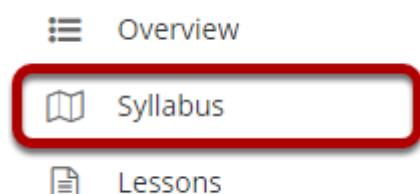


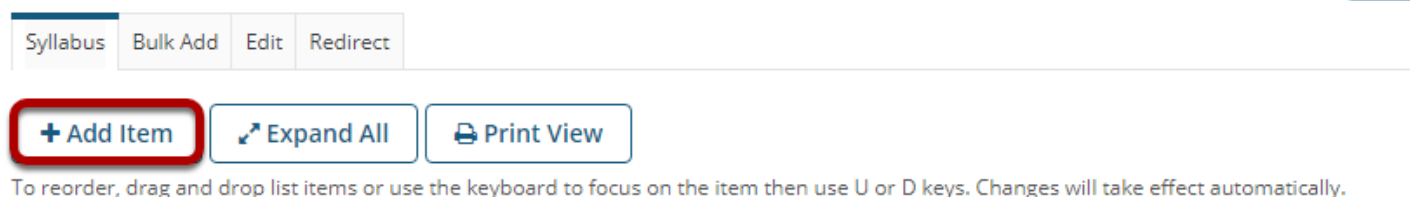
How do I create a syllabus using cut and paste from a document?

Go to Syllabus.



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

Click Add Item.



Enter your syllabus title and paste text.

Add Item

* Title

Syllabus

Content

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B *I* U ~~S~~ | \times_2 \times^2 | |

Styles | Format | Font | Size |

Words: 0, Characters (with HTML): 0/1000000

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.

Add Item

*** Title**

Content

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Oceanography Syllabus

Course Objectives

A. **Communication Skills:**

Upon successful completion of this course the student should be able to:

Communicate in verbal, written and visual forms, the basic information about the geographic, geologic,

body p br Words: 33, Characters (with HTML): 520/1000000

ADD AND PUBLISH
ADD
CANCEL

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.