

# MxCC Distance Learning Documentation

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## 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.commnnet.edu>, and log on with your [NetID and password](#).



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.

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

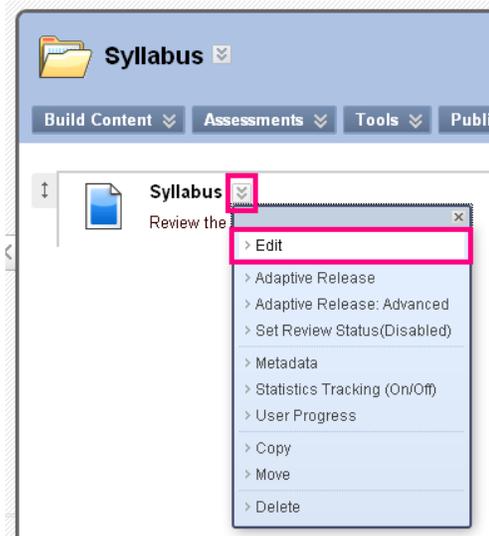
**A.** Make sure the **Edit mode** is **On** (upper-right).



**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**.



**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.

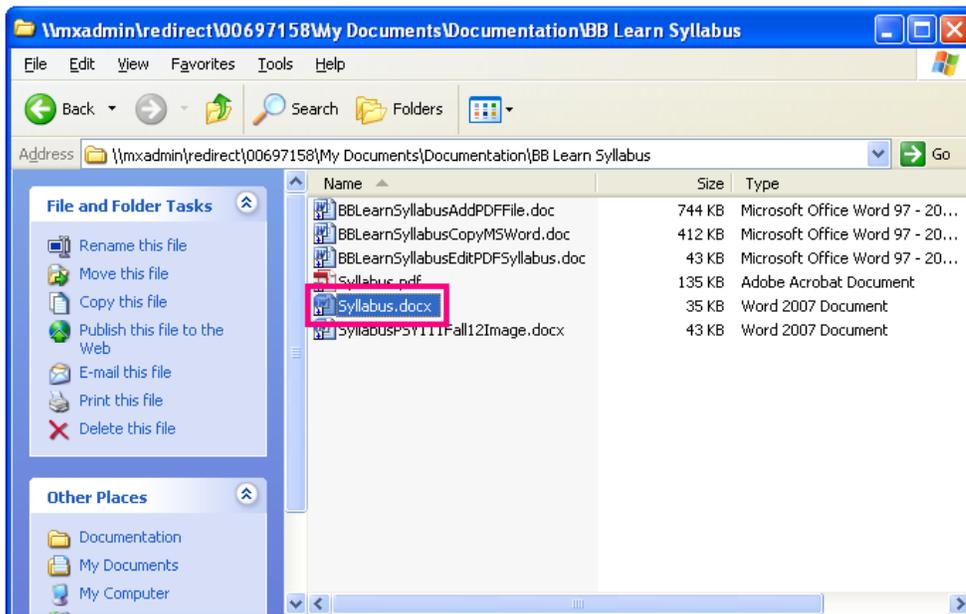
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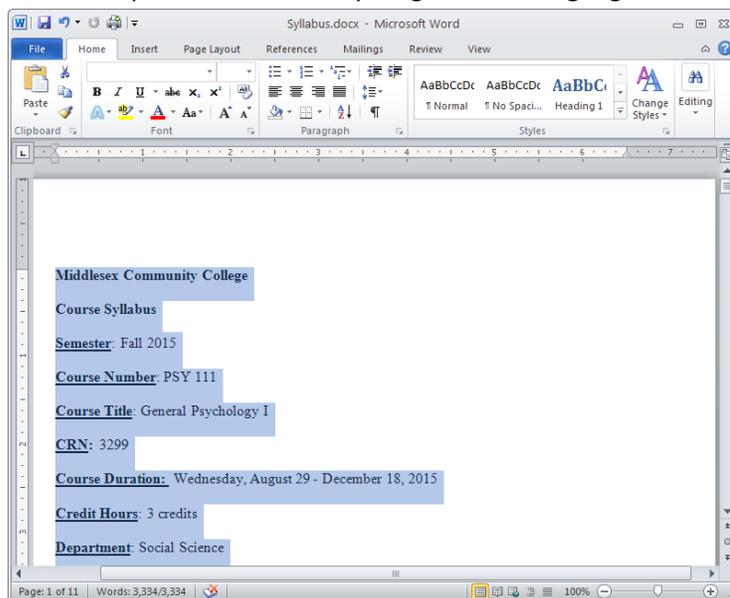


## Step 3: Copy Your Syllabus in Microsoft Word.

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



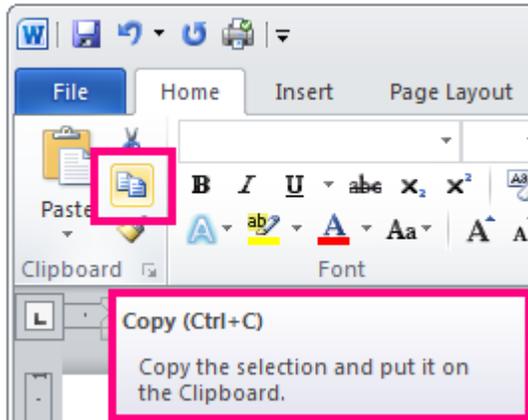
B. To select all text, press **Ctrl** and **A** keys together. Or highlight all text in the syllabus file.



