

MxCC Distance Learning Documentation

How to Add a PDF Syllabus to Blackboard

If you have created your course syllabus in MS Word with unique formatting, special characters, or images, you are advised to convert a MS Word document to a PDF file and then add the PDF file to Blackboard.

There are five steps involved in adding your PDF syllabus into Blackboard.

Step 1: Convert a MS Word document to a PDF file.

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

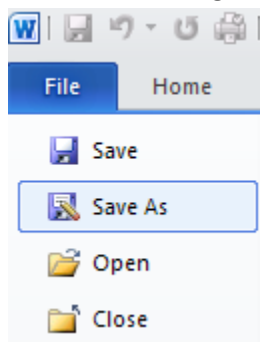
Step 3: Navigate to the Syllabus link in Course Menu and open the Text Editor in the Syllabus item.

Step 4: Attach the PDF syllabus to the Syllabus item and Submit.

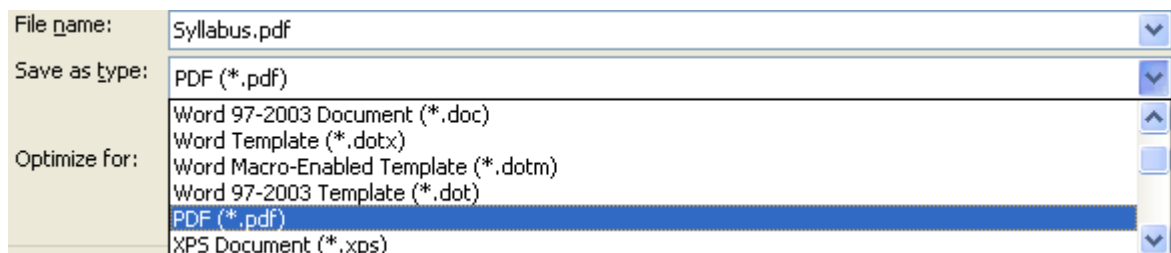
Step 5: Review and Edit the Syllabus.

Step 1: Convert a MS Word document to a PDF file.

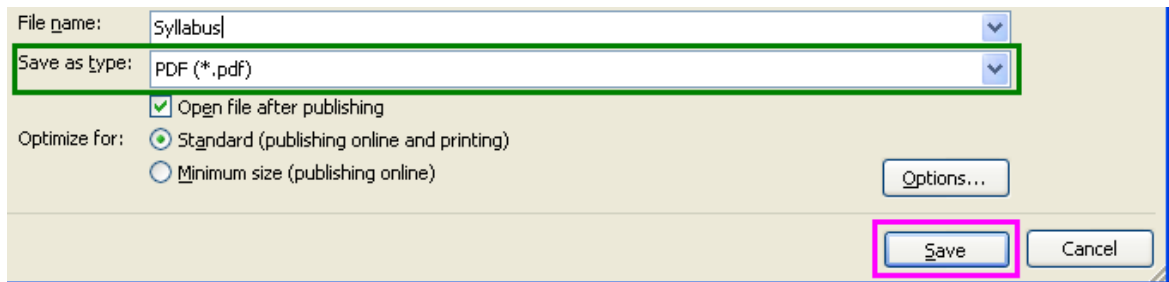
- A. Locate your MS Word syllabus file and double click on it to open the file in Microsoft Word 2010.
- B. In Microsoft Word 2010, go to **File** and select **Save As**.



