

MxCC Distance Learning Documentation

How to Edit a PDF Syllabus in Blackboard

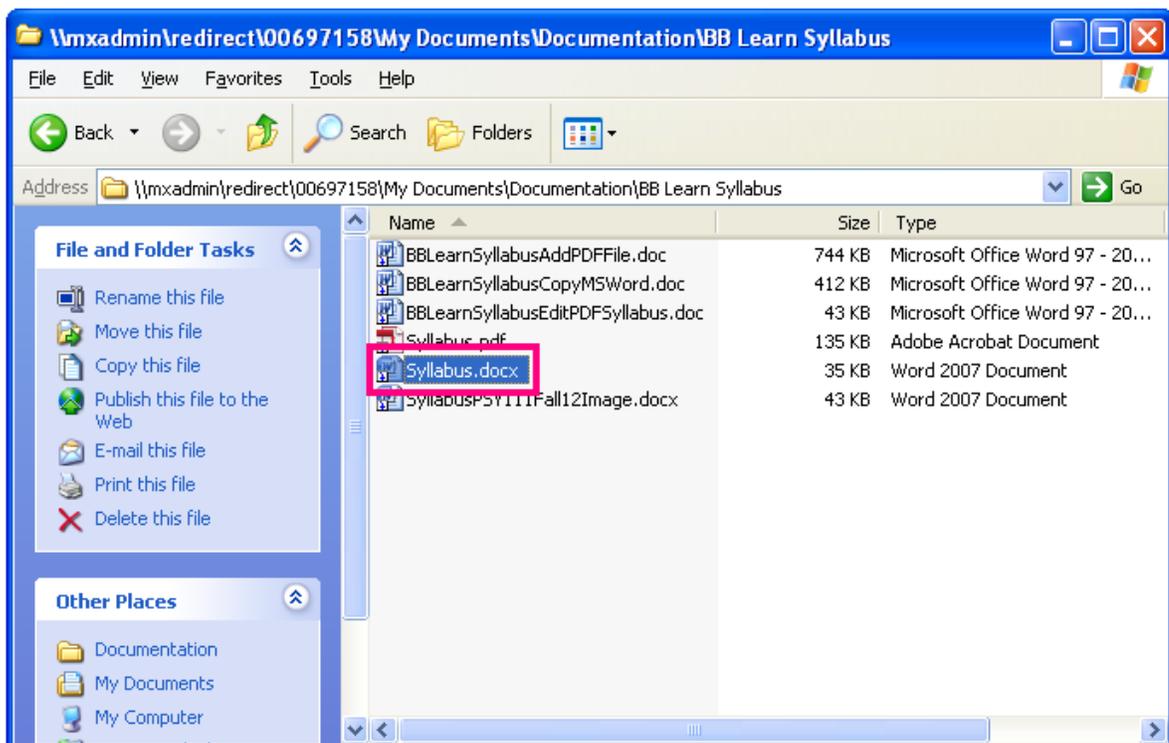
The instruction is for those who have converted a MS Word syllabus to a PDF file and then added the PDF file to Blackboard Learn course.

There are four steps involved in editing a PDF syllabus in Blackboard.

- Step 1:** Edit the original MS Word syllabus and save it as a PDF file.
- Step 2:** Log on to Blackboard and enter your course.
- Step 3:** Update the PDF file in Content Collection.
- Step 4:** Review the Syllabus.

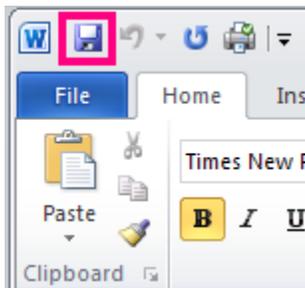
Step 1: Edit the original MS Word syllabus and save it as a PDF file.

- A. Locate your original syllabus file in Microsoft Word format (.doc or .docx) and double-click on it to open it in MS Word.

