How do I create a syllabus using cut and paste from a document?

Go to Syllabus.
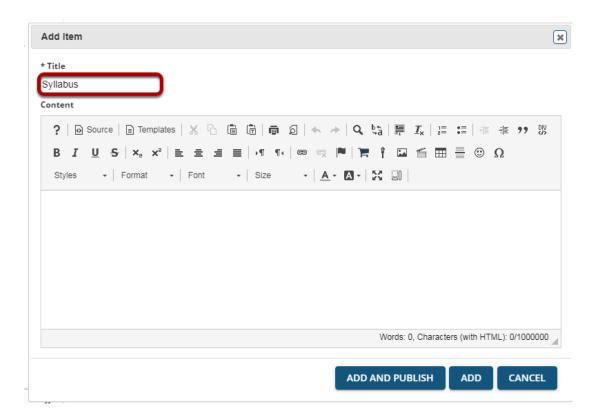
Overview

Syllabus

Lessons

Select the **Syllabus** tool from the Tool Menu in your site.

Click Add Item.

Syllabus Bulk Add Edit Redirect

+ Add Item   ↗ Expand All   🖶 Print View

To reorder, drag and drop list items or use the keyboard to focus on the item then use U or D keys. Changes will take effect automatically.
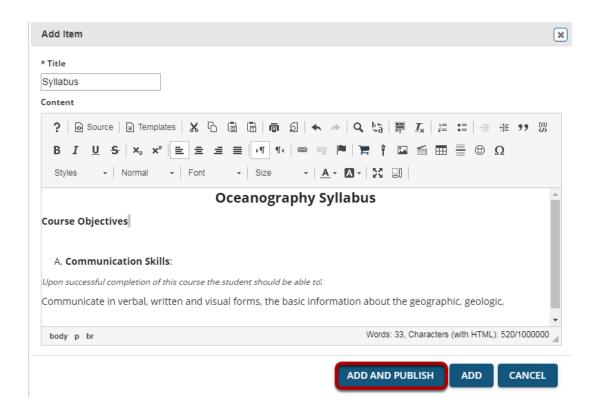
Enter your syllabus title and paste text.

In the "Add Item" window enter the syllabus title

Use Ctrl+V (Windows) or Command+V (Mac) to paste your Word document into the Rich Text Editor.

Make edits to the text in the Rich Text Editor.

Review the text to make sure it appears as you intend. Make any edits using the formatting icons built into the Rich Text Editor. When you are done, click **Add and Publish**.

Note: If you need to make changes to your content after publishing, see How do I edit Syllabus items? *for more information on editing.*