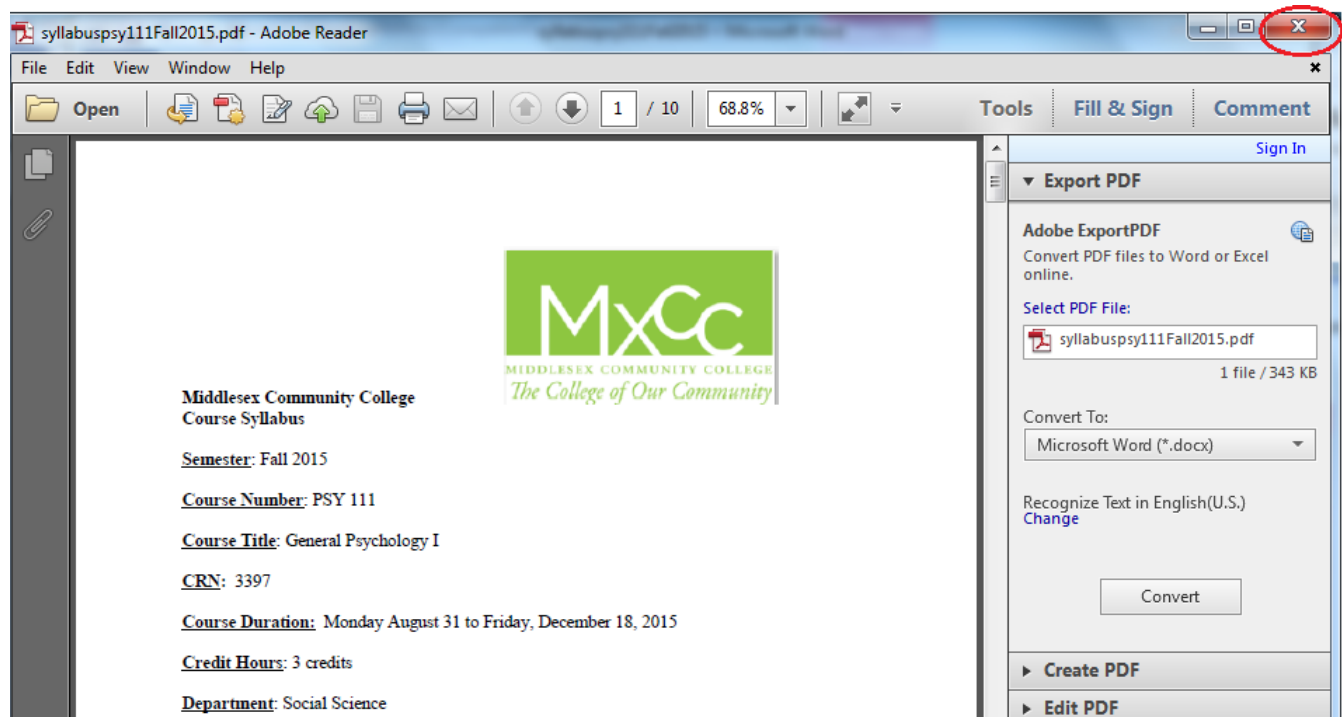
- C. In the **Save As** window, go to the drop-down menu in the "Save as Type" field, select "PDF (*.pdf)". Click on **Save** (pink box).