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.

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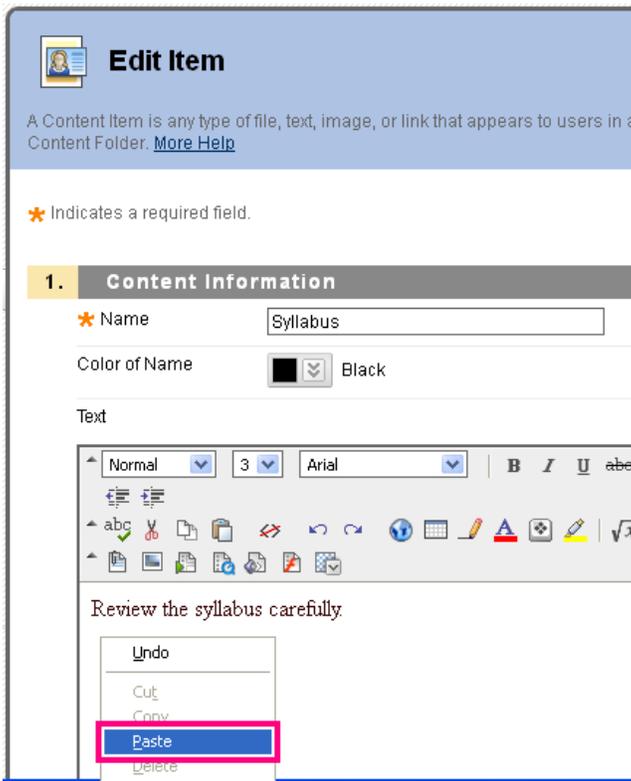


**Step 4: Paste text into the Text Editor of Syllabus item and submit.**

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

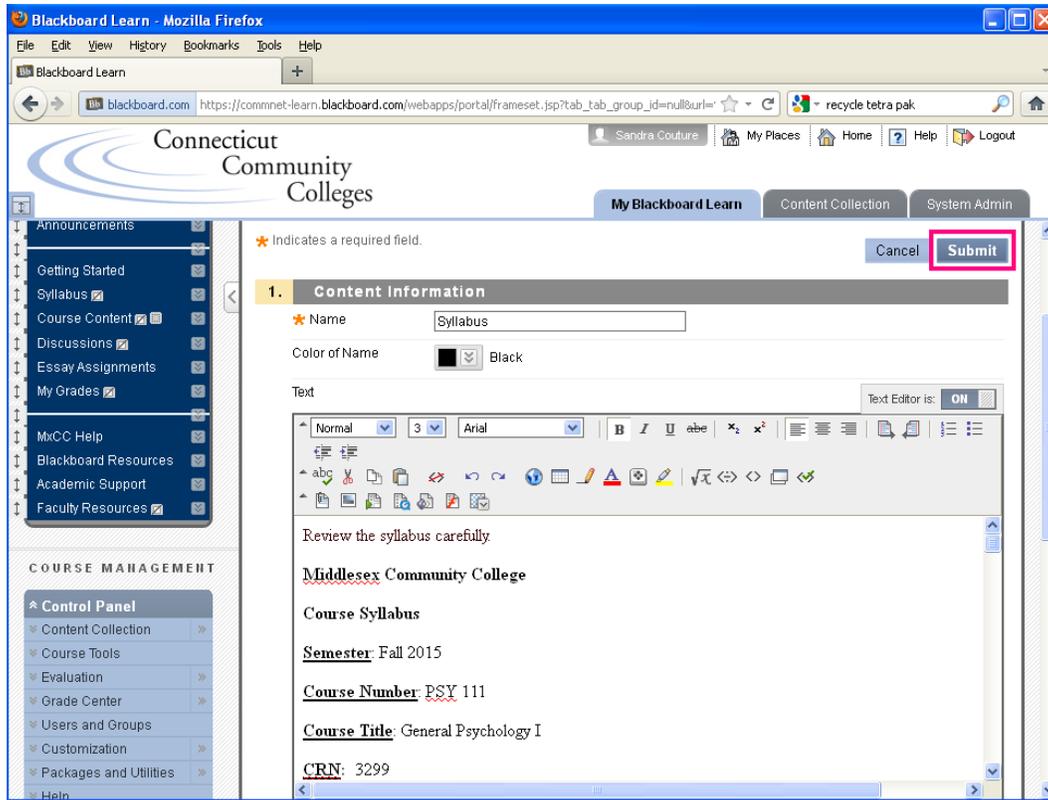


**B.** **Right-click** on the Text Editor and select **Paste**. Or you may click on the Text Editor and press **CTRL** and **V** keys together to paste the text to the Text Editor box.



