How to Add a MS Word Syllabus to Blackboard Course

If you have created your course syllabus in MS Word in a plain layout without unique formatting, special characters, or images, the simplest way to add your syllabus is to directly copy text from your MS Word document to Blackboard.

There are five steps involved in adding a MS Word syllabus to Blackboard.

- Step 1: Log on to Blackboard and enter your course.
- Step 2: Navigate to the Syllabus link in Course Menu and open the Text Editor in the Syllabus item.
- Step 3: Open the MS Word syllabus file and copy all text in the syllabus to clipboard.
- Step 4: Paste the text into the Text Editor of Syllabus item and Submit.
- Step 5: Review and Edit the Syllabus in Blackboard.

Step 1: Log on to Blackboard and enter your course.

A. Open a web browser, go to http://my.commnet.edu, and log on with your NetID and password.

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	Please note that Internet Explorer 9 is currently NOT recommended for use with myCommNet. If IE9 has already been installed on your computer, we recommend simply using Firefor.8 with myCommNet, or if you prefer to revert back to the previous version of IE, see these instructions from	Faculty and Staff • submit grades • view class lists • provide course materials • check e-mail	Watch a "How to?" Video navigate myCommNet access Blackboard Vista		2

B. After you have logged on to MyCommNet, click on the **Blackboard** icon (upper-right). A page with a link to a semester will appear.



C. Choose the current semester link such as "Winter 2012/Spring 2013 Blackboard Courses". Under the list of "Courses where you are: Instructor", click on the name of the class you would like to add your Syllabus.



Step 2: Navigate to the Syllabus link in Course Menu and open the Text Editor in the Syllabus item.

A. Make sure the Edit mode is On (upper-right).

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B. Click on the Syllabus link in Course Menu.



C. Once you are on the Syllabus page, go to the Action icon next to the "Syllabus Item" and select Edit.

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D. Minimize the Blackboard window by clicking on Minimize icon at upper-right corner of the page. By doing this, it helps you locate your syllabus file and open it in Microsoft Word.

Updated on 1/9/2013

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Step 3: Copy Your Syllabus in Microsoft Word.

A. Locate your syllabus file and double click on it to open the file in MS Word.



B. To select all text, press Ctrl and A keys together. Or highlight all text in the syllabus file.



C. Click on the **Copy** icon to copy the selected text to a Clipboard. Another way to copy the selected text is to press **Ctrl** and **C** keys together. The selected text is then copied to the Clipboard.



Step 4: Paste text into the Text Editor of Syllabus item and submit.

A. Click on the **Blackboard Learn** tab at the bottom of the window to bring the Blackboard page back.



B. Right-click on the Text Editor and select **Paste**. Or you may click on the Text Editor and press **CTRL** and **V** keys together to paste the text to the Text Editor box.

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Review the syllabus carefully.			
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C. Click on Submit (upper-right or lower-right corner).



Step 5: Review and Edit the Syllabus in Blackboard.

A. To review the syllabus you just copied; go to Edit Mode and click "On" to turn it off. When "Edit Mode" is in Off, you will view your course in student's perspective.

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B. Click on the **Syllabus** link in Course Menu. You will see your syllabus. Examine the layout and formatting of your syllabus.



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C. If you would like to make revision in your syllabus, turn Edit Mode back On by clicking on "Off".

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D. Click on the Action icon next to the Syllabus Item and select Edit.

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E. Edit the text. When finish, click on Submit.

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Review the syllabus carefully.
Middlesex Community College
Course Syllabus

Updated on 1/9/2013

If any lines or paragraphs are misplaced or special characters are missing, and you are not satisfied with how the syllabus is displayed, you may convert your MS Word syllabus to a PDF file and add the PDF syllabus to your course. Refer to **How to Add a PDF Syllabus to Blackboard** for more details.