

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

CONNECTICUT COMMUNITY COLLEGES  
**myCommNet**

**myCommNet Status**

Neither the new **Microsoft Edge** browser, nor **Windows 10** are **currently supported** by myCommNet, Banner Self-Service or Blackboard.

Resetting the NetID password using the Security Q&A feature will not be available between June 30, 2015 and August 16, 2015. [Click here for more info.](#)

**Log In to myCommNet**  
to access Banner, Blackboard & Email

NetID See faculty/staff NetID format  
12345678@student.commmnet.edu

Password

Forgot your password? **LOG IN**

NetID Lookup »

Need your initial password »

**Other Resources**

- myCommNet portal videos
- Search for Course Offerings
- Search for Programs/Majors
- Apply for Admission
- Apply for Financial Aid
- Sign Up for myCommNet Alert

**SEE MORE »**

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.

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Access College Email

Access Your Faculty/Staff Email: Outlook Web Access (OWA)  
[Launch Outlook Web Access](#)  
[You can also access your college email directly with your NetID and password via this link.](#)

myCommNet Emergency Alert System

**myCommNet Alert**

- Emergency notifications to students, staff, and faculty
- Contact can be via text, cell/home phone, and email
- Click the link to keep your emergency contact information up-to-date. (Note: myCommNet Alert updates do not update personal information in Banner Self-Service.

Access Banner Self-Service

**Banner Student & Faculty Self-Service:**

- Course registration, add/drop classes
- Degree requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.

[Banner Student & Faculty Self-Service FAQs](#)

Access Blackboard

**Blackboard**

- Course syllabi, lectures, homework, etc.
- Bb opens in a new tab or window

- C. Under the list of “Courses where you are: Instructor”, click on the name of the class you would like to add your Syllabus.

My Courses

Courses where you are: Instructor

[3456 - Fall 2012 General Psychology Sample Course I](#)

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

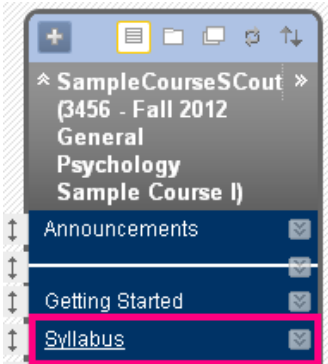
- A. Make sure the **Edit mode** is **On** (upper-right).

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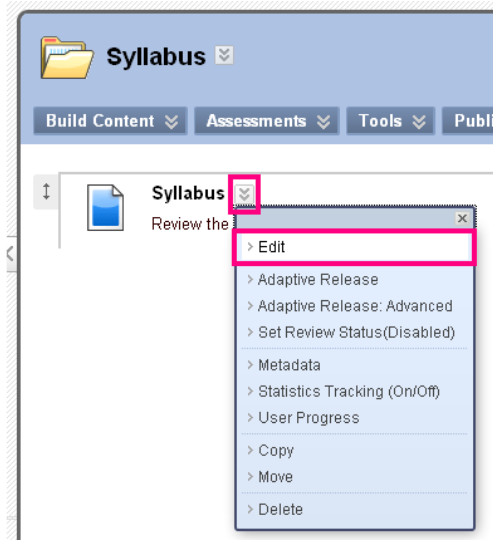
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B. Click on the **Syllabus** link in Course Menu.



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



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.

