

# MxCC Distance Learning Documentation

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## How to Edit a PDF Syllabus in Blackboard

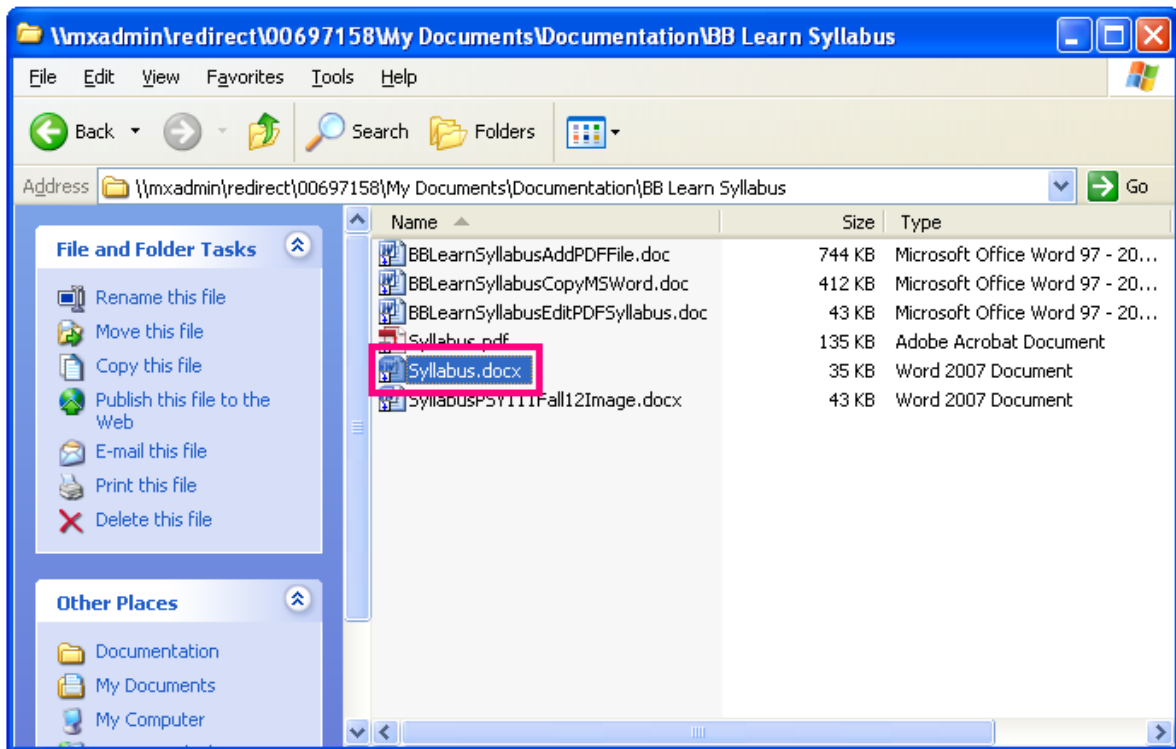
The instruction is for those who have converted a MS Word syllabus to a PDF file and then added the PDF file to Blackboard Learn course.

### 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.

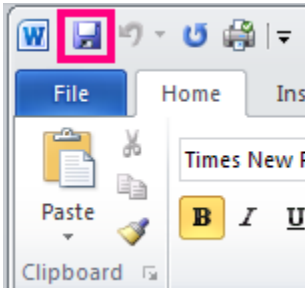
- A. Locate your original syllabus file in Microsoft Word format (.doc or .docx) and double-click on it to open it in MS Word.



