

## Course templates

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In this article, we'll go through why you should use course templates and the different ways to do it.

Available from: Professional

Note

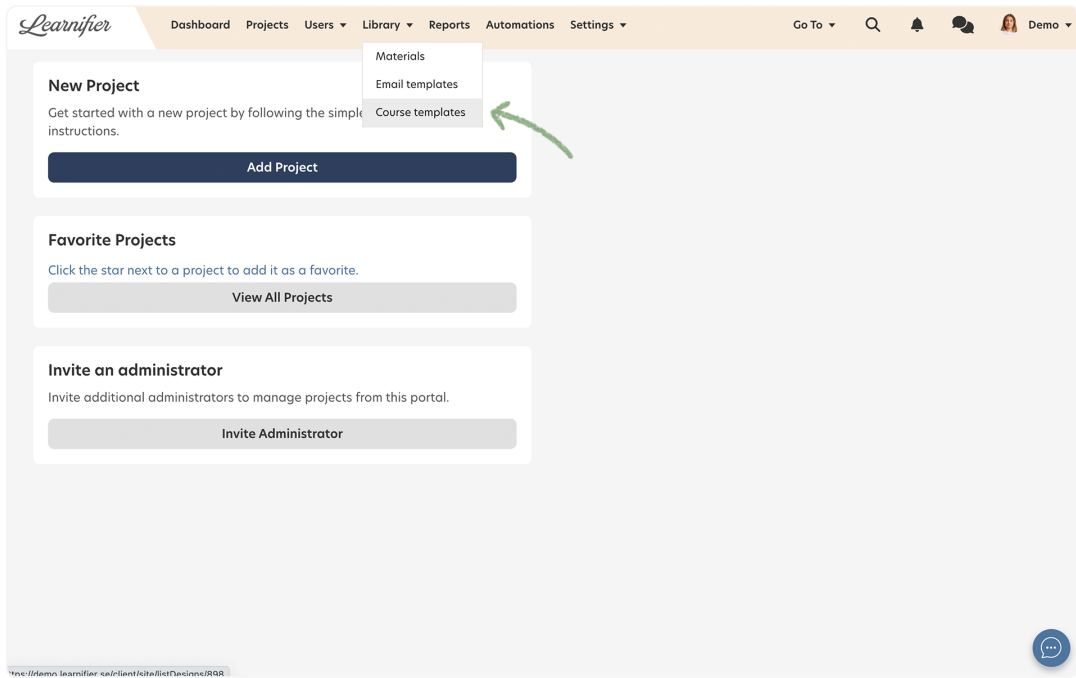
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### Why use course templates?

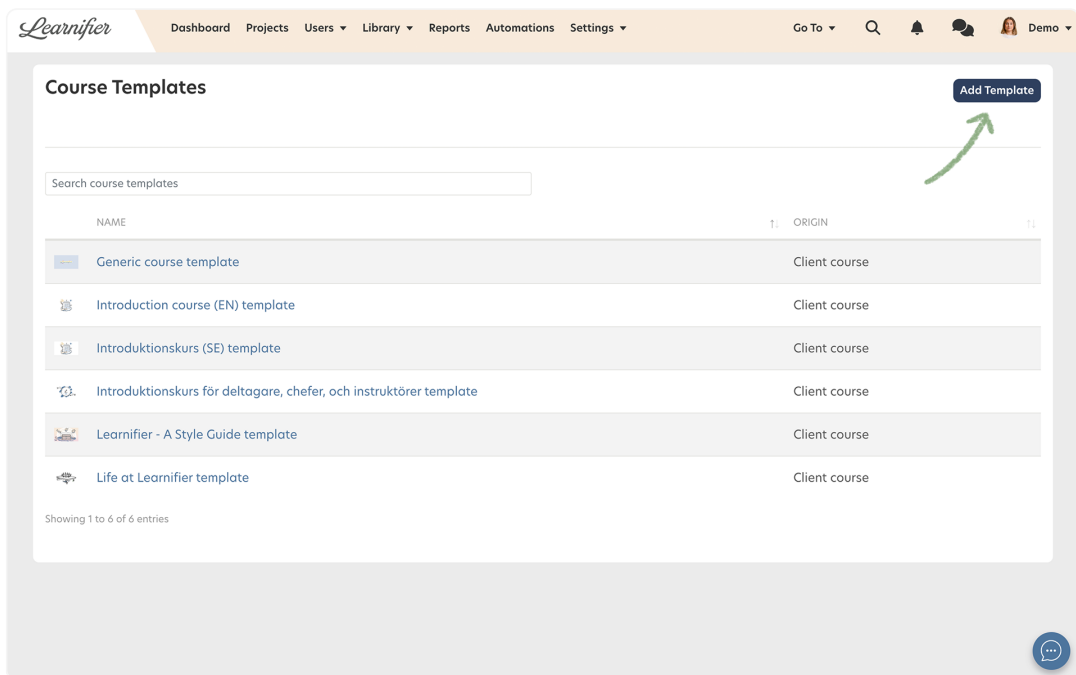
Course templates are useful if you have several courses with similar structures. If you update content blocks such as images, videos, quizzes, surveys, and HTML-text blocks in the course template by clicking the "Edit button" all courses that use the course template will be updated. However, if you add something new to the course template, this will only affect future courses based on the template. Remember, if you update normal text blocks, this will also only affect future courses based on the template.