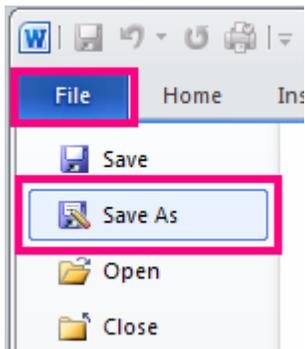


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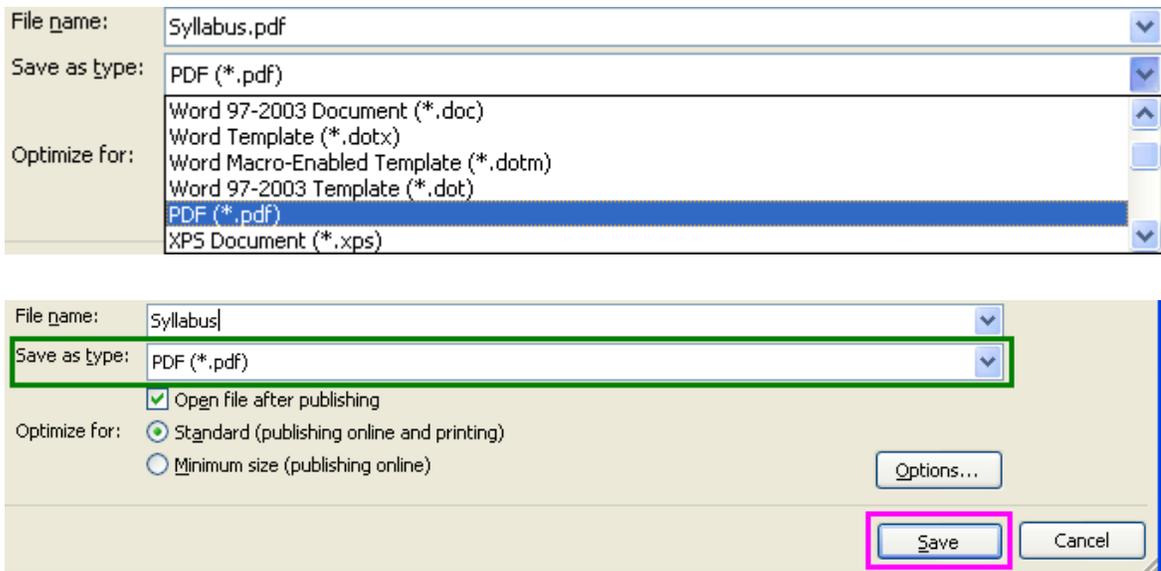
B. Edit the syllabus and click on **Save** icon to update the MS Word syllabus.



C. In MS Word 2010, go to **File** tab and select **Save As**.

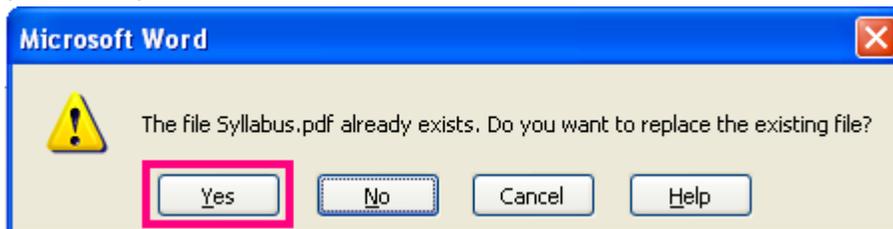


D. In the **Save As Type** drop-down menu, select **PDF (*.pdf)**. Click on **Save**.

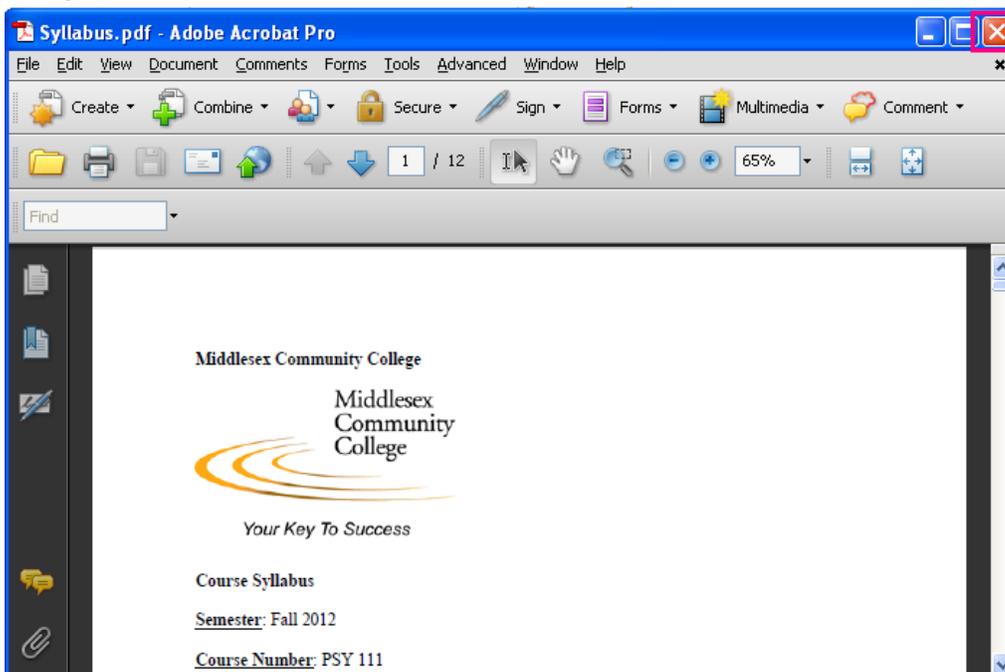


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- E. When prompted with a message asking if you would like to replace the existing file, click on **Yes**. This allows you to update the .pdf file with the exact same file name.