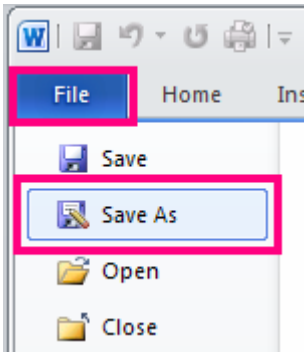
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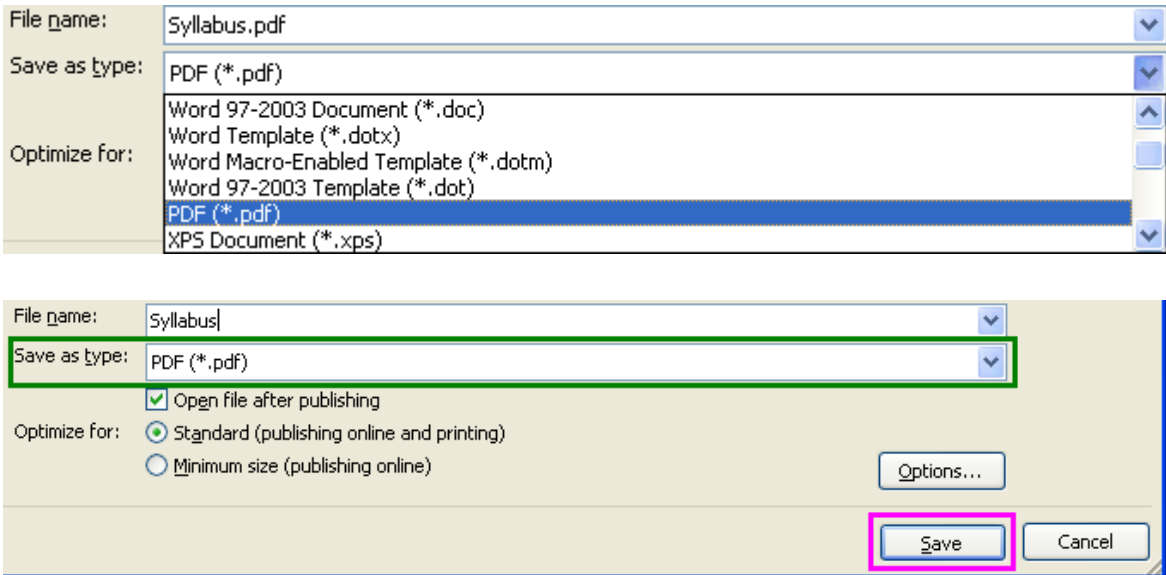
B. Edit the syllabus and click on **Save** icon to update the MS Word syllabus.



