. Linked Courses behave differently than regular ALEKS Courses.

- Updates made by the administrator within the Master Template will be updated immediately in all Linked Courses.
- Any customization to this course may be overridden by the administrator's updates in the Master Template. This includes customizations to any area of your course, including settings, Gradebook settings, assignments, course content, start and due dates, etc.
- You will receive courtesy notices whenever an administrator has made a change in the Master Template. Please coordinate with your administrator to learn more about the updates.

**Getting Started with Your Linked Course**

**(Strongly Recommended) - Visit your ALEKS Message Center first**

Please visit your ALEKS Message Center (labeled "Inbox" at the top of the ALEKS Instructor Module). Your administrator may have sent you specific instructions to coordinate with you in teaching this Linked Course.

**Verify your course settings**

1. Go to "Edit Course" in the Advanced Instructor module or "Edit this Course" in the Basic Instructor module. Review the current course settings. Click on "edit" to adjust settings.

**Verify your assignments:**

1. Visit each assignment tab (e.g. Homework, Quizzes, Tests, Assessments etc) to view all the assignments that your administrator created for this course.
2. Verify the start and due date for each assignment.
3. From the menu select the "Edit" option to view all the available assignment settings and options.

**Verify your Gradebook Settings**

1. Visit the Gradebook tab.
2. Click on Gradebook Setup to review the current assignment category weights and the grading scale.

Instructor Resources Teaching with ALEKS - [http://www.aleks.com/highered/math/teaching\\_waleks](http://www.aleks.com/highered/math/teaching_waleks)

Discussion Forum (for Instructors) - <http://www.aleks.com/highered/math/forum>

ALEKS User Guides - [http://www.aleks.com/highered/math/user\\_guides](http://www.aleks.com/highered/math/user_guides)

Instructor Training Center - [http://www.aleks.com/highered/math/training\\_center](http://www.aleks.com/highered/math/training_center)

ALEKS Customer Support - <http://www.aleks.com/support>

Reply Reply All Forward

Administrators will be able to save and edit information during the Master Template creation process. At the end of each part, administrators can view the Master Template Summary. This page may be used as a guideline to show which parts have been completed or require completion. Administrators can view or edit each part by selecting the appropriate link next to each part.

**Master Template Summary**

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You have completed the Master Template.

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**✔ Part 1. Template Basics**

You have completed Part 1: "Define Template Basics". [ [view/edit](#) ]

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**✔ Part 2. Assignments**

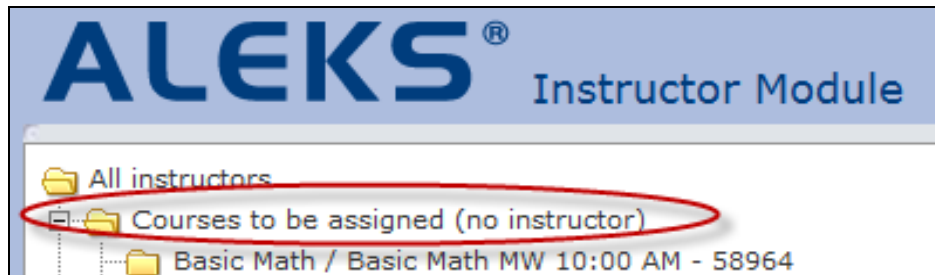
You have completed Part 2: "Create Assignments". [ [view/edit](#) ] [ [create assignments](#) ]

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**✔ Part 3. Linked Courses**

You have completed Part 3: "Create Linked Courses". [ [view/edit](#) ] [ [create linked courses](#) ]

To update a linked course that was set to "Instructor to be announced (TBA)," administrators will click on the folder called "Courses to be assigned (no instructor)" from the main navigation window. They will click on the "+" sign to expand the folder, and then click on the name of the linked course that needs an instructor.



Under the Home tab, administrators will click on "Move Course," and then select the instructor who will be teaching the linked course.

