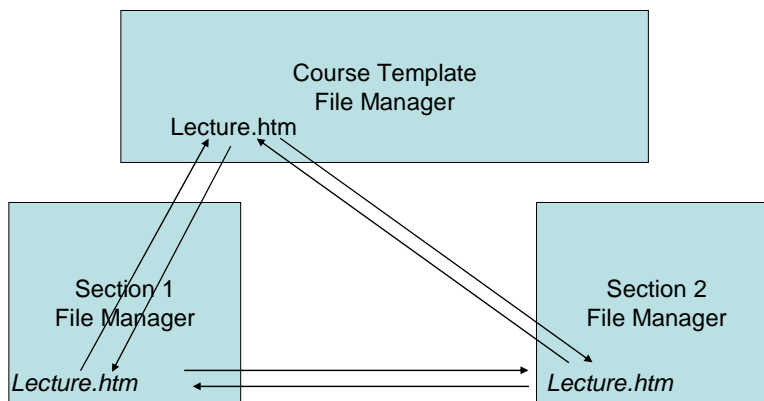


## What changes filter from Template to Section or Section back to Template or from Section to Section?

Changes that are made to the structure of a template, i.e. reorganizing a learning module, adding an assessment, adding a discussion topic, will NOT filter down to a section. Any new additions or organizational changes must be made to each individual section rather than in the template.

The exception to this has to do with files. If you change the CONTENT of a file in a template then that change will be reflected in each section unless you chose to break links between files in a section and files in the template. This does not mean that you can add a NEW file to a template and have that new file appear in the sections. You can only make changes to previously loaded files.

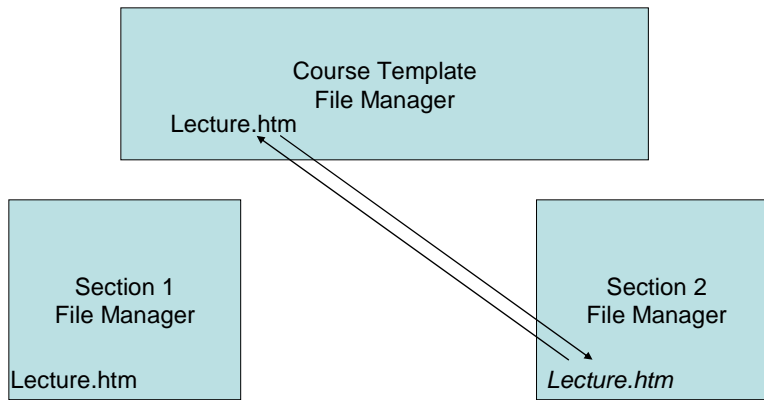
## File Management



When a template is copied into a section the files are not copied as individual entities into each section. Each section receives a “pointer” back to the file that resides in the template file manager. A visual clue for determining if a file is really a “pointer” is to look for italics.

This means if a change is made in the template file manager to the file the change is reflected in ALL sections.

If a change is made to *Lecture.htm* in Section 1 this change shows in Section 2 and the original Template.



How do you make a change to a file and NOT have the change reflect in the template or other sections?

In a section you can use the Break Link option to make a file "local" to that particular section. A visual clue is to check for italics— if you break a link the file should no longer be listed in italics.

You will probably need to break links to file like your syllabus file and any calendar/schedule files that you may have uploaded to the file manager in your template. You'll need to do this especially if your different sections need different syllabi. For example, your M/W section may require a different schedule/syllabus than your T/R section.