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

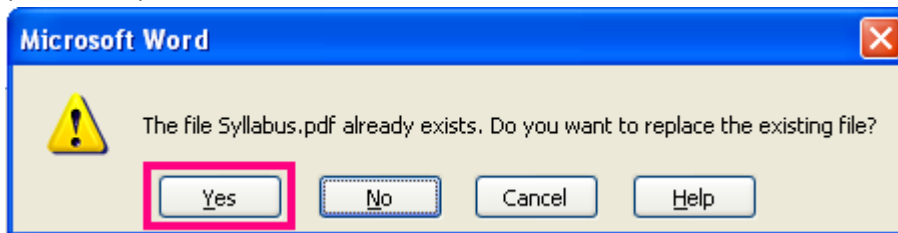


D. In the **Save As Type** drop-down menu, select **PDF (\*.pdf)**. Click on **Save**.



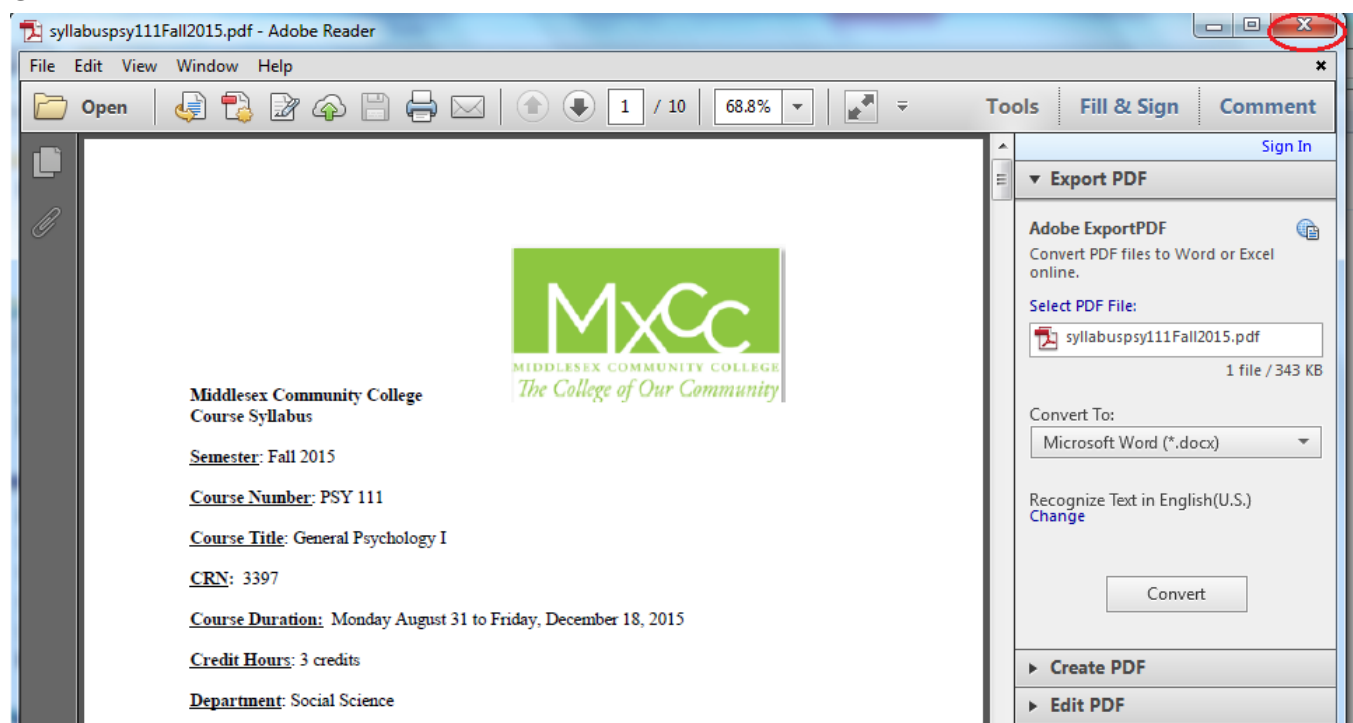
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- E. When prompted with a message asking if you would like to replace the existing file, click on **Yes**. This allows you to update the .pdf file with the exact same file name.