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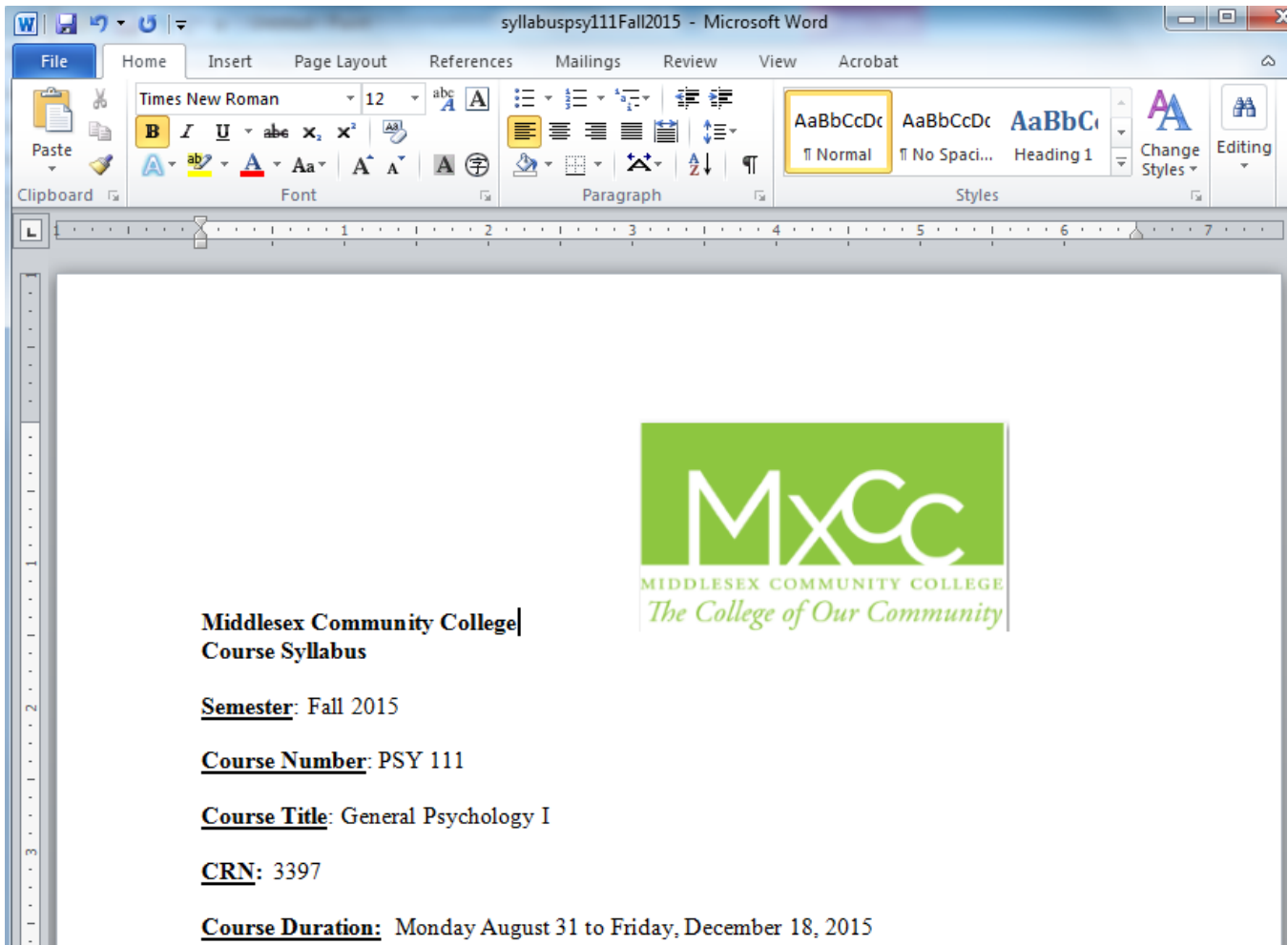


- D. The Adobe Reader will open the PDF syllabus. Click on the Close icon “X” in the upper right-hand corner to close out Adobe Reader.



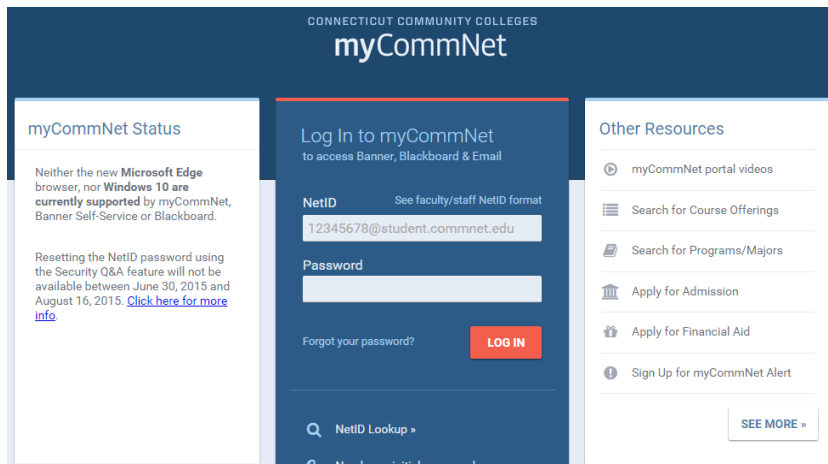
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E. In Microsoft Word window, click on Close icon “X” at upper right corner to close out MS Word syllabus file.



Step 2: 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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B. Once you have logged onto MyCommNet, click on the **Blackboard** icon (upper –right).