### Create a course template from scratch

1. Go to Library → Course Templates



1. Click on "Add Template"



1. Set a name, description, language and (not mandatory) an expiration and click "Save course design".

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### Course design settings

**Name**  
Introduction course

**Description**  
This is a course template of an introduction course.

**Language**  
Swedish

**Expiration (Number of days)**  
30

Cancel Save course design

...

1. Click "Edit Course Template".

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**COURSE TEMPLATE**  
**Introduction course**  
CREATED: Demo Ester Monday, May 29, 2023 UPDATED

Preview Copy to New Edit Settings **Edit Course Template** Delete Make hidden

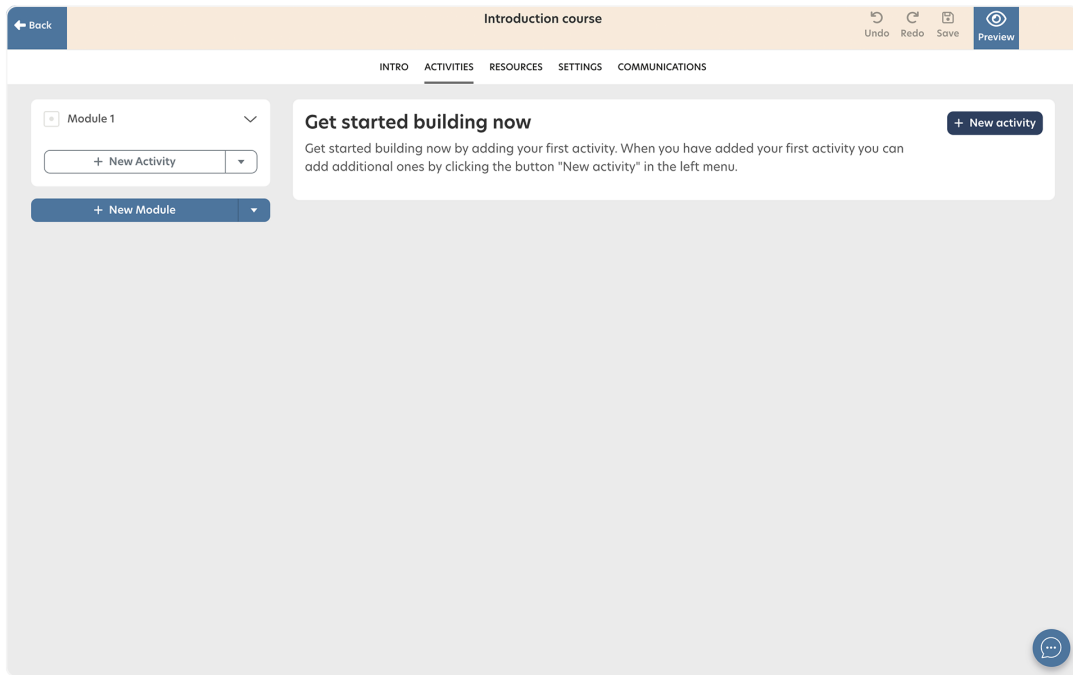
**Description** This is a course template of an introduction course.