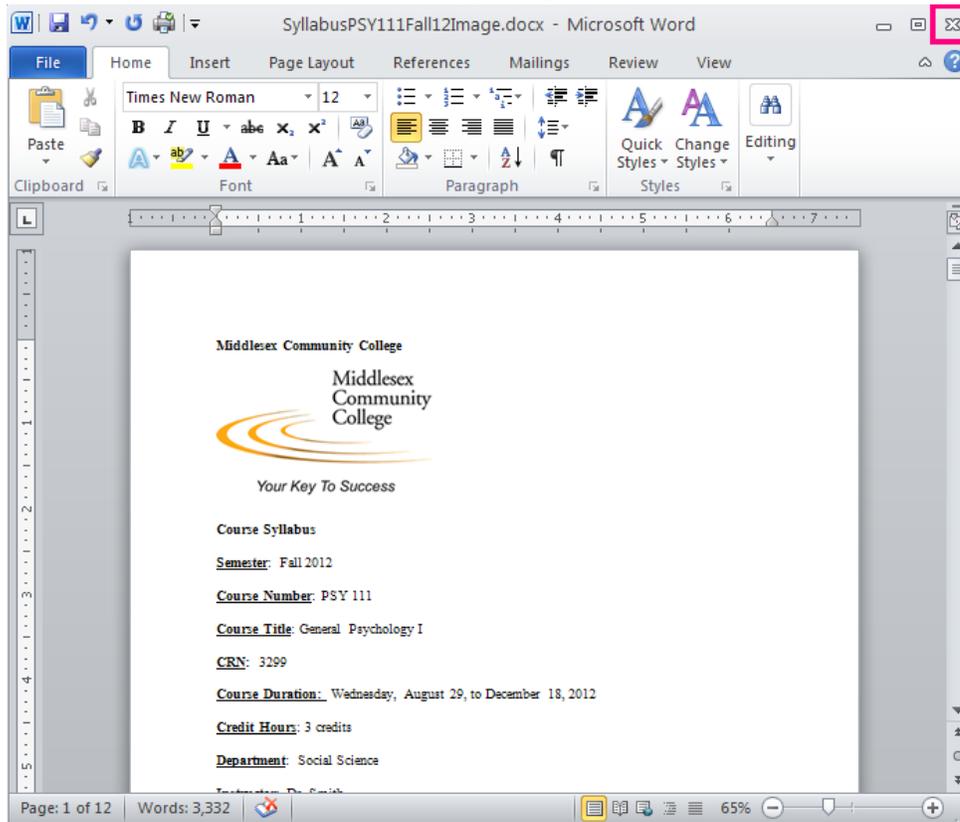


- F. The Adobe Acrobat Reader will open the PDF syllabus. In Adobe Acrobat Reader window, click on Close icon "X" (upper-right) to close out of Acrobat Adobe Reader.



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G. In MS Word window, click on Close icon "X" (upper-right) to close out the Microsoft Word file.



Step 2: Log on to Blackboard and enter your course.

A. Log into <http://my.commnet.edu> with your **NetID** and **password**.



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- B. Click on the **Blackboard** icon (upper-right). **My Blackboard** page window will appear.



- C. Under the list of **Courses where you are: Instructor**, click on the link of the class you would like to update your syllabus.

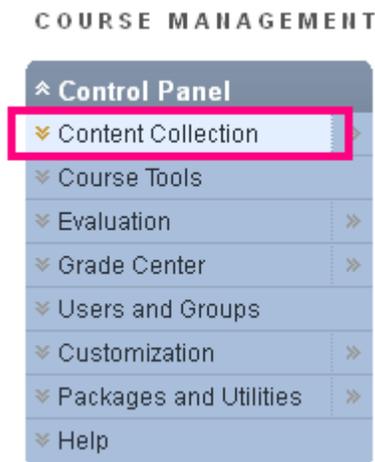


Step 3: Update the PDF file in Content Collection.

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



- B. Under **Control Panel**, click on **Content Collection**.



- C. Click on your course link under **Content Collection**.