The screenshot shows the MyCommNet homepage. At the top, there is a navigation bar with icons for email, Blackboard (circled in red), a graduation cap, a home icon, and a 'Go to' dropdown. The user's name 'Yi Guan-Raczkowski' and a 'Sign Out' link are visible on the right. Below the navigation bar is a dark blue header with the 'myCommNet' logo. Underneath is a white navigation menu with links for 'Employee Info', 'My Library Info', 'Special Programs', 'Support and Training', and 'College Resources'. The main content area is divided into several panels. On the left, there is a panel for 'Access College Email' with links to Outlook Web Access. Below that is the 'myCommNet Emergency Alert System' panel, which includes a 'myCommNet Alert' section with a list of emergency notification details and a 'myCommNet ALERT' logo. On the right, there is a panel for 'Access Banner Self-Service' with a list of services like course registration and degree requirements, and a 'Banner Student & Faculty Self-Service' link. Below that is the 'Access Blackboard' panel, which has the word 'Blackboard' circled in red and a list of items like course syllabi and homework, along with a 'Bb' logo.

C. You will see Blackboard **My Institution** page.

D. Under the list of “Courses where you are: Instructor”, click on name of the course that you would like to add your syllabus.

The screenshot shows a window titled 'My Courses'. Below the title bar, there is a heading 'Courses where you are: Instructor'. Underneath, there is a list of courses. One course is visible: '3456 - Fall 2012 General Psychology Sample Course I'.

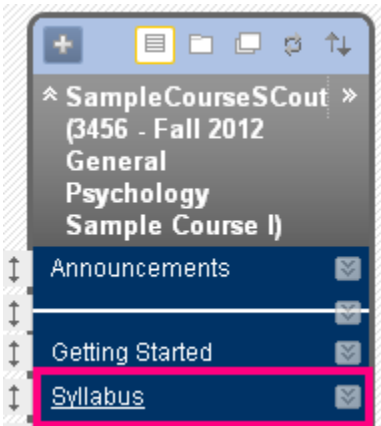
Step 3: Navigate to the Syllabus link in Course Menu and open the Text Editor in the Syllabus item.

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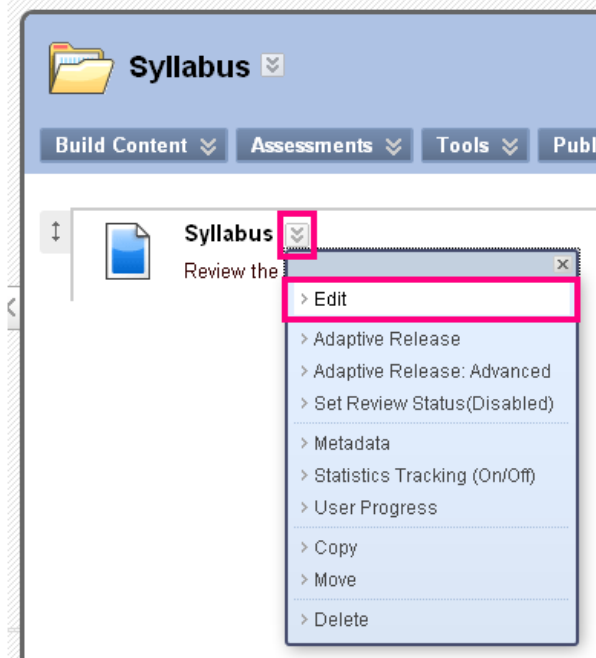
A. Make sure the **Edit mode** is On (upper-right).



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




C. Go to the Action icon next to the Syllabus item and select **Edit**.



Step 4, Attach the PDF syllabus in the Syllabus item and Submit.

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- A. You may write a short note to direct your students how to view a .pdf file. The note might be written as “The syllabus file is in .pdf format that requires Adobe Reader to open. You may download the Adobe Reader at get.adobe.com/reader and install it to your computer.”

