

Publish a Presentation into Blackboard

How you publish your presentation depends on how you want students to view the presentation. There are several options:

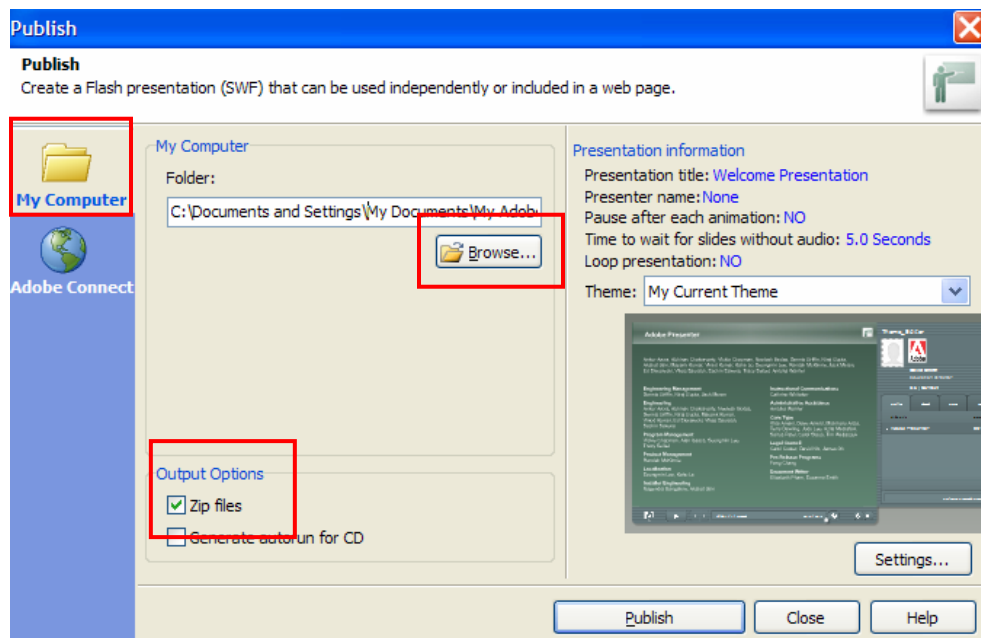
- Upload your presentation into a Blackboard course or community site
- Upload your presentation into CourseWeb or MyWeb, or to any web server
- Publish the presentation to a CD

The steps below will guide you through publishing a presentation and uploading it to your Blackboard site.

1. In PowerPoint, open a presentation (PPT file).
2. From the Adobe Presenter (Breeze) menu, select Publish.
3. Select My Computer. Click the Browse button to select the location on your computer where you want to save the published presentation.

NOTE: By default, when you publish, a new folder with the same name as the presentation is created and placed in your My Documents\My Adobe Presentations folder. The new folder contains all of the presentation files, copies of attachments, and any audio, video, and image files that are part of the presentation.

4. In Output Options, select Zip files
5. Click Publish.



Upload the published presentation into Blackboard

1. Log into Blackboard (<http://blackboard.stthomas.edu>)
2. Once in your Blackboard course/community site, select a content area
3. In a content area, select the Add Item button

Add Item

1 Content Information

Name

Choose Color of Name

Text

Normal 3 Times New Roman **B** *I* U ~~S~~ x₂ x² [List icons]

[Rich text editor icons]

4. Browse for the .zip file of the presentation that you published. In the "Special Action area, select the option to Unpackage this file, and then Submit.

Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify

Attach local file

Link to Content Collection item

Name of Link to File

Special Action

5. In the Entry Point, select index.htm as the entry point.

6. Select whether you want to presentation to open in a new browser window, and then Submit.

Content Actions

1 Embedded Media Information

Select options for embedded content.

If the filenames listed are not readable, the unpackage operation can

Entry Point

Launch in new window Yes No