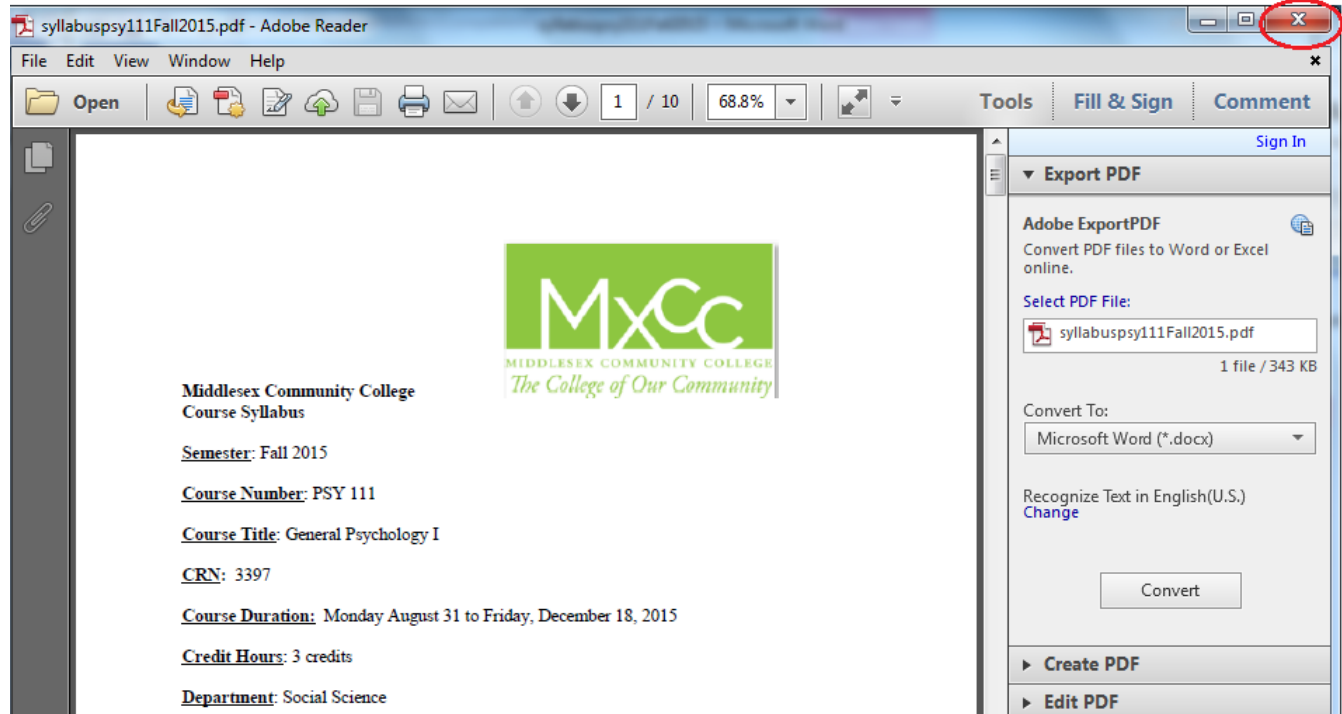
- F. The Adobe Acrobat Reader will open the PDF syllabus. In Adobe Acrobat Reader window, click on Close icon "X" (upper-right) to close out of Acrobat Adobe Reader.

G.



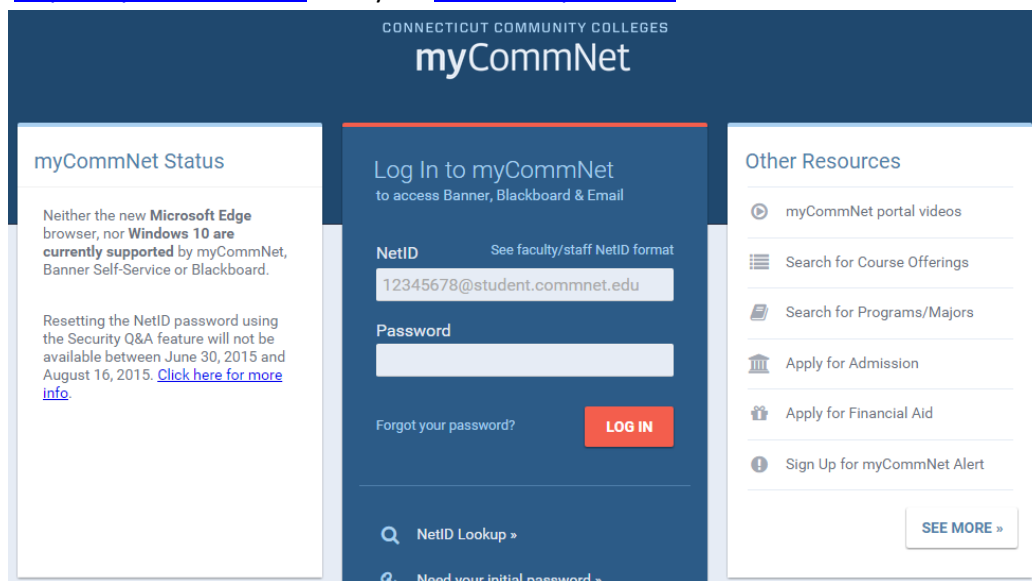
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H. In MS Word window, click on Close icon "X" (upper-right) to close out the Microsoft Word file.



