# Quick Tips for Transitioning to the Enhanced Banner Template

## Step-By-Step

1. It is recommended that you work initially from a “dev” section of your course. Ask to have a second “dev” section created. You will import your course content from your original “dev” section, and set up your course in the new “dev” section using the new enhanced banner. Otherwise, if you populate real sections from previous semester offerings, you may follow along in your new real section from the next step forward.
2. In the new “dev” section (or the new real section), select the color scheme you will use. See <http://tinyurl.com/wccolors> for more information about Enhanced Banner color schemes.
3. In the new “dev” section (or the new real section), use the **Import Content** link to navigate to the correct semester, course, and section with the content you wish to import. Import the content and reindex the course.
4. Fix the left navigation menu. The Enhanced Banner template features a new editable left menu for your convenience, though you do have to set it up the first time you use it (the old one won’t import). Just click on the **Edit** button at the top of the menu, and you will be presented with edit option for each menu item in all sections (student, instructor, author, and staff), which will allow you to edit or delete the default menu items. You can also reorder menu items at any time by simply using your mouse to drag and drop into the correct order.
5. Check the formatting of any pages in your course that live in the common folder. In particular, pay attention to the course home page and to the Syllabus and Instructor Information pages. The syllabus now has a built in printer-friendly link and does not require the printer friendly code that many syllabuses currently include, for instance.
6. Conduct a spot check of your Lesson pages, and perform any other non-template-related maintenance and quality control that you do any other semester. Through this work, you may discover additional template-related issues.

## Additional Tips

* Make a plan for transition. Start perhaps with importing into a second dev section and setting it up, before sending it out to any real space. That way you will have a dev section in your old template should something go wrong in the transition.
* If you have a need to delay the transition of any courses you are setting up for future semesters, it is best to switch templates before importing content, as Enhanced Banner is now the default when sections are created.
* The **Switch Course**, **Log Out,** and **Getting Help** links are no longer needed on the left menu, since these are now icons built in to the template.



Figure : Log Out, Switch Course, and Getting Help buttons

* The **Angel Match** and **Common Folder** links in the default left menu are for you to use in creating links to specific items in ANGEL or the common folder. Change the links as necessary by changing the text of the link to the name of the ANGEL or common folder item you are pointing to. For more information, see <http://tinyurl.com/angelcommon>.
* If you have the time, use this opportunity to fix any html errors or accessibility problems that might remain in your course from the past. This will help to align your course with the World Campus’ goal of improved usability and optimal accessibility.

## New and Changed Tools

There are several new tools available in the Enhanced Banner Template that we believe will help you tremendously in setting up and managing your courses. These tools include:

* **Editable Left Menu**. Perhaps the most useful and exciting change, the editable left menu eliminates the need to use FTP to make changes to the left menu in a course. Changes can be made much more easily on-the-fly by designers and authors.
* **Updated Simple Editor**. Updates are in place in the Simple Editor. The Save and Close buttons are now a part of the Simple Editor tools instead of appearing below the text area window when in edit mode on a page.
* **Change Log**. The Change Log is intended to provide more information about past updates to your course, beyond the Revision History on individual pages.

## Further Information and Help

Extensive documentation on the Enhanced Banner template is available by following the **Course Templates** link in WCLD 101. If you have additional questions or concerns, you can email the ET Consultants group at L-WCLDIT-CONSULTING@LISTS.PSU.EDU or submit a ticket through Quickbase.