

This guide explains how to add PowerPoint Presentations to a WebCT course. This guide assumes the user already knows how to make a PowerPoint Presentation and covers the following steps:

- I. Saving a PowerPoint presentation as HTML
- II. Zipping all the files in the presentation folder
- III. Uploading a presentation into a WebCT course.

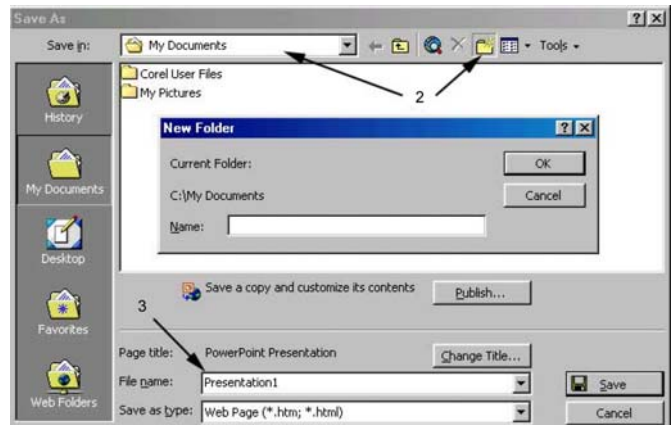
### I. Saving a PowerPoint Presentation as HTML

Open the PowerPoint presentation.



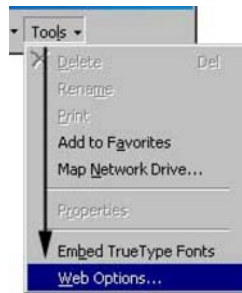
#### A Save as HTML:

1. Under **File**, select **Save as Web Page**. The “Save as” menu opens.
2. Next to “Save as” select a location to save your HTML document. For better organization, create a new folder by clicking on the “create new folder” icon, and assign a name related to the presentation.
3. Next, assign a file name using only letters and/or, numbers with no special characters (i.e. #, (, +, /, ?, etc.)

