MxCC Distance Learning Documentation
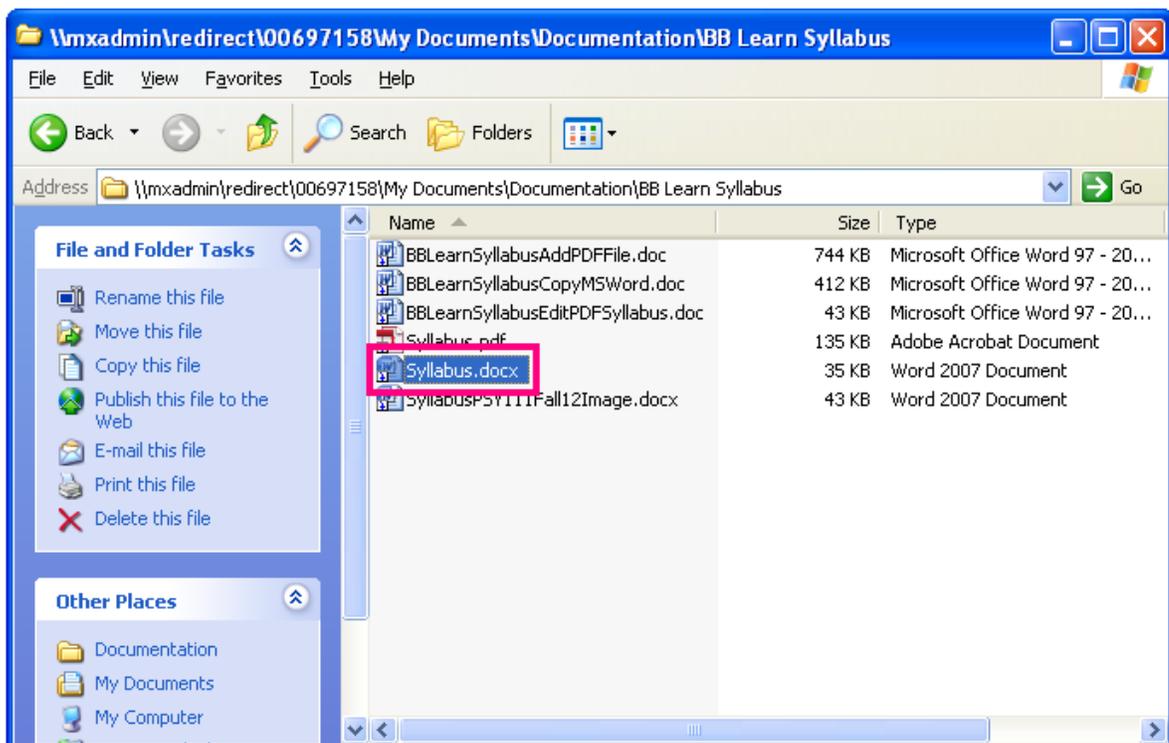
How to Edit a PDF Syllabus in Blackboard

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.
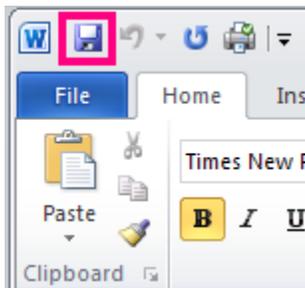> **Step 4:** Review the Syllabus.

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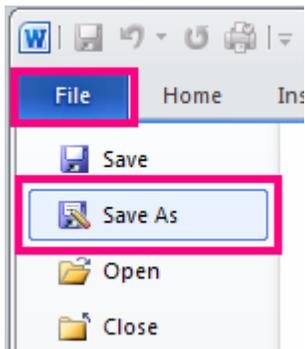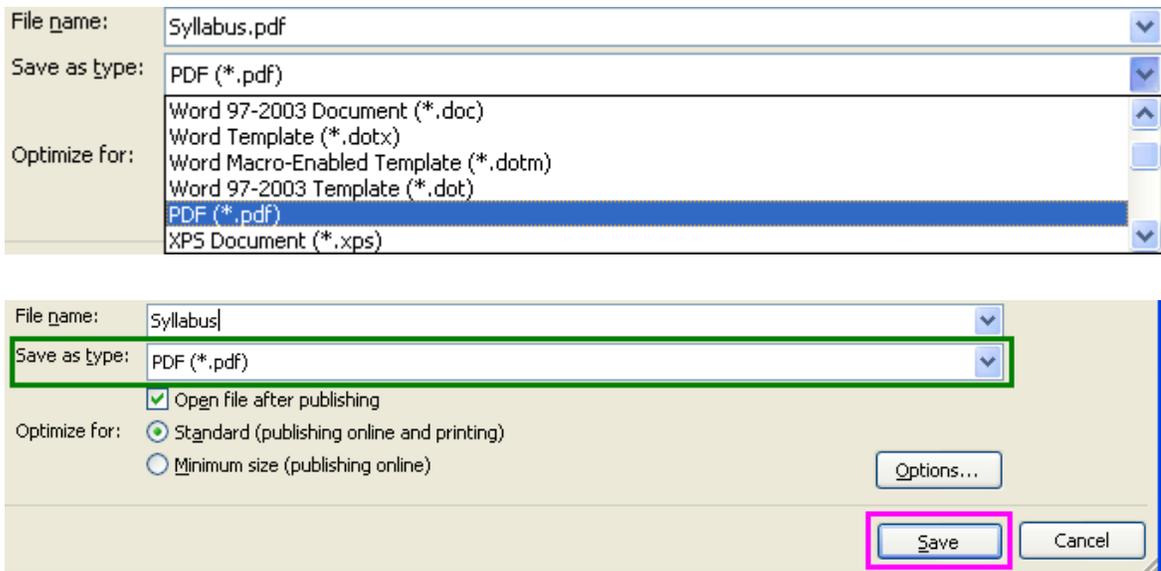
B. Edit the syllabus and click on **Save** icon to update the MS Word syllabus.