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

A. Log into <http://my.comnet.edu> with your [NetID and password](#).



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

myCommNet

My Employee Info | My Library Info | Special Programs | Support and Training | College Resources

**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 link of the class you would like to update your syllabus.

My Courses

Courses where you are: Instructor

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

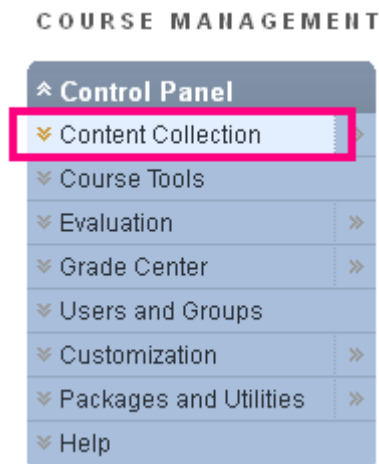
**Step 3: Update the PDF file in Content Collection.**

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

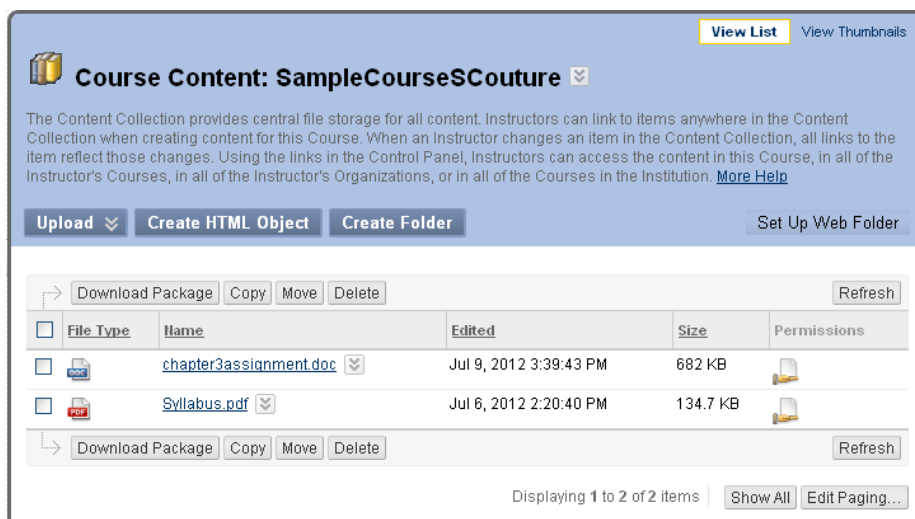
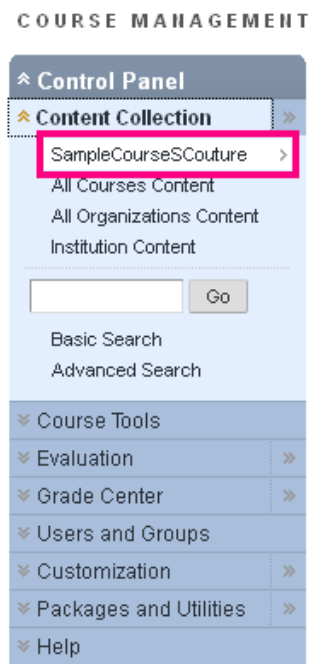
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B. Under **Control Panel**, click on **Content Collection**.



