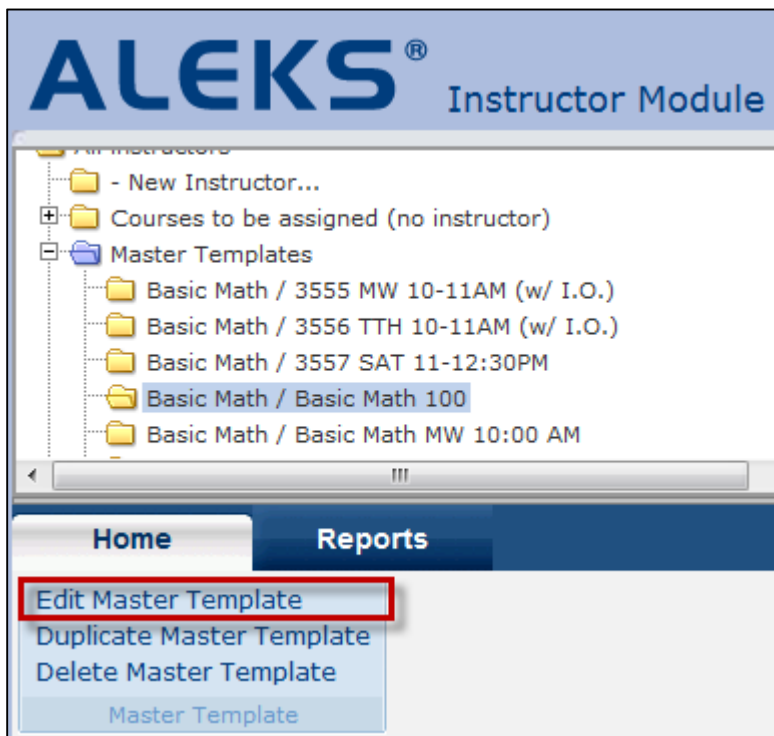


## Master Template: Manage the Master Template

### Edit a Master Template

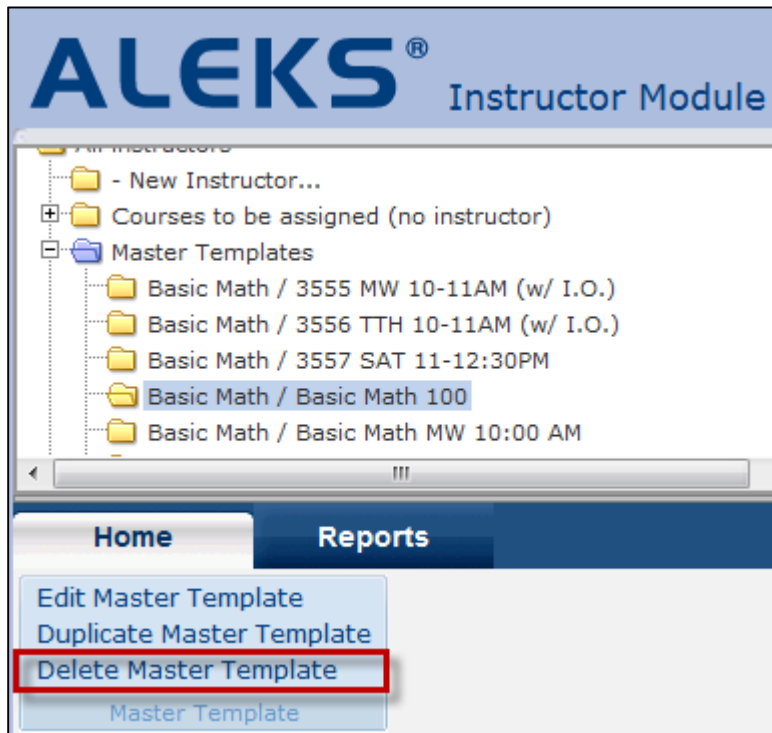
Administrators can edit a Master Template after selecting the name of the Master Template they want to edit.



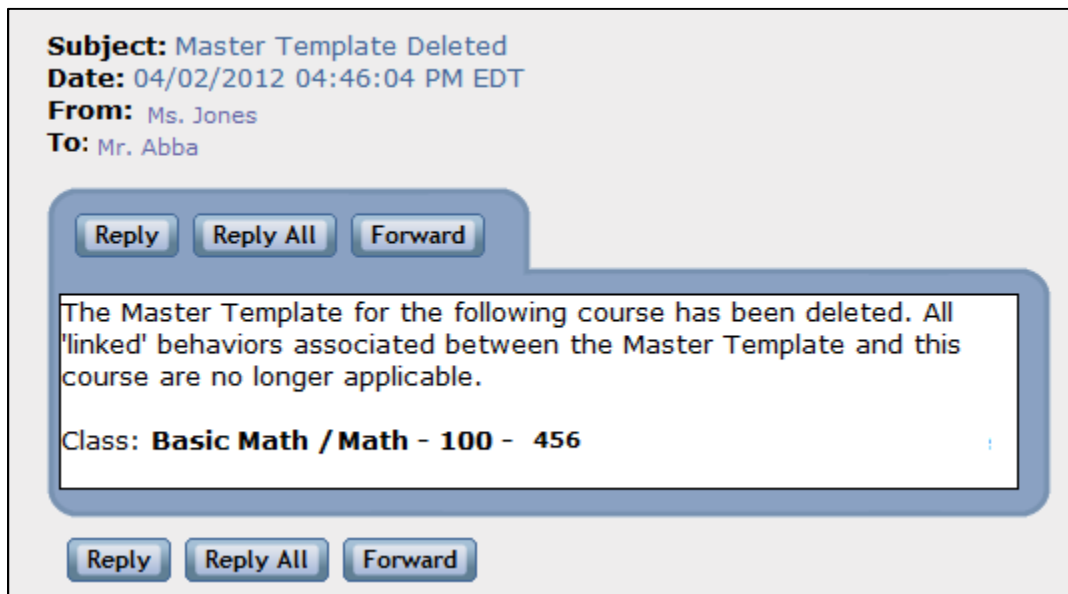
### Delete a Master Template

Administrators can delete a Master Template after selecting the name of the Master Template 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 is sent to the instructors of the linked courses when a Master Template has been deleted.