**Edit Item**

A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or Content Folder. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Content Information

* Name

Color of Name Black

Text Text Editor is: ON

Normal 3 Arial **B** *I* U abc x_2 x^2 [List icons]

[Rich text editor toolbar icons]

The syllabus file is in .pdf format that requires Adobe Reader to open. You may download the Adobe Reader at get.adobe.com/reader and install it to your computer.”

- B. One way to attach a .pdf file is to click on the Attach File icon. You will see “Browse My Computer” button.

1. Content Information

* Name

Color of Name Black

Text Text Editor is: ON

Normal 3 Times New Roman **B** *I* U abc x_2 x^2 [List icons]

[Rich text editor toolbar icons]

The syllabus file is in .pdf format that requires Adobe Reader to open. You may download the Adobe Reader at get.adobe.com/reader and install it to your computer.

OR

Another way to attach a file is to scroll down to area “**2. Attachments**”

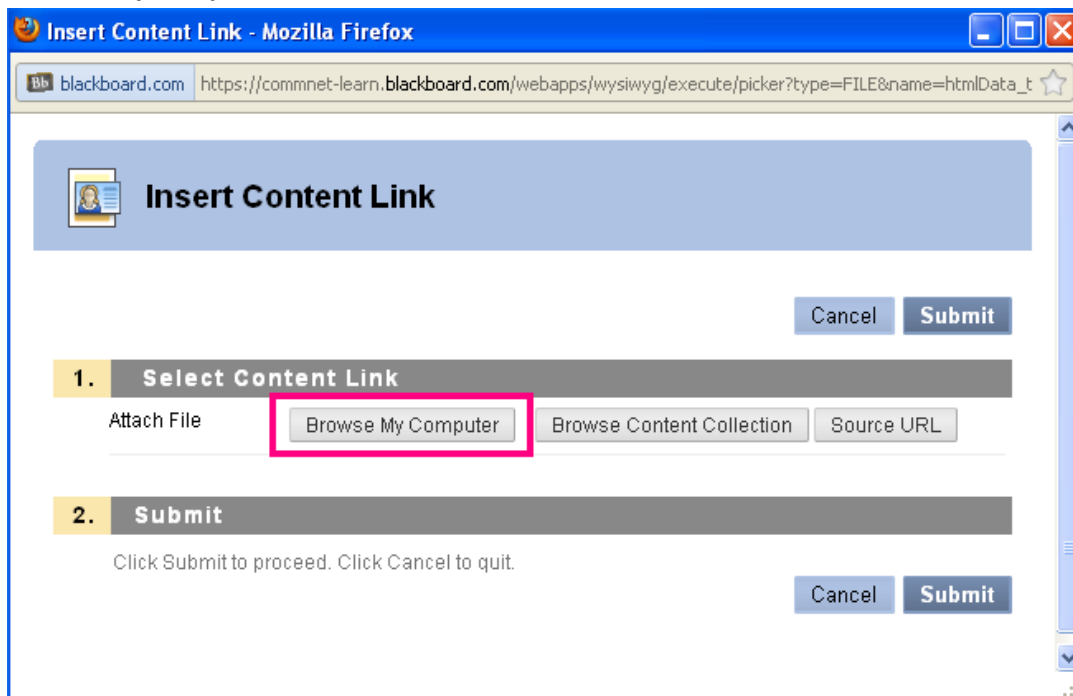
2. Attachments

Attach a file from a local drive, Course Files, or the Content Collection. All attached files are saved in Course Files. Click **Do Not Attach** to remove the attachment. The file itself is not deleted.