**ALEKS® Instructor Module** Student View

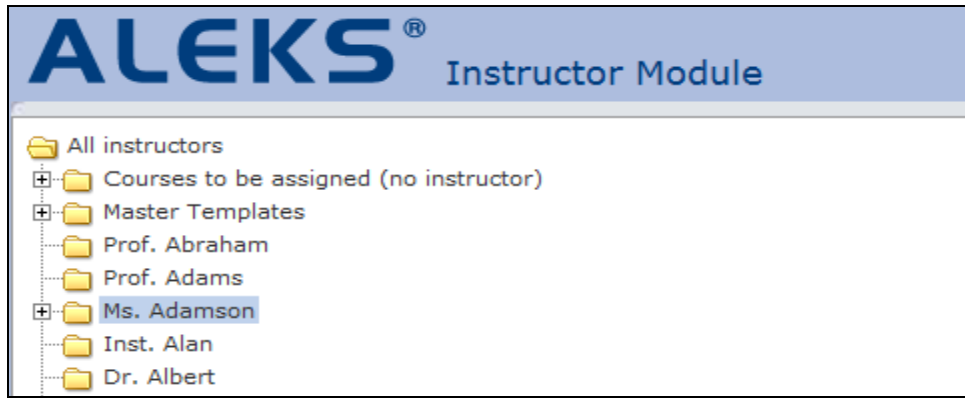
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📁 All instructors  
📁 Courses to be assigned (no instructor)  
📁 Beginning Algebra / Basic Algebra TH 2:00 PM - 86942 - 63811  
📁 Basic Math / Basic Math MW 10:00 AM - 58964  
📁 Basic Math / Basic Math MW 11:00 AM - 35484

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Home	Reports	Gradebook	Homework	Quizzes
<a href="#">Edit Course</a> <a href="#">Course Options</a> <a href="#">New Course</a>	<a href="#">Duplicate Course</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;"> <a href="#">Move Course</a> </span> <a href="#">Delete Course</a>	<a href="#">Course Content</a> <a href="#">Textbook Integration</a> <a href="#">Intermediate Objectives</a>	<a href="#">Enroll Students</a> <a href="#">Cleanup Tool</a> <a href="#">Financial Aid Code</a>	
Course	Course	Content	Students	

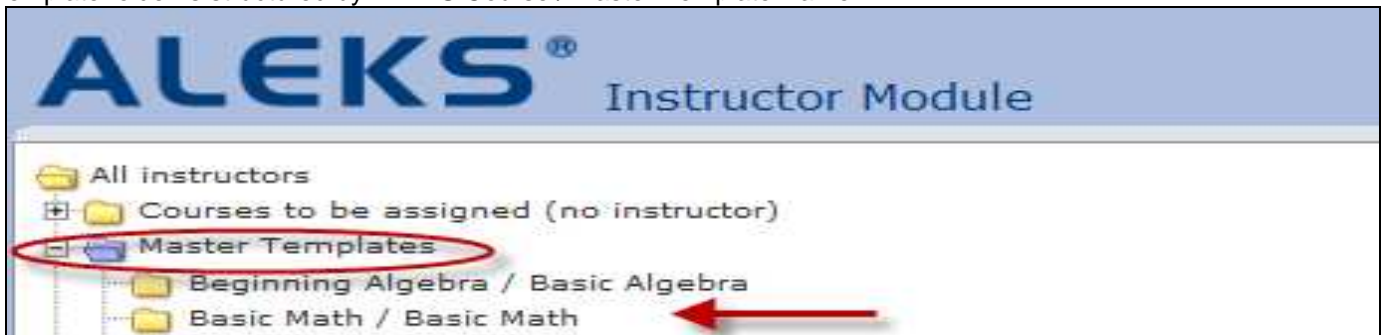
To edit an instructor's account, administrators will locate the folder with the instructor's name from the main navigation window.



