



Blackboard Tutorial

Adding PowerPoint Presentations to Blackboard

How can I use PowerPoint presentation/slides in my Blackboard course web site?

PowerPoint can be used in Blackboard to
create a mini-lecture to emphasize key learning points
demonstrate a concept
effectively add graphics, charts or even audio to your course
make your presentations portable (you can view them anytime/anywhere using the Internet)

What are the steps in adding a PowerPoint Presentation to my Blackboard course?

Start by creating your PowerPoint Presentation. Save the presentation. Go to the Control Panel of your Blackboard course.

Select where you are going to place (upload) your files on Blackboard. (Maybe you will be using PowerPoint to present a mini-lecture. For this tutorial, we selected the "Course Materials" area.)
Click the "Course Materials" link. You should be at the "Course Materials" page.

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with links for 'My Dickinson', 'Courses', 'Blackboard Web Resources', and 'System Admin'. Below this, the course title 'CLASS101: A Training Course for Instructors - Jeanette Gribble (Instructor)' is displayed. The main content area is divided into several sections:

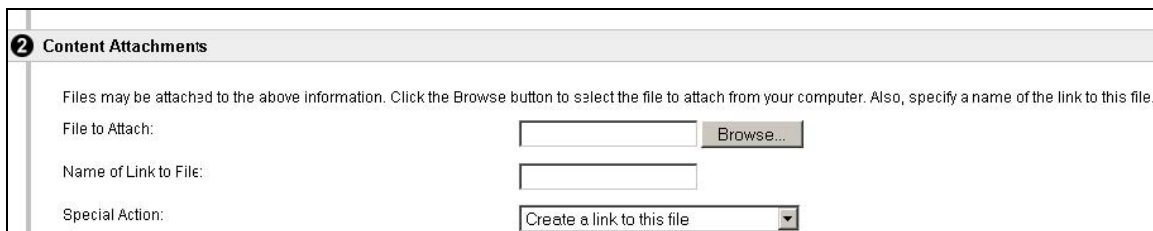
- Content Areas:** Course Information, Destines 1 parts, Course Documents, Tests, Assignments, Welcome!, Resources, External Links, Library E-Reserves, Dickinson Pictures, Information.
- Course Tools:** Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, Digital Dropbox, Glossary Manager, Messages, Manage Chalk Title.
- User Management:** List / Modify Users, Enroll User, Remove Users from Course, Manage Groups.
- Assessment:** Test Manager, Survey Manager, Pool Manager, Course Statistics, Gradebook, Gradebook Views.
- Help:** Support, Manual, Contact System Administrator.

Determine if you want to add the PowerPoint presentation as an item, folder or learning unit. Click the option you selected. (We used the “Add Item” feature for this tutorial.)

You should now be at the “Add Content” page.

First, you can title your PowerPoint presentation and enter a brief description of the presentation in the box provided.

Then using the “Browse” feature, select your PowerPoint presentation from your computer files. You may give the file a new name.



The screenshot shows a web form titled "Content Attachments" with a tab icon on the left. Below the title, there is a paragraph of instructions: "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." The form contains three input fields: "File to Attach:" with a text box and a "Browse..." button; "Name of Link to File:" with a text box; and "Special Action:" with a dropdown menu currently set to "Create a link to this file".

For PowerPoint presentations ignore the “Special Action” feature.

Be sure to click the option to make your presentation visible (or not) to the students. Click the “Submit” button to finish the process.

Now go back to the course area where you entered the PowerPoint presentation and view it. Depending on the computer and how individual preferences have been set up, presentations will either open within Blackboard or be saved to the desktop.

Note: Students who do not have PowerPoint on their computer can download “PowerPoint Viewer” at: <http://office.microsoft.com/downloads/> to view the presentation.