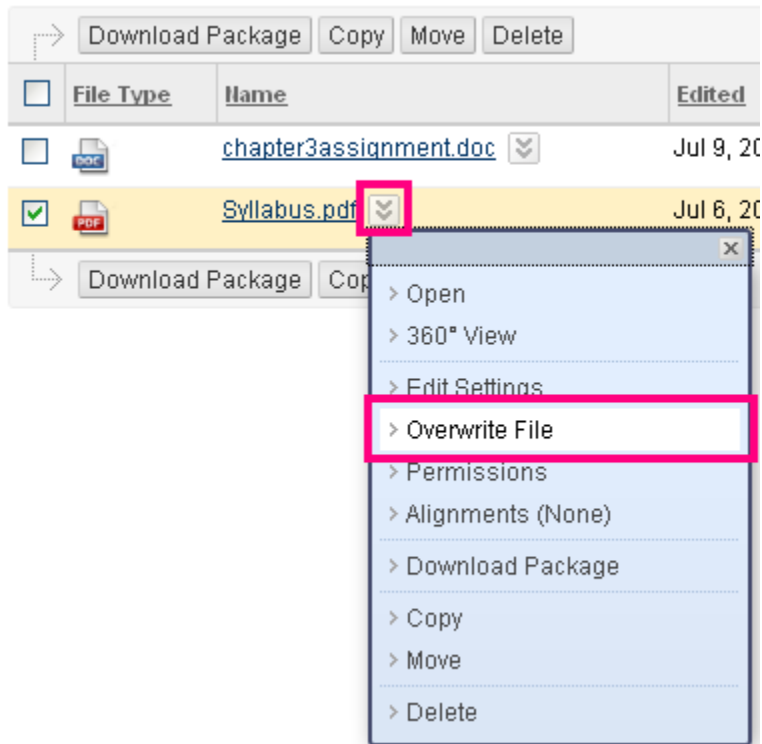
C. Click on your course link under **Content Collection**.



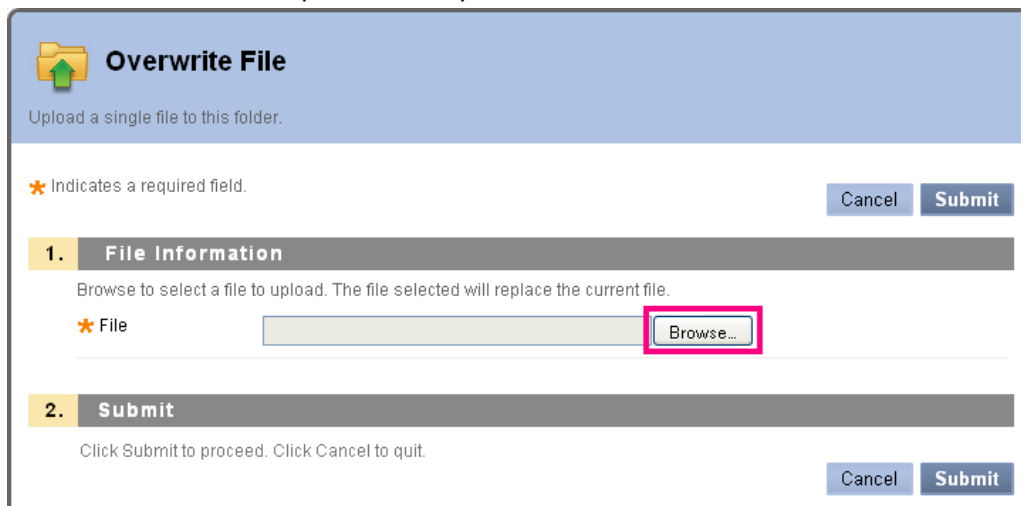
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D. Click on the **Action icon** next to the PDF syllabus file and select **Overwrite File**.