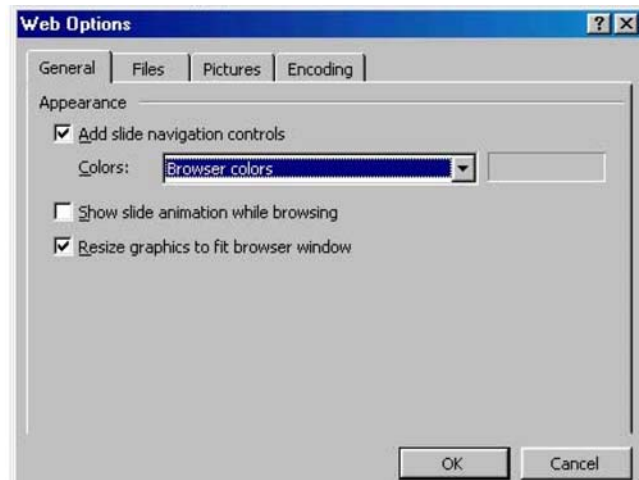


#### B Web Options:

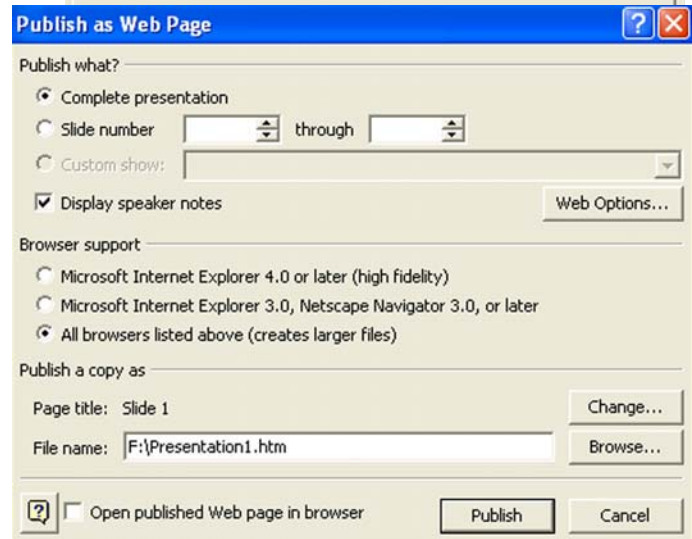
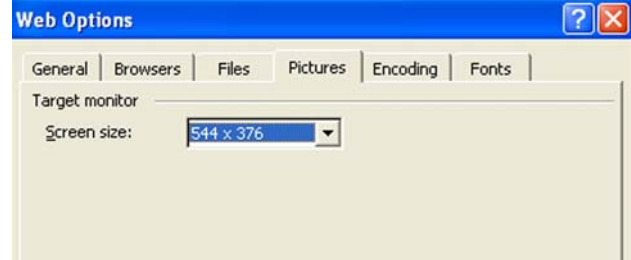
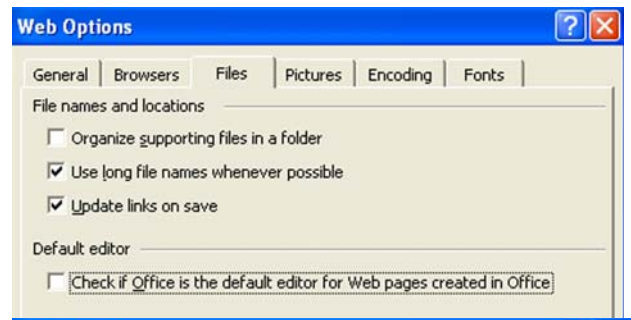
Click on **Tools**, and then **Web Options**.



1. Under the “General” tab, click the boxes next to **Add slide navigation controls** and **Resize graphics to fit browser window**. Deselect the box next to **Show slide animation while browsing**.



2. To save all the information associated with the presentation into a single HTML file, under the “Files” tab, click on the boxes **Use long file names whenever possible** and **update links on save**. Deselect **Organize supporting files in a folder** and **Office is default editor**.
3. Next, under the “Pictures” tab, deselect both boxes under “file formats” and change the **Target monitor** – screen size to “544 X 376”. By selecting this option, PowerPoint will produce HTML using two frames. Click **OK** at the bottom of the “Web Options” menu.
4. Click on the **Publish** button in the “Save As” menu brings up the “Publish as Web Page” menu. Click the box next to **All browsers listed above**. Under “Publish a copy as”, make sure the file name/location is consistent with the file name in the “Save As” menu.
5. Click the **Publish** button on the “Publish as Web Page” menu. Once the process completes, exit PowerPoint 2000 and locate the folder with the HTML supported files.

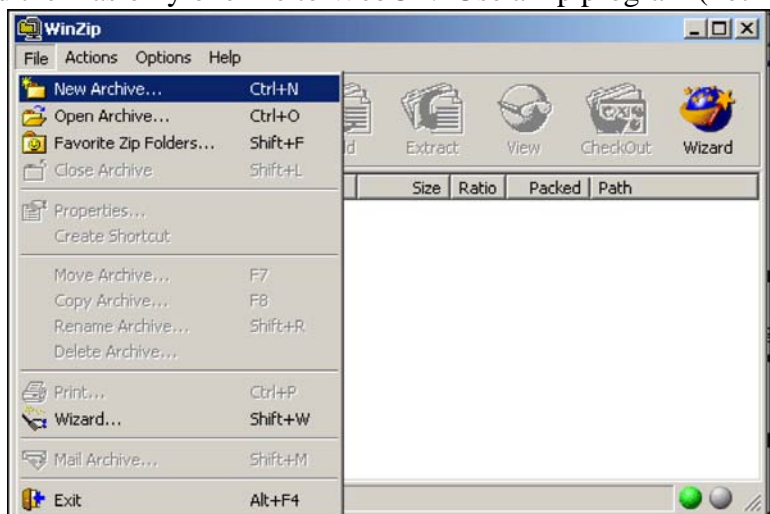


## II. Zipping all the files in the presentation folder

By zipping the files it is possible to upload them as only one file to WebCT. Use a zip program (not your ZIP drive) like WinZip or MacZip to open the html presentation. If you don't have a zip program you can upload each file individually by following **Step 3- Uploading your presentation into WebCT**.