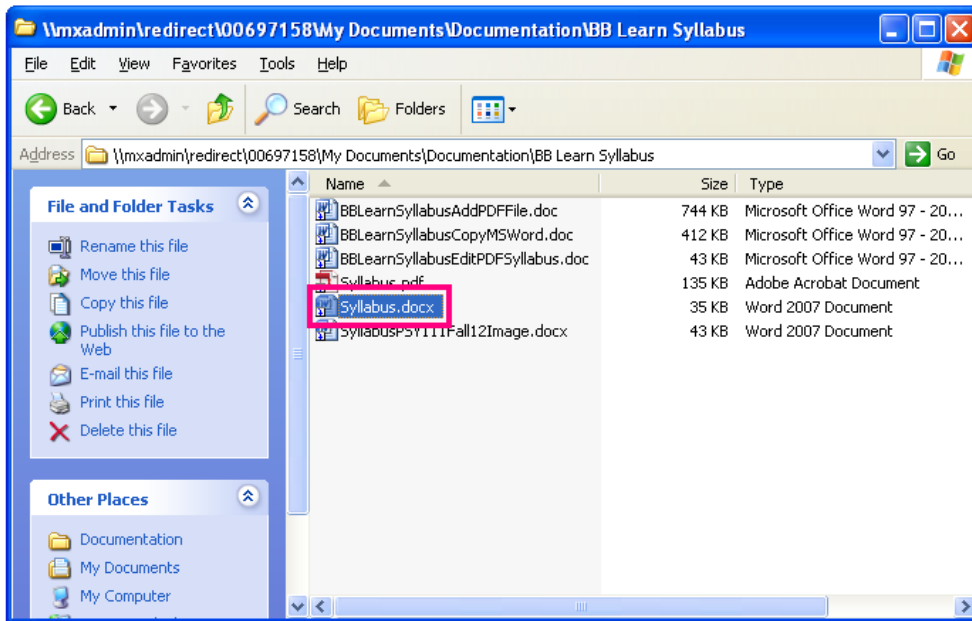


## Step 3: Copy Your Syllabus in Microsoft Word.

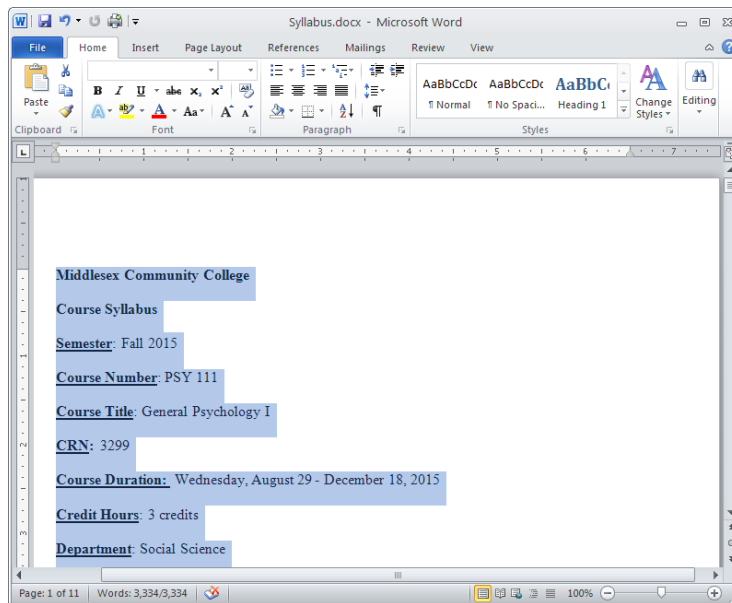
A. Locate your syllabus file and double click on it to open the file in MS Word.

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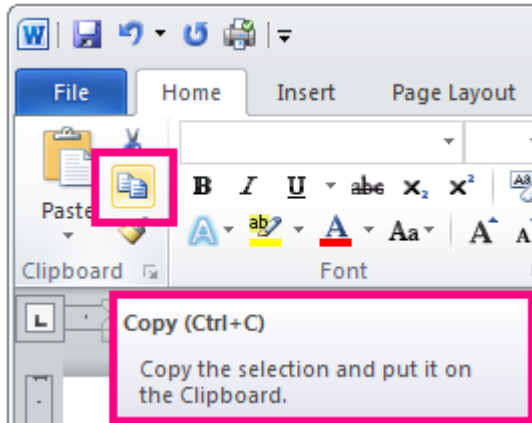
B. To select all text, press **Ctrl** and **A** keys together. Or highlight all text in the syllabus file.