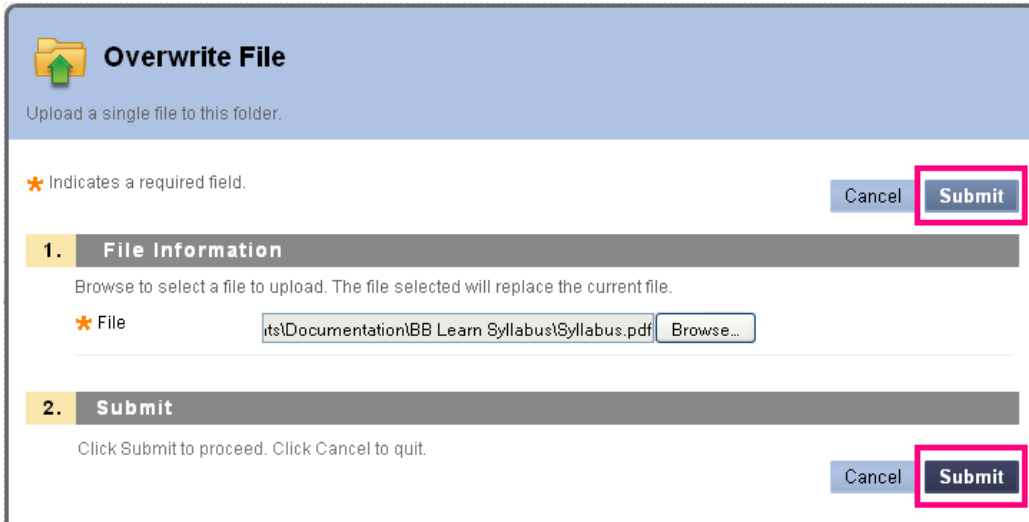


E. Click on **Browse** and locate the updated PDF syllabus file.



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

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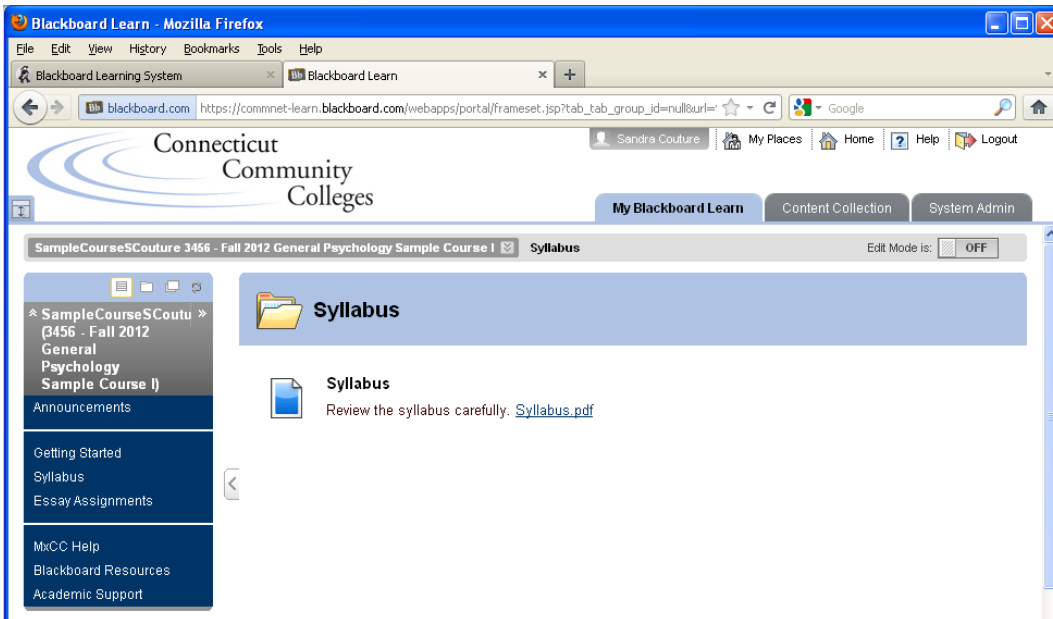


## Step 4: Review the Syllabus

- 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.

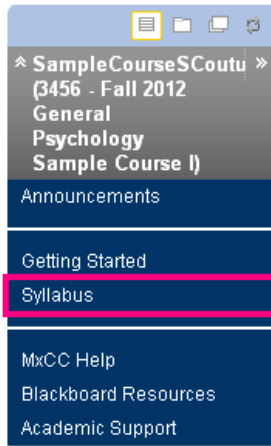


- C. Click on the **Syllabus** link in Course Menu.



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

