Copying and Pasting From a Word Document into a Text Box

If students attempt to copy the text from a Word document and paste it directly into a Blackboard text submission box, some errors might occur. One of the errors that might occur will be that when students try hitting the submit button, nothing will happen and the assignment won’t be submitted. Another common error that might happen will be that extra characters will appear in the text and the formatting will be wrong compared to the original text from the Word document.

1. Open the Word document you would like to copy and paste into Blackboard’s submission box.

2. Copy the text.

3. Open up Notepad. Paste the text from the Word document into the Notepad.
4. Now copy the text from Notepad.

5. Paste the text from Notepad directly into the Blackboard text submission box.

6. You should now be able to submit your assignment without any problems or formatting errors.