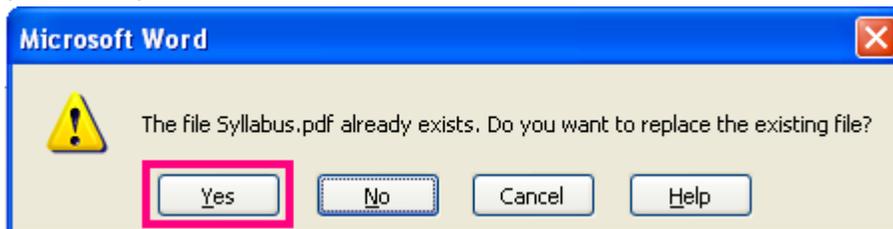**C.** In MS Word 2010, go to **File** tab and select **Save As**.

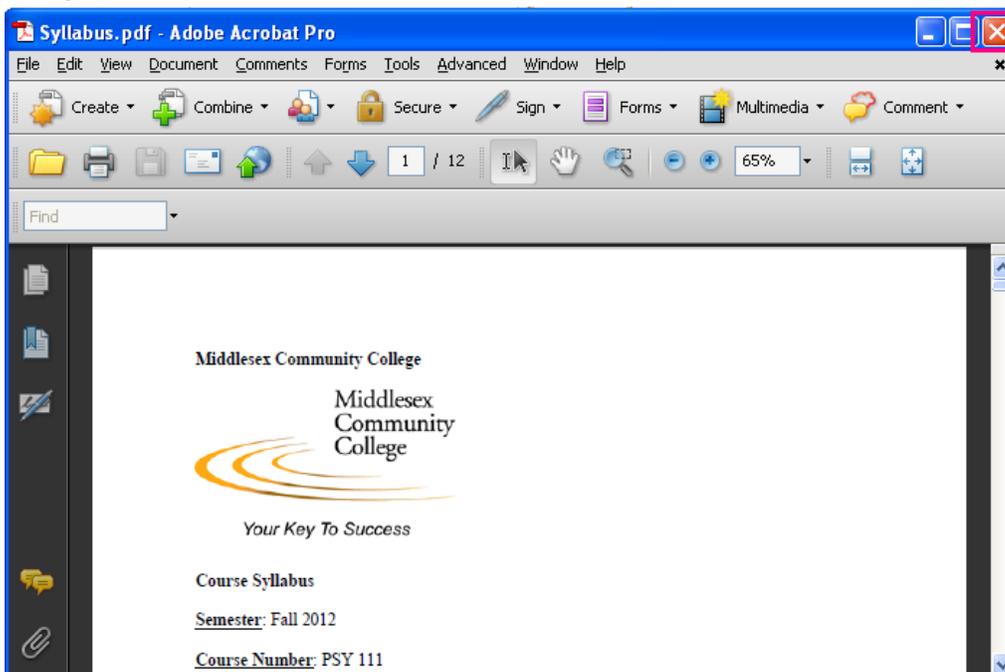**D.** In the **Save As Type** drop-down menu, select **PDF (*.pdf)**. Click on **Save**.