Attach File

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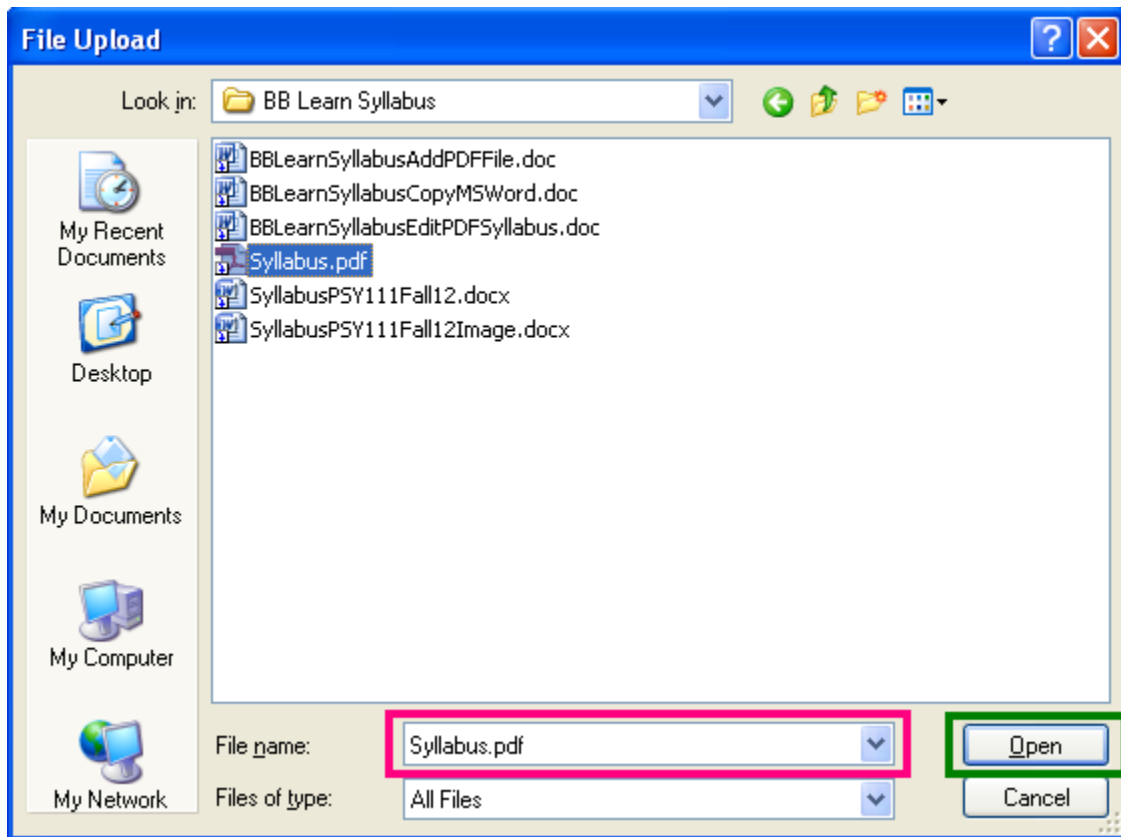
C. Click on **Browse My Computer** button.



