

Blackboard 6: *Add a Windows PowerPoint Presentation*

There are three basic steps involved in adding a PowerPoint presentation to Blackboard.

1. Create the PowerPoint presentation and save it for the web.
2. Archive the resulting files into a zip file.
3. Add the zipped file to Blackboard.

Create the Presentation and Save it for the Web

1. Create the PowerPoint presentation and select **Save as Web Page** from the **File** menu.
2. In the **Save as** dialog window, enter a name for your file in the **File name** field.
3. Click on the **Publish** button to open the Publish as Web Page dialog window.
4. In the Publish as Web Page dialog window click on the **Web Options** button to open the Web Options dialog window.
 - On the **General** tab, select *Browser colors* from the **Colors** pull-down menu, select *Resize graphics to fit browser window*, and, if your presentation has animations, select *Show slide animation while browsing*.
 - On the **Browser** tab, select the browser that you expect people will use.
 - On the **Files** tab, leave the selected options in the **File names and locations** section; you can deselect the option in Default editor.
 - On the **Pictures** tab make sure that the **Screen size** is set to *800 X 600*. Click on **OK**.
 - On the **Encoding** tab, make sure that *Western European (Windows)* is selected.
 - On the **Fonts** tab, select a Character set, Proportional font and size, and Fixed-width font and size, if desired, or leave the default options.
5. Click on **OK** to close the Web Options window.
6. When the Publish as Web Page dialog window reappears, click on the **Change** button to the right of Page Title to open the Set Page Title window.

Enter the title that you want to appear at the top of your web page when the presentation is opened from Blackboard, and click on **OK** to dismiss this window and return to the Publish as Web Page dialog window.

7. When the Publish as Web Page dialog window reappears, click on the **Publish** button to close the window.

PowerPoint will create a folder with a number of files and a .htm file.

Archive the Files

Select **WinZip** from the **Start** menu.

Using WinZip Classic Mode

1. Select **New Archive** from the **File** menu or click on the **New** button.
2. When the New Archive dialog window appears, enter a name for the archive in the **File name:** field, specify a location for the archive, and click on **OK**.
3. Drag and drop the .htm and presentation files folder onto the WinZip window.
4. When the Add dialog window appears, click on the **Add** button to add the files to the archive window.
5. Select **Close Archive** from the **File** menu.

Using WinZip Wizard

1. Click on the **Wizard** button in the WinZip window and click on **Next** in the Wizard window to start the WinZip Wizard.
2. Select the “**Create a new Zip file**” option and click on **Next**.
3. Click on the **Browse** button to locate the folder in which you want to save the zipped file.
4. When the New Archive window appears, enter a name (e.g., *Presentation.zip*) for the zipped file in the **File name** field and click on **OK**.

When the Choose Zip Name window reappears, the pathname of your file will appear in the File name: field. Click on **Next**.

5. When the Select Files window appears, click on **Add files** to open the Add file dialog window. Select the *presentation.htm* file and click on **OK** to dismiss this window and return to the Select Files window.
6. In the Select Files window click on **Add folders** to open the Add Folders dialog window. Locate and select the presentation folder files and click on **OK** to dismiss this window and return to the Select Files window.
7. Click on **Zip Now**.
8. When the Zip Complete window appears, click on **Close** to close the WinZip Wizard window and quit from WinZip.

Add the PowerPoint Files to Blackboard

1. Click on the area in the **Content Areas** control panel where you want to add the link to the PowerPoint files.

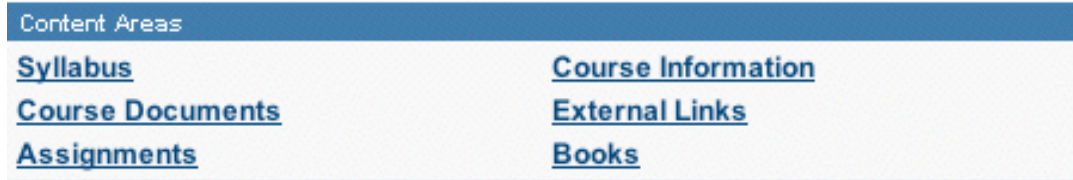



Figure 1 - Click on the area where you want the presentation to appear


2. Click on **Add Item**  Add Item in the window for the area that you selected. If you want to add the item to a folder, first select the folder.
3. When the Add Content page (Figure 2) appears, select **Presentations** from the **Name:** pull-down menu or enter a different name in the field below.

