

PowerPoint Presentations in Blackboard

Why Upload A PowerPoint Presentation to Blackboard?

When uploading a PowerPoint presentation to Blackboard, you must consider the instructional value to your students. Generally, the glitz of a presentation is of little value to your students.

Common Uses for PowerPoint Presentations in Blackboard:

- Advance organizers
- Post – Lecture Outlines
- A presentation containing several graphics (maps, photos, charts, etc.)

How Do My Students Access My PowerPoint Presentation If They Do Not Have PowerPoint Installed On Their Computer?

It is not necessary that your students purchase PowerPoint to view your PowerPoint presentation online. However your students must download the PowerPoint viewer and install the viewer onto their computer. The PowerPoint viewer can be freely downloaded from the CANS website at <http://officeupdate.microsoft.com/downloadDetails/ppview97.htm> (Windows) or

<http://support.microsoft.com/support/kb/articles/Q190/9/86.asp?FinishURL=%2Fdownloads%2FRelease%2Easp%3FReleaseID%3D13030%26redirect%3Dno> (Office 98)

Or

<http://support.microsoft.com/support/kb/articles/q122/9/35.asp?FinishURL=%2Fdownloads%2FRelease%2Easp%3FReleaseID%3D13883%26redirect%3Dno> (Standard MSOffice for Mac)

How Do I Put My PowerPoint Presentation Into Blackboard?

You can put your PowerPoint Presentation into Blackboard just like you would add any document to Blackboard. For example, if you wanted to add your PowerPoint presentation into the Course Documents area of Blackboard you would follow the steps outlined below:

1. Open your course.
2. Select **Control Panel**
3. Click **Course Documents** from the Site Management area
4. Click **Add Document**
5. Give your document a title
6. Scroll to the middle of the page and click the **Browse** button
7. Locate the PowerPoint file you wish to put into CourseInfo
8. Scroll to the bottom of the page and click submit.