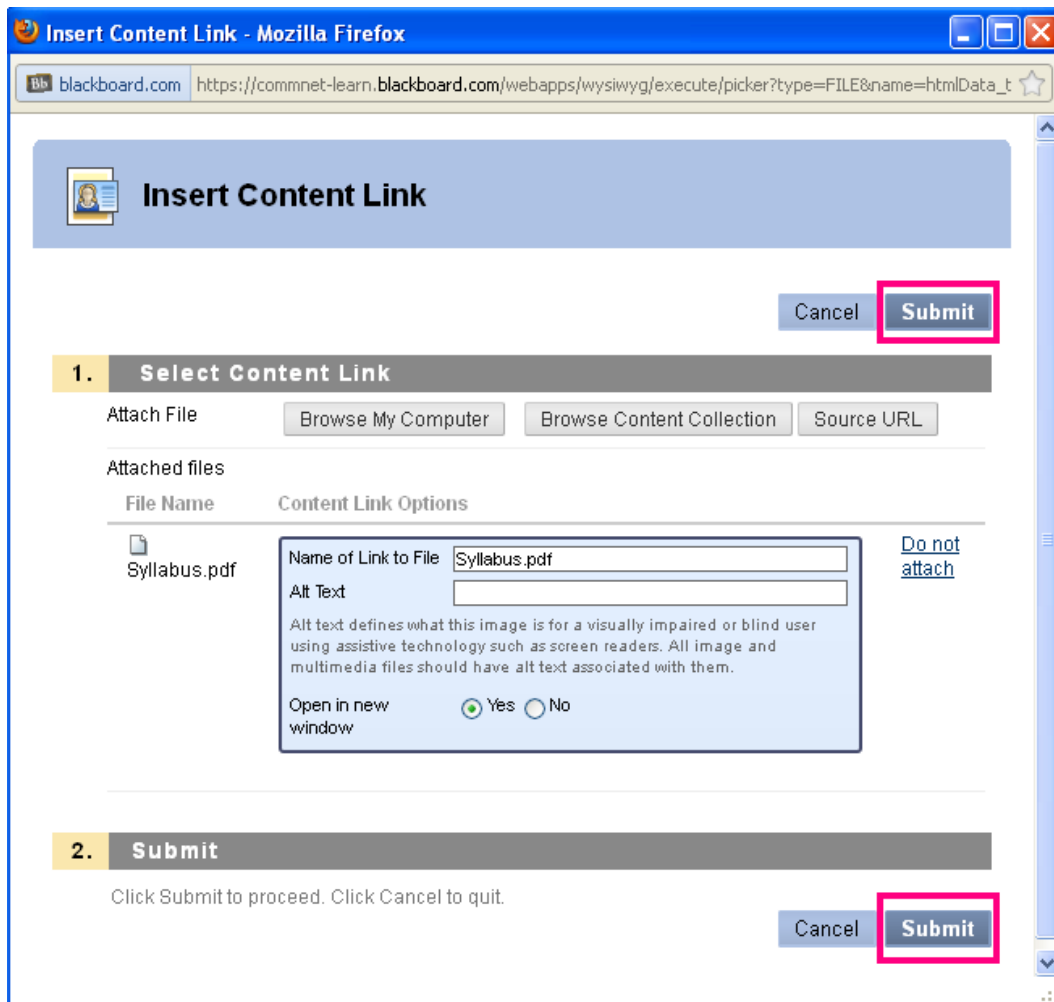
OR



D. Locate the PDF syllabus file and double-click on the file to open it.



E. Click on **Submit** button (upper –right or lower-right).



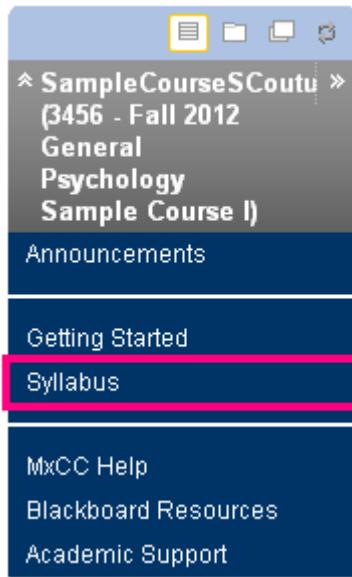
Step 5: Review the Syllabus

A. To review the syllabus you just attached, go to **Edit Mode** and click **On** button to turn it off.

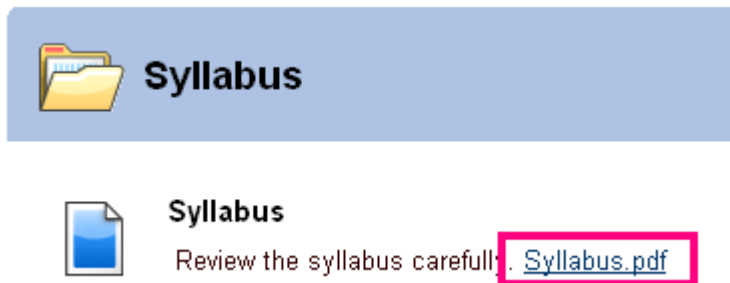


B. When Edit Mode is in **Off**, you will view your course in student's perspective. Click on the **Syllabus** link in Course Menu.

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C. Click on the syllabus PDF file link. The PDF syllabus will open in Adobe Reader.



Edit the PDF Syllabus

If you would like to make revision in your PDF syllabus, you will need to open the original MS Word file and make revision in MS Word. Then save the Microsoft Word document to a .pdf file with exactly the same name.

You will then upload the updated PDF syllabus file to your course and overwrite the old file. Refer to **Edit a PDF syllabus and Add it to Blackboard**.