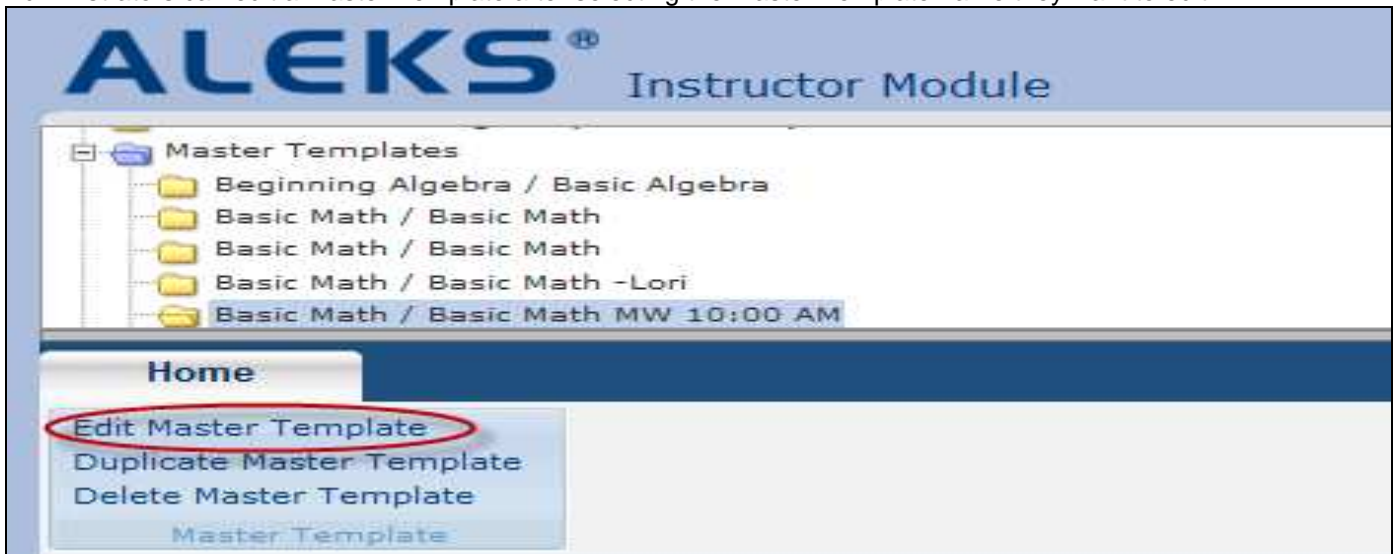
Under the Home tab, administrators will click on "Edit Instructor."



After a Master Template has been created, administrators can view it in the Master Templates folder. The Master Template folder is structured by ALEKS Course / Master Template Name.

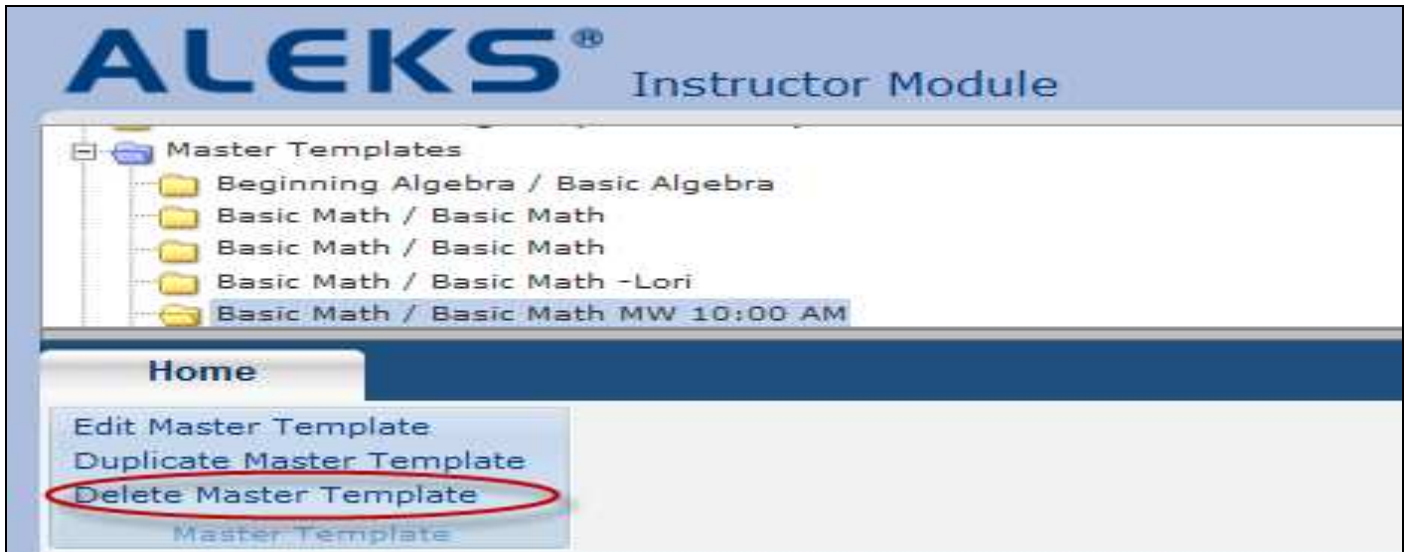


Administrators can edit a Master Template after selecting the Master Template name they want to edit.