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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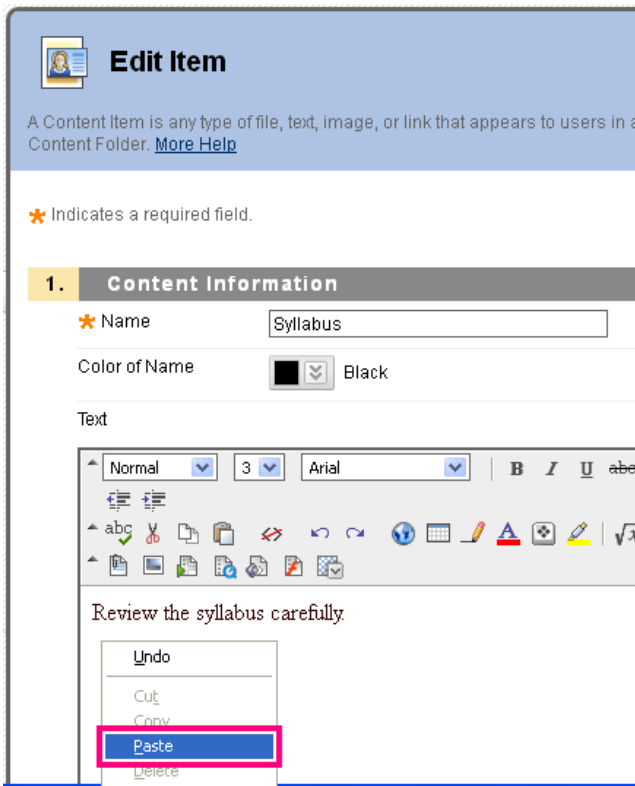


**Step 4: Paste text into the Text Editor of Syllabus item and submit.**

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

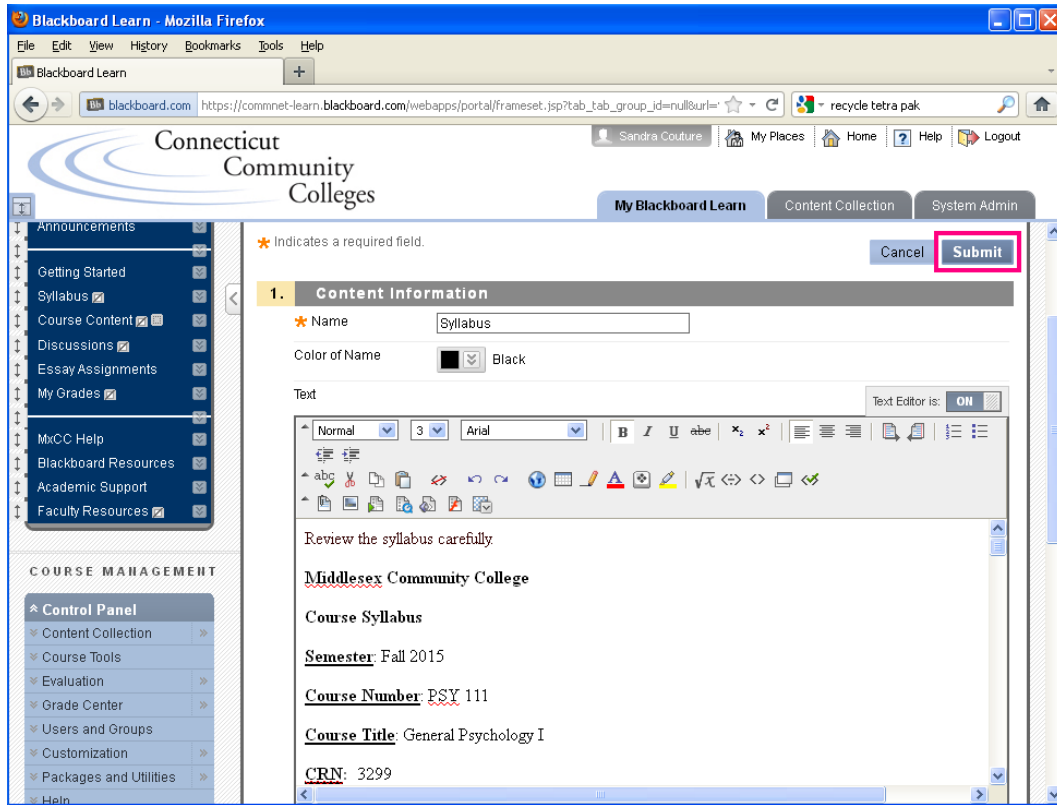


B. **Right-click** on the Text Editor and select **Paste**. Or you may click on the Text Editor and press **CTRL** and **V** keys together to paste the text to the Text Editor box.