**C.** Click on **Submit** (upper-right or lower-right corner).

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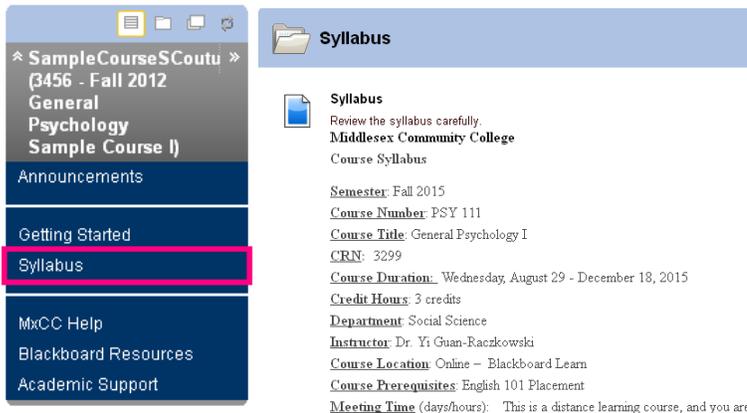


## Step 5: Review and Edit the Syllabus in Blackboard.

- 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.



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

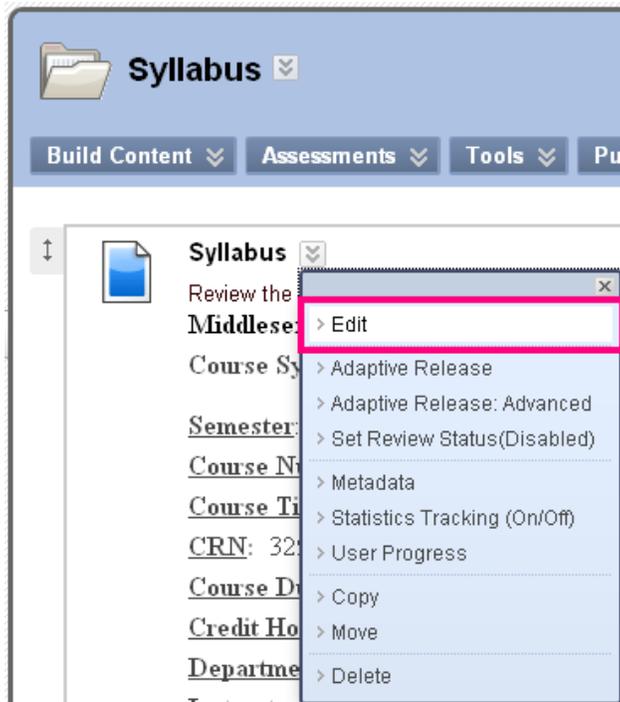


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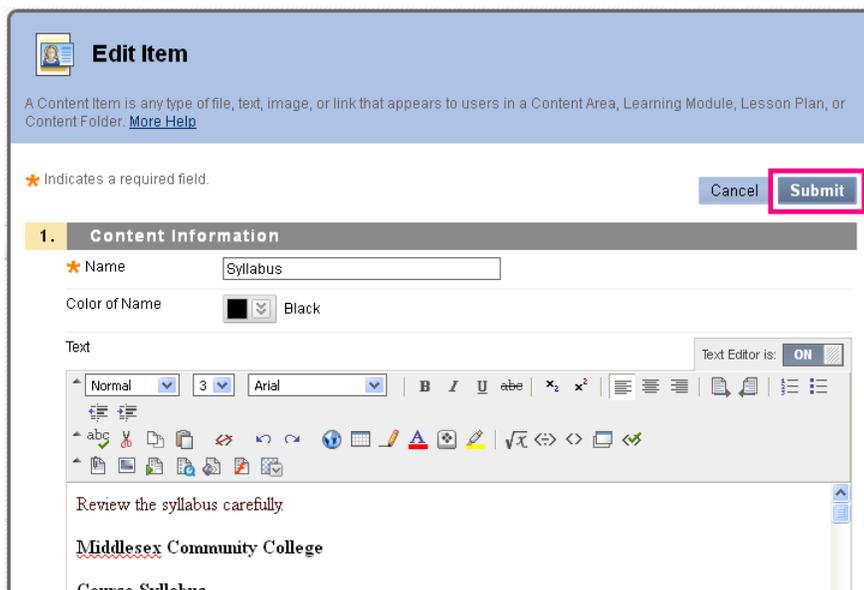
C. If you would like to make revision in your syllabus, turn **Edit Mode** back **On** by clicking on “**Off**”.



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



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



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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.