Administrators can delete a Master Template after selecting the Master Template name they want to delete.

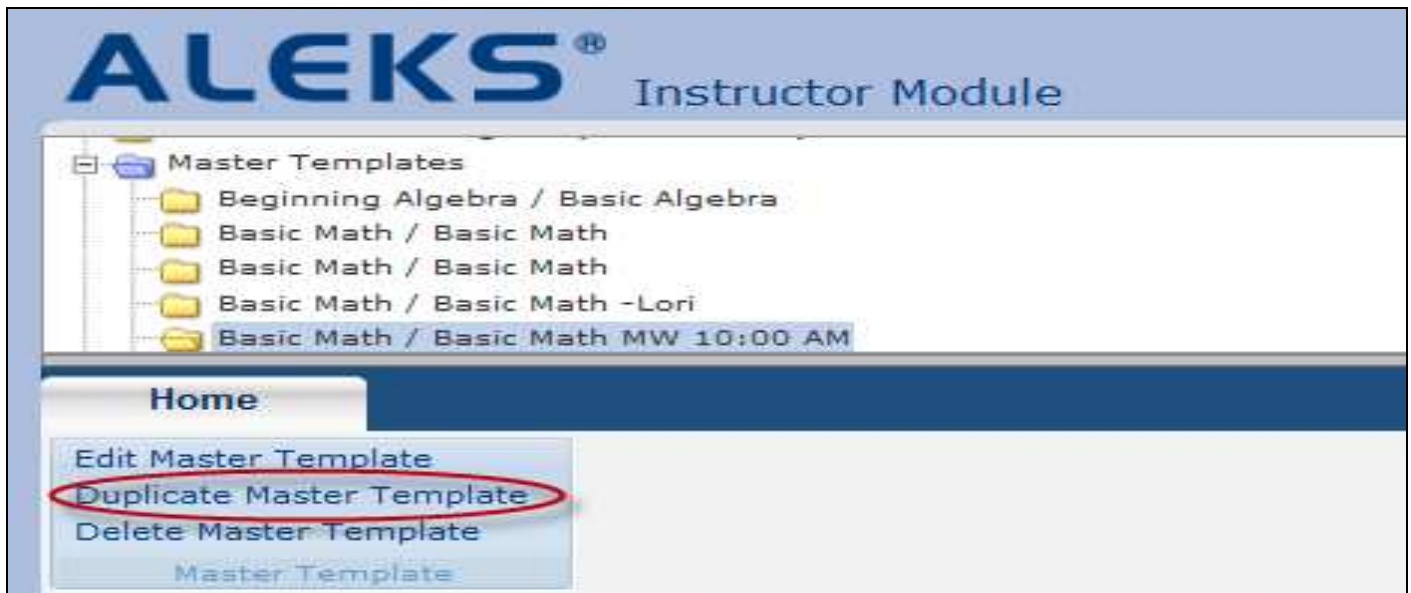
*Note: Deleting a Master Template will not delete any courses linked to the Master Template; none of the settings in any of the linked courses will be affected by the deletion. All linked behaviors will no longer be applicable once the Master Template is deleted. A message will be sent to the instructors of the linked courses when a Master Template has been deleted.*



Administrators can duplicate a Master Template. After selecting the Master Template folder name, the option to duplicate the Master Template can be found in the Home tab. The settings that will be duplicated are:

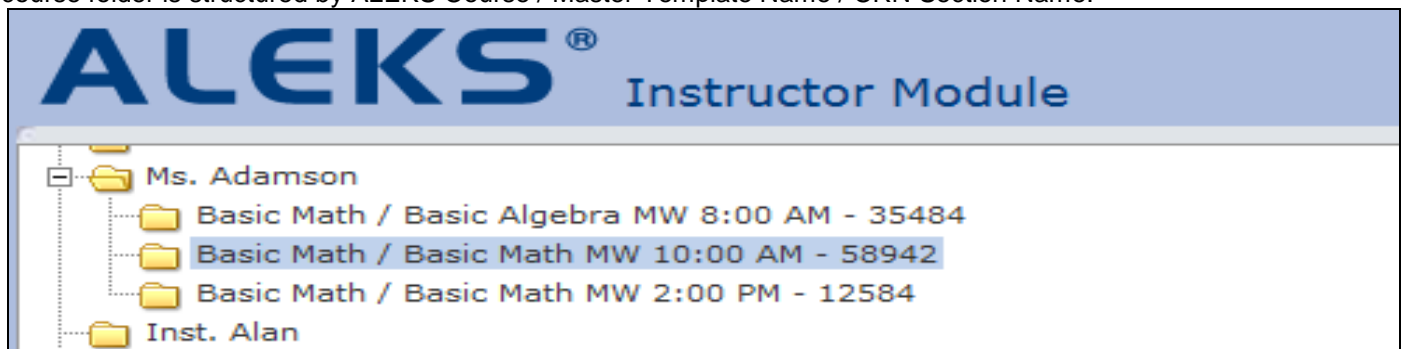
- Content Editor
- Textbook Integration
- Grading
- Other miscellaneous course options

*Note: Once the Master Template is duplicated, administrators will need to create linked courses and assign instructors. It is recommended administrators change the start and end dates in the duplicated Master Template, including the dates on assignments.*



**Updates to the Master Template are applied automatically to all linked courses under the Master Template.** Any update to the Master Template will override customizations made by the instructors of the linked courses. Instructors will receive a message in their ALEKS Message Center Inbox when an administrator has made a change to the Master Template.

Instructors will be able to view and edit their individual linked courses after selecting their folder name. The linked course folder is structured by ALEKS Course / Master Template Name / CRN Section Name.



## Q&A

### **1. Can you un-link a course from the Master Template?**

No, a course cannot un-link from the Master Template at this time. Deleting the Master Template would ensure that courses are no longer linked to the Master Template, but this is probably something an administrator would not want to do if the intent is for the linked course to no longer receive updates from the Master Template.

### **2. If I add new assignments in a linked course and an administrator makes changes to assignments in the Master Template, will that affect my own assignments?**

A change to an assignment in the Master Template will not affect any new assignments that an instructor creates in his/her linked courses. A new assignment created in an instructor's linked course does not have a link to the Master Template. However, a change to an assignment in the Master Template will only affect that particular assignment in the linked courses. For example, an edit to one assignment in the Master Template will update the one assignment in all linked courses.

### **3. If we change the Master Template, will it override everything in the linked courses to make it exactly like the Template, or just the specific change that was made?**

A change made to the Master Template will override what was specifically changed in the linked course. If something was changed in course settings on the Master Template, then that specific change would be made to all linked courses. All changes are modular. Changing one part in a module will save all settings of that particular module. For example, if something is changed in the template basic settings, all settings from that part of the wizard are saved and will override the linked courses. If a due date is changed in a homework assignment, clicking on the "Save" button will resave all settings for that assignment.

### **4. If the Master Template is deleted, are the courses created from the Master Template deleted as well?**

No, linked courses do not get deleted. Everything in the linked courses stays the same even if the Master Template is deleted.

### **5. What are some of the advantages of the Master Template features in HigherEd?**

This feature would best be used by a community college or state university with many sections of the same course. It is an efficient way to share assignments across many linked courses.

### **6. Who would most likely use the Master Template?**

A community college or state university.

### **7. Will the Master Template be available for K-12 and HigherEd?**

It will be available for HigherEd Math, Business, and Science. The Master Template is created by an administrator. Instructors can manage their individual linked courses in the Basic Instructor Module.

### **8. Does a change in the Master Template affect the Gradebook?**

The template does not contain a Master Gradebook for all linked courses. The administrator has access to the Gradebook and can define category weights and a grading scale. These settings and any updates made to them are shared with all linked courses. However, instructors have the ability to adjust Gradebook settings in their linked courses.

### **9. When a Master Template is duplicated, does it also duplicate any underlying Courses/Sessions? If so, does it also include the original Instructor designations for each course?**

The Master Template will only duplicate Parts 1 and 2 of the Master Template creation process. The duplication will duplicate course settings and assignments. Linked Courses must be created in Part 3.

**10. Can Share Course Access be used with the Master Template?**

Share Course Access can be granted by an instructor of a linked course in the Master Template. This is done at the “linked course” level, not at the Master Template level.