 A screenshot of the 'Add Content' page, specifically the 'Content Information' section. The title 'Content Information' is in a grey bar at the top left. Below it, there are three main sections:

- Name:** A dropdown menu currently showing 'Presentations'.
- or specify your own name:** An empty text input field.
- Choose Color of Name:** A black color swatch followed by a 'Pick' button with a color picker icon.
- Text:** A large, empty text area with a vertical scrollbar on the right side.

 At the bottom of the form, there are radio buttons for 'Smart Text' (selected), 'Plain Text', and 'HTML', followed by a 'Preview' button.

Figure 2 - Specify the name and enter a brief description of the presentation

3. Click on the **Pick** button  to open the ColorPicker and select a color for the name of the presentation.
4. Enter a brief description of the presentation in the **Text:** field and select a text format from the options below this field.

- Use the **Smart Text** option for text that may include a link. The link does not need to include the HTML tags as long as a space precedes the link.
 - Use the **Plain Text** option for text that does not contain any links or special formatting.
 - Use the **HTML** option for text that contains HTML formatting tags, e.g., ` bold text `.
4. In the **Content Attachments** section (Figure 3), click on **Browse** and locate the file to which you want to create a link, i.e., the PowerPoint presentation.

2 Content Attachments

Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.

File to Attach:

Name of Link to File:

Special Action:

Currently Attached Files:

Figure 3 - Click on Browse and locate the presentation to attach

5. Enter a name for the linked file in the **Name of Link to File:** field.
6. Select **Unpackage this file** from the **Special Action** pull-down menu.
7. In the **Options** portion (Figure 4) of the page, select any desired options, such as the dates on which the file will be available.

3 Options

Do you want to make the content visible? Yes No

Do you want to add offline content? Yes No

Do you want to track number of views? Yes No

Do you want to add metadata? Yes No

Choose date restrictions

Display After

Jan 03 2003 10:55 AM

Display Until

Jan 03 2003 10:55 AM

Figure 4 - Select the options for displaying the presentation

8. Click on **Submit**. The File Options page will open.
9. In the **Package Entry Point** portion of the **File Options** page (Figure 5), select the entry point—i.e., the **.htm** file—for the presentation from the list of files.

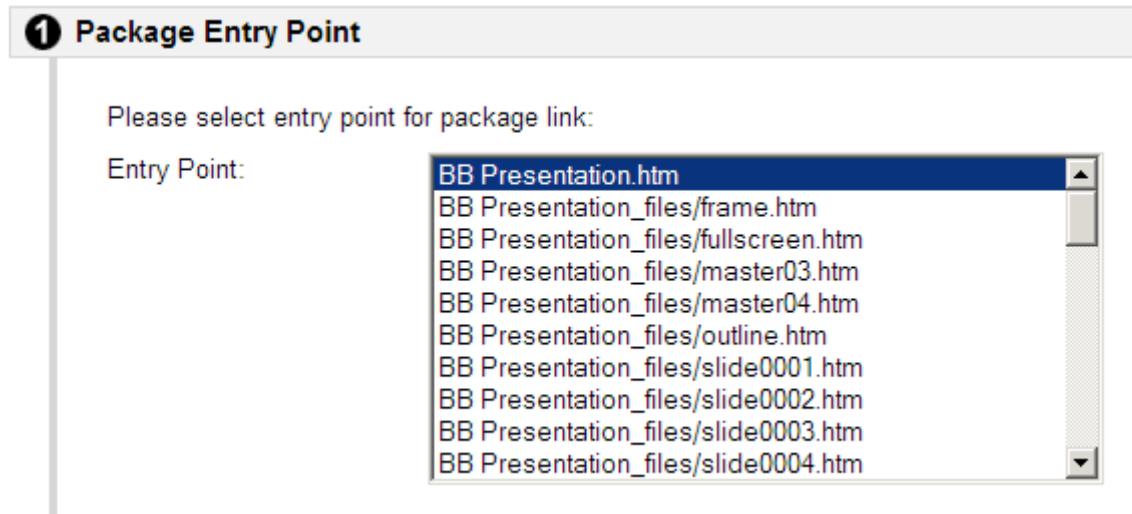


Figure 5 - Select the entry point for the presentation

10. Click on **Submit** and, when the Content Receipt page appears, click on **OK**.

-
- Jane F. James, Swarthmore College Information Technology Services
 - Created: January 2003
 - Updated: November 2003