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COURSE MANAGEMENT

Control Panel

Content Collection

- SampleCourseSCouture
- All Courses Content
- All Organizations Content
- Institution Content

Go

Basic Search

Advanced Search

Course Tools

Evaluation

Grade Center

Users and Groups

Customization

Packages and Utilities

Help

View List View Thumbnails

Course Content: SampleCourseSCouture

The Content Collection provides central file storage for all content. Instructors can link to items anywhere in the Content Collection when creating content for this Course. When an Instructor changes an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel, Instructors can access the content in this Course, in all of the Instructor's Courses, in all of the Instructor's Organizations, or in all of the Courses in the Institution. [More Help](#)

Upload Create HTML Object Create Folder Set Up Web Folder

Download Package Copy Move Delete Refresh

File Type	Name	Edited	Size	Permissions
	chapter3assignment.doc	Jul 9, 2012 3:39:43 PM	682 KB	
	Syllabus.pdf	Jul 6, 2012 2:20:40 PM	134.7 KB	

Download Package Copy Move Delete Refresh

Displaying 1 to 2 of 2 items Show All Edit Paging...

D. Click on the **Action icon** next to the PDF syllabus file and select **Overwrite File**.

Download Package Copy Move Delete

File Type	Name	Edited
	chapter3assignment.doc	Jul 9, 2012 3:39:43 PM
	Syllabus.pdf	Jul 6, 2012 2:20:40 PM

Download Package Copy Move Delete

- Open
- 360° View
- Edit Settings
- Overwrite File
- Permissions
- Alignments (None)
- Download Package
- Copy
- Move
- Delete

E. Click on **Browse** and locate the updated PDF syllabus file.

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Overwrite File
Upload a single file to this folder.

* Indicates a required field. Cancel Submit

1. File Information
Browse to select a file to upload. The file selected will replace the current file.

* File Browse...

2. Submit
Click Submit to proceed. Click Cancel to quit. Cancel Submit

F. Click on **Submit**. Your PDF syllabus is then updated in Blackboard Board.

Overwrite File
Upload a single file to this folder.

* Indicates a required field. Cancel Submit

1. File Information
Browse to select a file to upload. The file selected will replace the current file.

* File Browse...

2. Submit
Click Submit to proceed. Click Cancel to quit. Cancel Submit

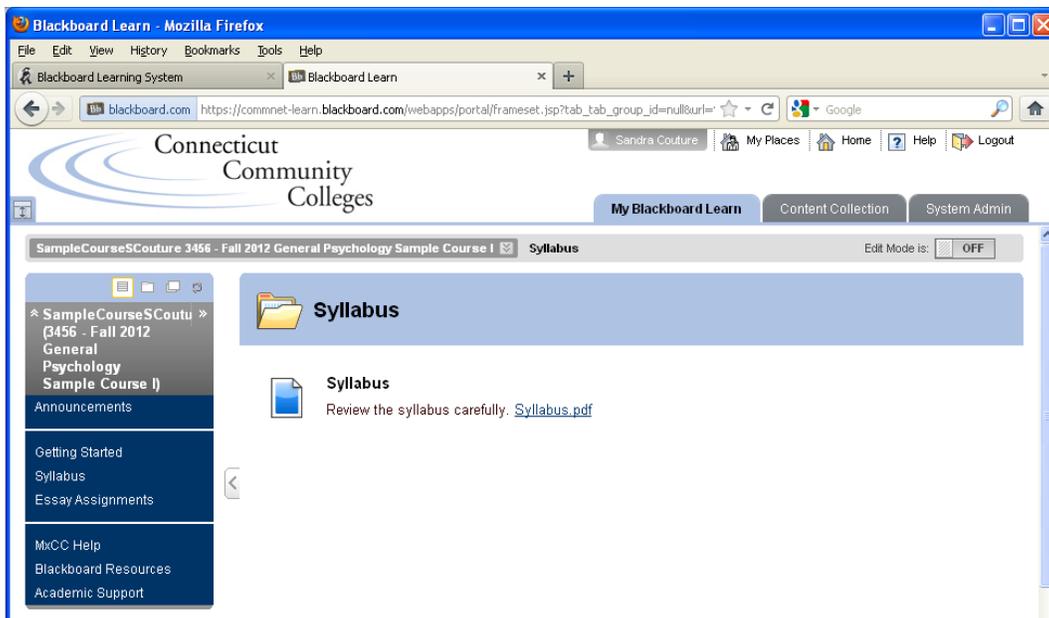
Step 4: Review the Syllabus

A. To review the updated Syllabus you just uploaded, go to **Edit Mode** and click **On** to turn it Off.

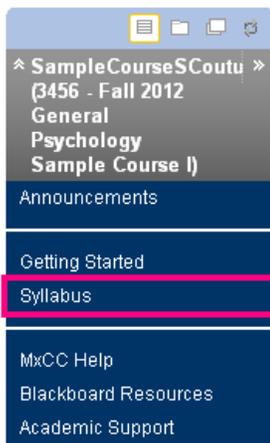


B. When Edit Mode is in **Off**, you will view your course in student's perspective.

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C. Click on the **Syllabus** link in Course Menu.



D. Click on the Syllabus file link. The PDF syllabus will open in Adobe Acrobat Reader.

