

Uploading a PowerPoint Presentation in HTML format to Blackboard 5

Converting a PowerPoint presentation to HTML format can help your students with slow Internet connections view these presentations online. However, it is important to note that some special characters and special formatting will be lost because HTML might not support it.

Some of the following items may not display or work properly:

- Superscripting
- Subscripting
- Formulas
- Footnotes
- Sound, animation, and video

If you are using multimedia, please consider using Microsoft Producer for PowerPoint. It is a free tool that allows you to synchronize video and/or sound with a PowerPoint presentation and deliver it effectively using streaming technologies. Contact Julian Laverde to learn more about Microsoft Producer at (714) 278-4720.

There are three steps you have to complete to upload a PowerPoint Presentation in HTML format into Blackboard 5:

1. Convert the PowerPoint Presentation to HTML
2. Compress the files using WinZip
3. Upload the WinZip file to a Blackboard Course Site

1. Convert the PowerPoint Presentation to HTML

To convert the PowerPoint presentation to HTML format follow these steps:

1. Create a new folder on your desktop with a descriptive name.
2. Start Microsoft PowerPoint and open the presentation.
3. Select the **File menu** and click on **Save as Web Page**.
4. Select and open the new folder you created.
5. In the file name section you can type the name for the file. **It must include the extension .htm or .html**. Also the file name should not include spaces, slashes, or hyphens. Use the underscore in between the words.
6. Click on the **Save** button (see figure 1).

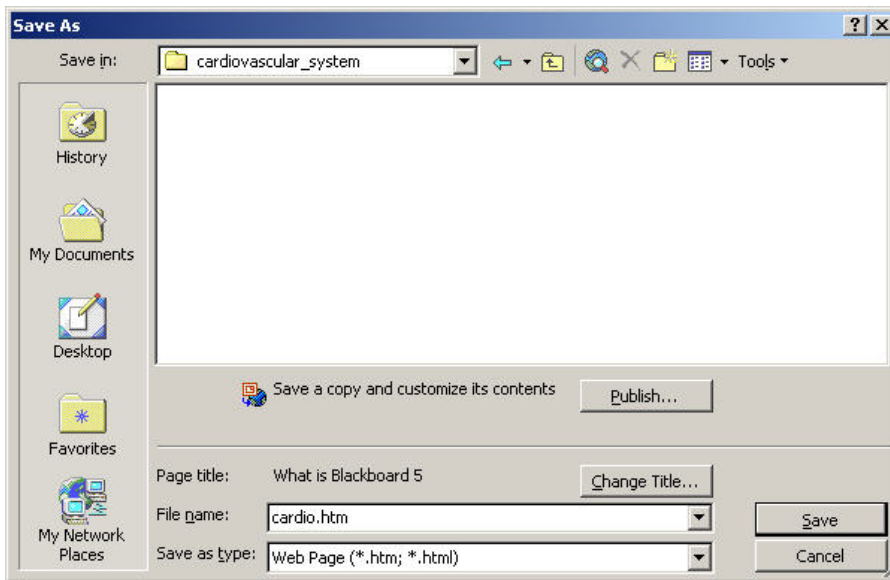


Figure 1. Saving a PowerPoint Presentation as a Web page.

2. Compress the Files Using WinZip

You must now use WinZip to compress your files. WinZip is installed on rollout computers with Windows 2000. If you do not have WinZip installed contact the help desk at ext 7777 to obtain information on how to obtain a copy. To compress the file follow these steps:

1. Right-click on the new folder you created to store the PowerPoint presentation in HTML format.
2. Click on your folder name.zip to create the WinZip file.
3. The WinZip dialog will display (see Figure 2). Click the **I Agree** button.
4. Wait for a few seconds and you will see the new WinZip file on your desktop.

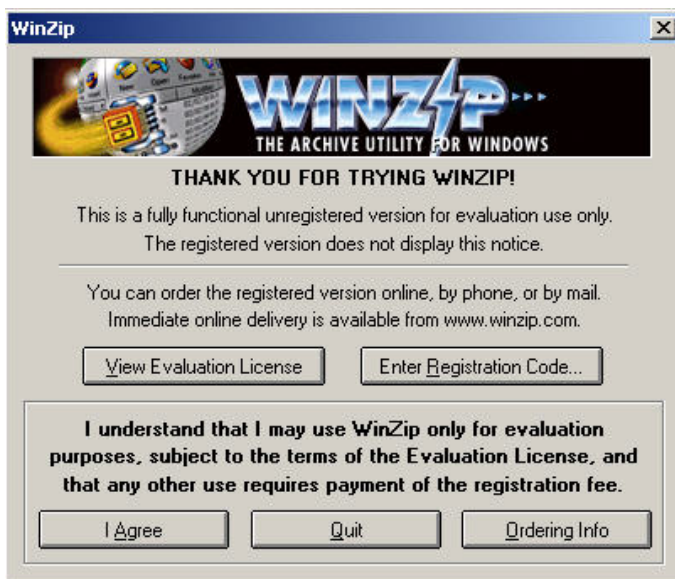


Figure 2. WinZip Dialog Box

3. Upload the WinZip File to a Blackboard Course Site

The last step is to upload the WinZip file to a Blackboard Course Site. You will need to follow these steps:

1. Open the Blackboard Course Site.
2. Click on the **Control Panel** button.
3. Using the **Content Area** category, click on the link where you would like to upload the WinZip file.
4. Click on the **Add Item** button.
5. Complete **Part 1 Content Information**.
6. Click on the Browse button located in **Part 2 Content Attachments**.
7. Find and select the WinZip file and click on the **Open** button.
8. Type the name for the link.
9. For **Special Action** select **Unpackage this file** (see Figure 3).
10. Complete **Part 3 Options**.
11. Click on the **Submit** button.
12. Select the first file displayed on the **Package Entry Point** page.
13. Click the **Submit** button



Figure 3. Uploading WinZip file to a Blackboard Course site.

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