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.
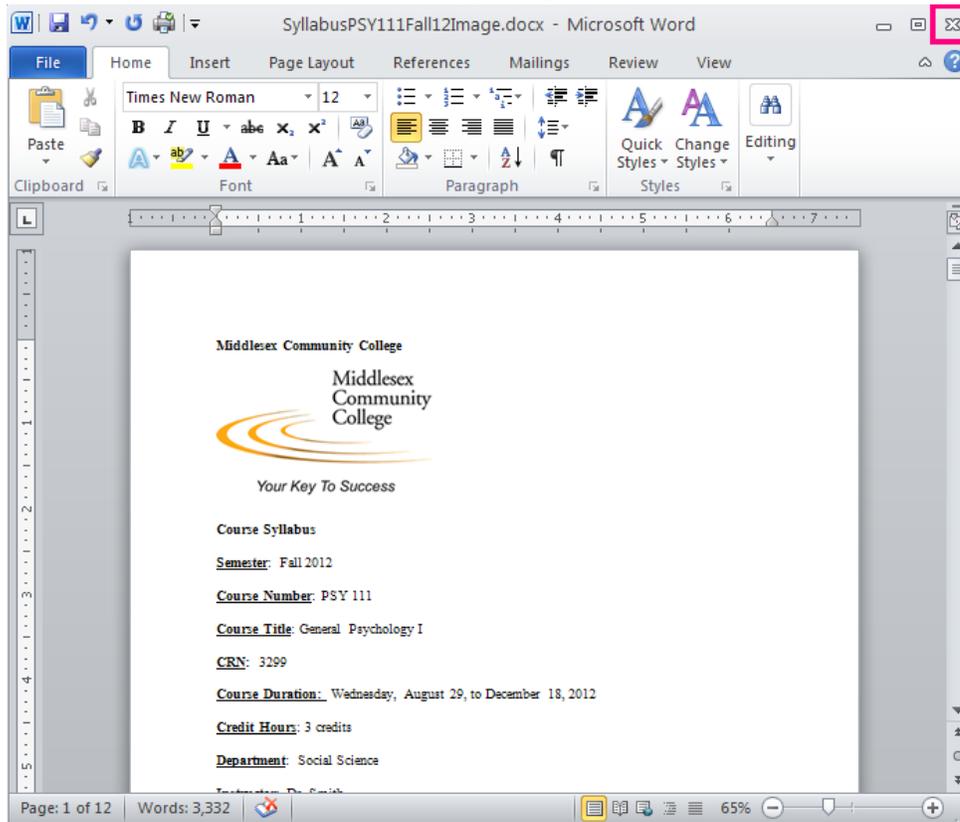

F. The Adobe Acrobat Reader will open the PDF syllabus. In Adobe Acrobat Reader window, click on Close icon "**X**" (upper-right) to close out of Acrobat Adobe Reader.

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.

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.
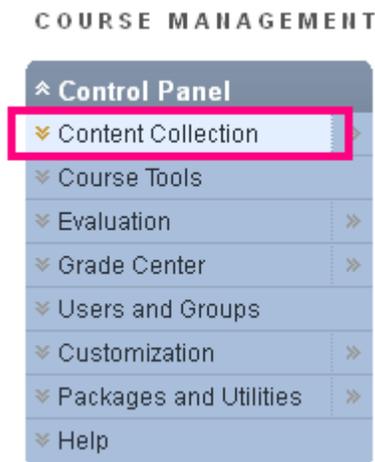

Step 3: Update the PDF file in Content Collection.

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

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

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

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

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

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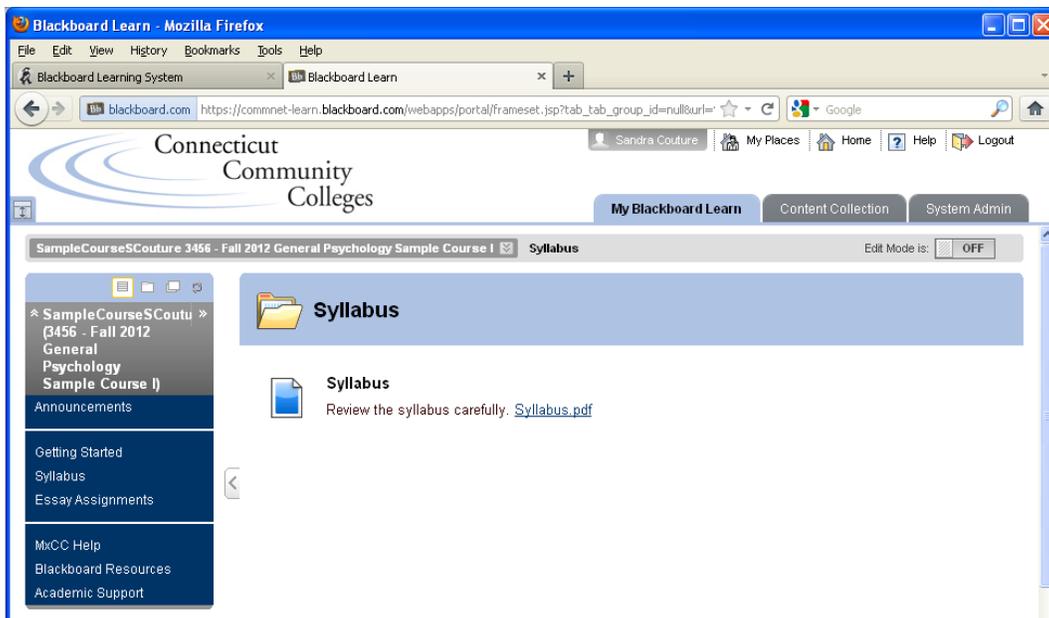

Step 4: Review the Syllabus

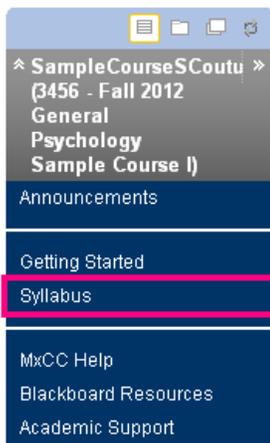**A.** To review the updated Syllabus you just uploaded, go to **Edit Mode** and click **On** to turn it Off.

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

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.