Below is an example of the email an instructor receives after a Master Template has been deleted.



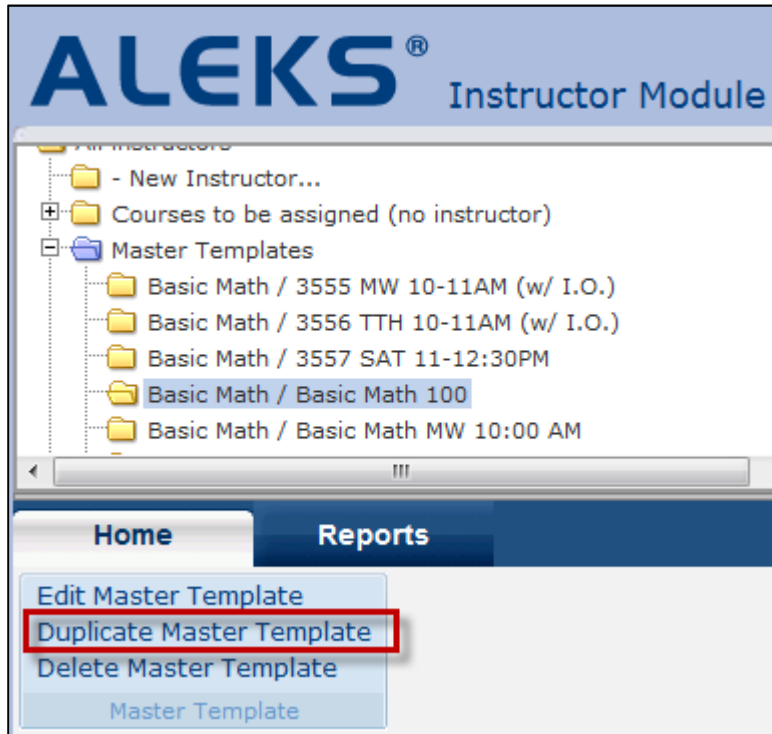
### Duplicate a Master Template

Administrators can duplicate a Master Template. After selecting the name of the Master Template folder, 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 (Gradebook or assignment grading settings)
- Other miscellaneous course options
- Course Resources

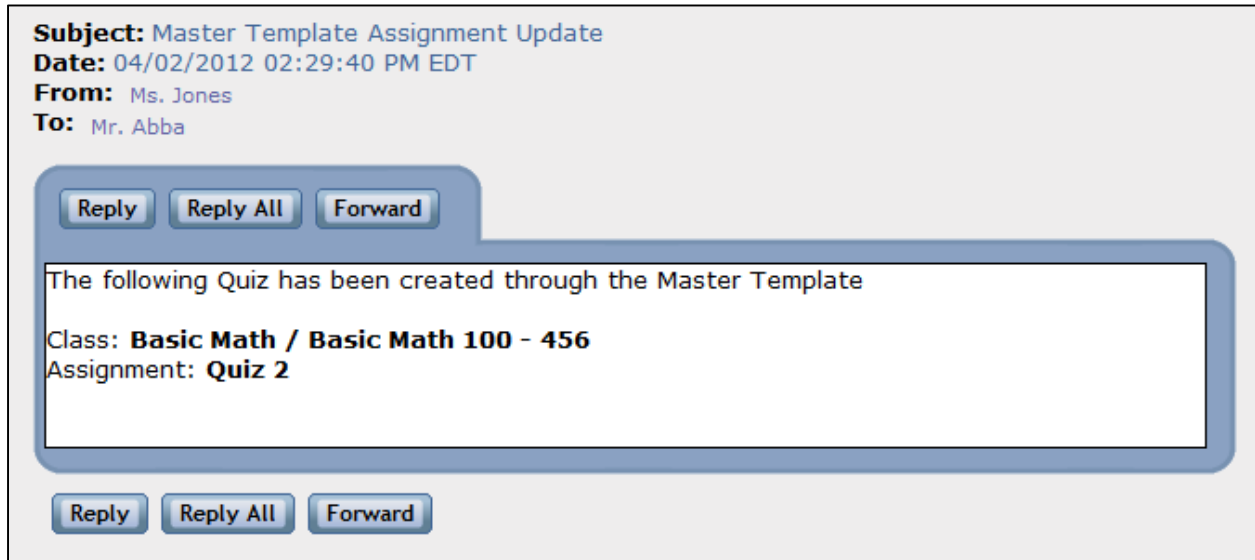
*Note: Once the Master Template is duplicated, administrators will need to create linked courses and assign instructors. It is recommended that administrators change the start and end dates in the duplicated Master Template, including dates on assignments.*



### Update a Master Template

Updates to the Master Template are applied automatically to all courses linked to 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.

For example, below is a message sent to instructors when the administrator updates an assignment through the Master Template.



**Instructors of linked courses can edit their linked courses**

Instructors can view and edit their individual linked course settings at any time by clicking on the name of their course folder.