**Origin** Customized course

**Expiration limit** 30

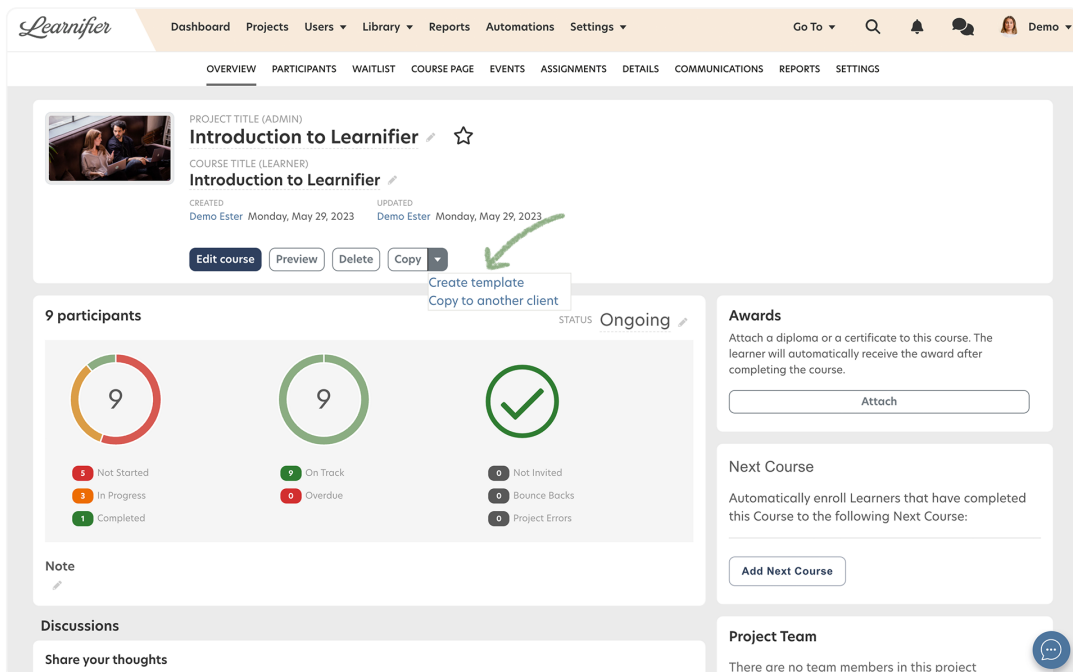
...

1. Create your course template!



## Create a template from a project

1. Go to the project you want to copy.
2. Click on the triangle pointing down at the right side of the "Create copy"
3. Choose "Create template". You will automatically be redirected to the new course template.



## Updating materials in course templates

If you update content blocks such as images, videos, quizzes, surveys, and HTML-text blocks in the course template by clicking the "Edit" button (see below), all courses that use the course template will be updated. However, if you add something to the course template, this will only affect future courses based on the template.

This is an example of how a generic course template can look:

The screenshot shows a course template interface for "Introduction to Learnifler". At the top, there is a navigation bar with "INTRO", "ACTIVITIES", and "RESOURCES" tabs. The "ACTIVITIES" tab is selected. On the left, a sidebar lists course sections: "Introduction" (selected), "Welcome!", "Tip from Erika", "Let's get started", "Create and administrate", "Video editor", "Communication", "Invite participants", "Follow up progress", "Support", and "Thank you!". The main content area displays the "Tip from Erika" activity, which is currently "Completed: 0 of 0". The activity text reads: "In this activity, we have summarized the practical advice that Erika shared previously. So to those of you who prefer to read instead of watching a video, this one's for you!". Below the text are two columns of bullet points. The first column lists: "You will have access to the introduction course for one year. It is very easy to go back and repeat parts of or maybe the whole course if you so wish.", "Some activities are structured so that you can choose how you want to complete the activity, either by watching a video or reading. Choose what suits you best!", "Our tool works in most browsers, but we recommend that you use Google Chrome for the best learning experience.", and "The quality of the video varies depending on your internet connection. If a video has poor resolution, you can change the quality to improve the experience! Click the gear at the bottom right of the video to adjust the settings.". The second column lists: "Once you have completed the course, you can go to the 'Resources' tab to download and review additional materials available. This is something we really recommend if you feel that you and your colleagues need inspiration or guidance when you start creating your first course." and "Download our app to complete the introduction course on your mobile phone. This may be appropriate if, for example, you want to go through or review certain parts of the course to or from work.". At the bottom of the activity, there are "Previous" and "Next" buttons.