*Note: These instructions are for WinZip.*

- A Create a new zip file (archive) by clicking on the New or by selecting New File in the pull down menu under “File”. Make sure the File type reads Zip Files (see image).



B Select a drive and folder to store the archive file. Assign a name to your archive and click OK. The program should automatically give your archive a '.zip' extension. This will take you to the ADD interface.

C In the ADD interface, find the drive and folder that contain your presentation files. Add **All** of the files ('.html', '.gif', and '.jpg') that are stored in your presentation folder. Add files by selecting each one separately, or select the presentation folder in the **Add From** box and click the **ADD WITH WILDCARDS** button.



**Windows Tip:** Once you locate your HTML file (using **My Computer** or **Windows Explorer**), a quick way to zip your presentation folder is to first select the folder, then right click to open a menu. Scroll through the menu, click on the **Add to yourfile.zip**. A zip file of the presentation is created in the respective folder where the HTML version of the presentation was originally saved.

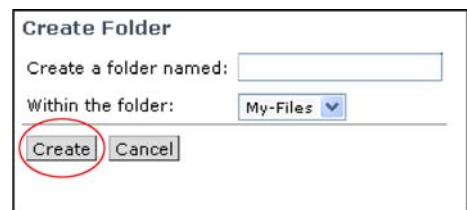
### III. Uploading your presentation into WebCT

The individual presentation file or the zip file needs to be uploaded into the WebCT File Manager. It is advisable that a new directory be created for each presentation uploaded into WebCT. While in WebCT the zip file will have to be unzipped to access the individual files.

#### A Creating a New Presentation Folder

In the Navigation Bar and under Control Panel, click **Manage Files**.

1. Click on create folder under Folders option at screen's right
2. Give a name to the folder by typing it in the box and click **Create**.



*Note: Folder names cannot contain spaces or special characters. Use an underscore or a hyphen to separate words if necessary.*

Now there should be a new folder located under My-Files in the Manage Files area.

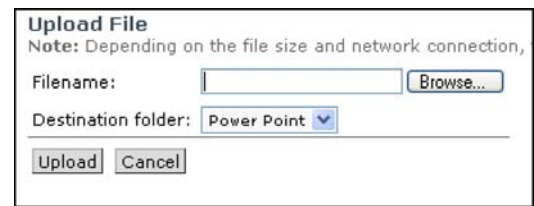
#### B Uploading the Zip File

1. In webCT's manage files area, locate the folder when the presentation is to be stored and click the checkbox next to it. This will allow the uploaded zip file to be placed there from where it is stored on your harddrive.