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

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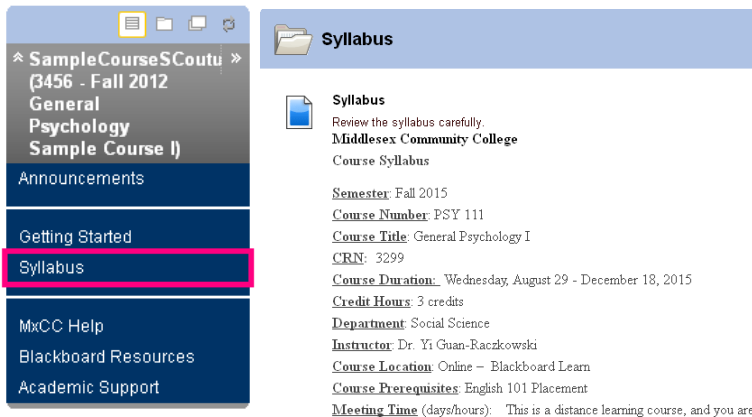


## Step 5: Review and Edit the Syllabus in Blackboard.

- 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.

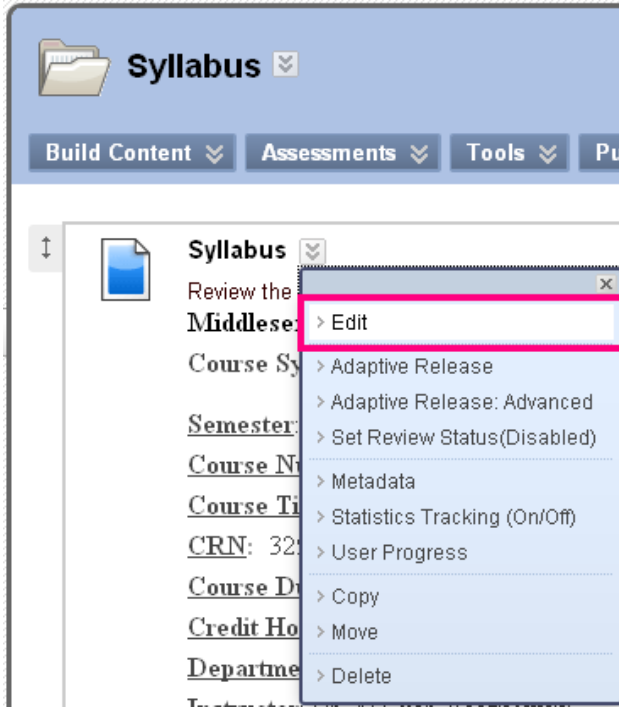


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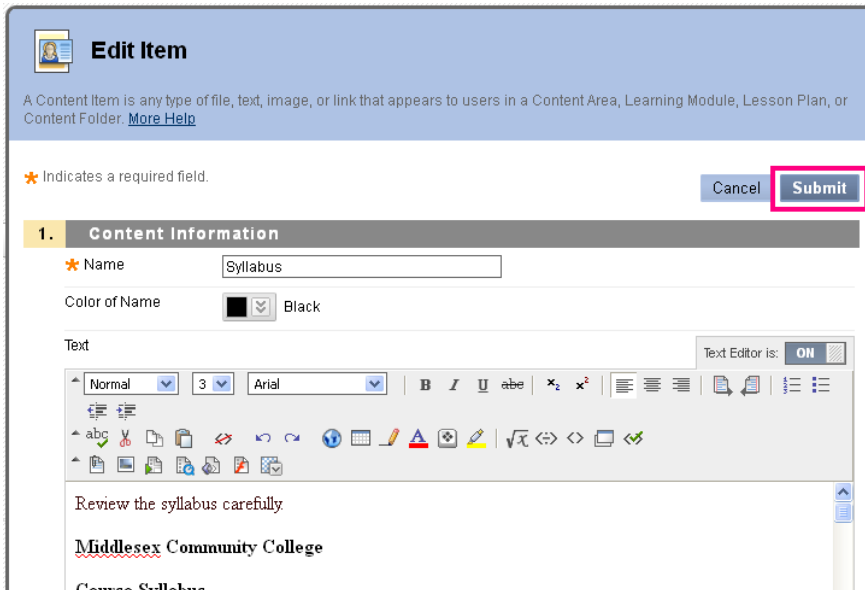
C. If you would like to make revision in your syllabus, turn **Edit Mode** back **On** by clicking on “**Off**”.



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.