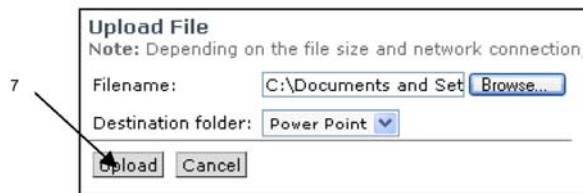
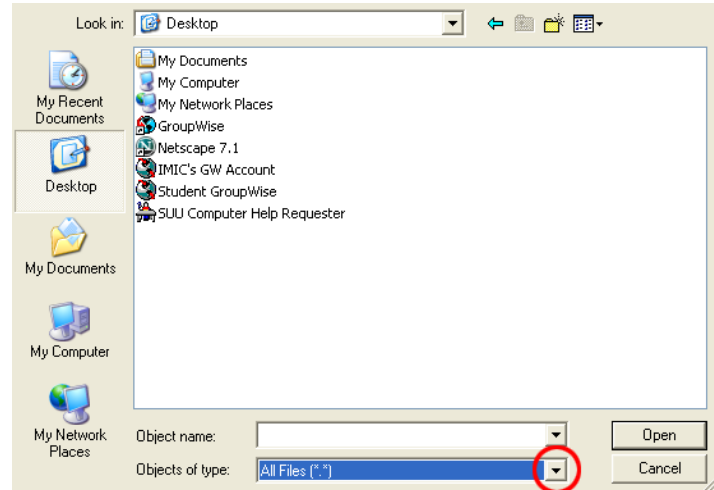
2. Under **File Options**, click **Upload**

- The Upload File screen will appear, and click **Browse**. This screen is used to choose the previously created Zip file from where it is stored on your hard drive.
- In the File Upload screen, find the folder where the Zip file is saved.



*Note: if you are using Netscape in order to view the file, scroll down the **Files of type** and click **All File (\*.\*)**. Now the zip file can be seen in the destination folder.*

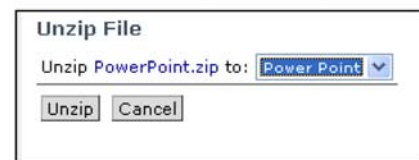
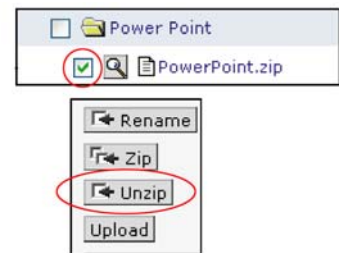
- Select the zip file.
- Click **Open**.
- Make sure that correct filename is located in the **Filename** box and click **Upload**.



### C Unzipping the File

While in WebCT, open the previously created folder in order to view the Zip file that was uploaded.

- Click the check box next to the zip file.
- Under **File Options**, click **Unzip**.
- While on the **Unzip File** screen, click the small arrow and scroll down the menu to select the previously created folder.
- Click **Unzip** to start unzipping the files.
- You will need to select the folder from the drop-down list before clicking unzip.



## D Making Presentations Available to Students

Once the presentation is uploaded into WebCT, presentations can be added as single page, an item on a tool page, or as a page of content in a content module. No matter how the presentations are made available, the *yourfile.htm* in the folder of each presentation is the file that must be linked in order for the presentation to be viewable. From inside the desired tool or page, click on **Browse**, this will bring up the WebCT Browser where you can select the presentation file.

1. Click the radio button next to the HTML file.
2. Click **Add**

*Note: You must be in "View" mode to see the presentation.*

**Add Single Page**

1. Enter a title for this item:
2. Enter the information for the Single Page.  
Page filename:  **Browse...**  
Open in:  New browser window  Same browser window  
 Show navigation buttons
3. Decide where to show the link to this item.  
 On the *Course Menu*, visible on all pages. Link will appear as text.  
 On an *Organizer Page*: **Homepage**   
 Link shows item title  
 Link shows icon (select below)  
 Use default icon  
 Use custom icon  
Choose icon:  **Browse...**
4. Add this item to your course.

**Add** **Cancel**

Show only HTML files in the My-Files folders in Manage Files  
 Show all files in the My-Files folders in Manage Files

File names:

- \* chat/Room1.txt
- chat/Room4.txt
- Power Point/PowerPoint.zip
- \* webctest.txt

**Add** **Browse** **Cancel**

\* The file already exists in this Content Module.

### References:

The content of this document was derived from ITRC of Idaho State University. It has been modified to fit the IMIC of Southern Utah University.

### URL Links :

<http://www.isu.edu/itrc/handouts.shtml#>



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