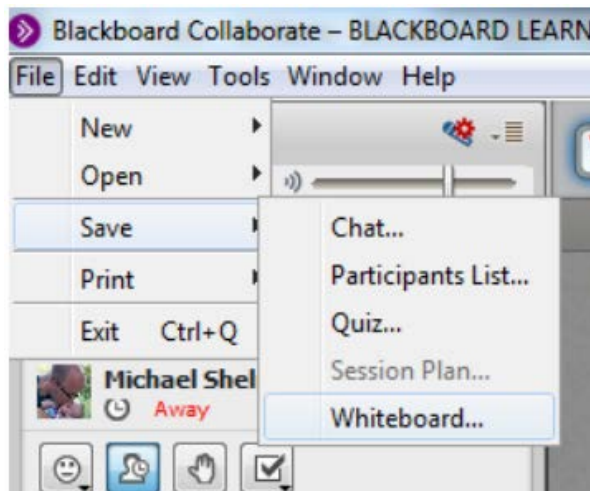


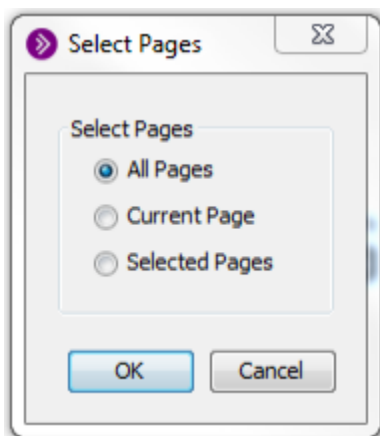
Loading Slides into Collaborate

Currently, PowerPoint (PPT) slides cannot be directly preloaded into a Collaborate session without first being converted to a Whiteboard (**WBD**) file. In order to **convert your presentation** and preload your slides into a session you need to follow these steps:

1. Create or access a currently available Collaborate session
2. Load the PowerPoint presentation
 - a. This will take a few minutes to convert and upload
3. Review the slides to make sure everything looks all right
4. From the top left menu, click on **File > Save > Whiteboard**

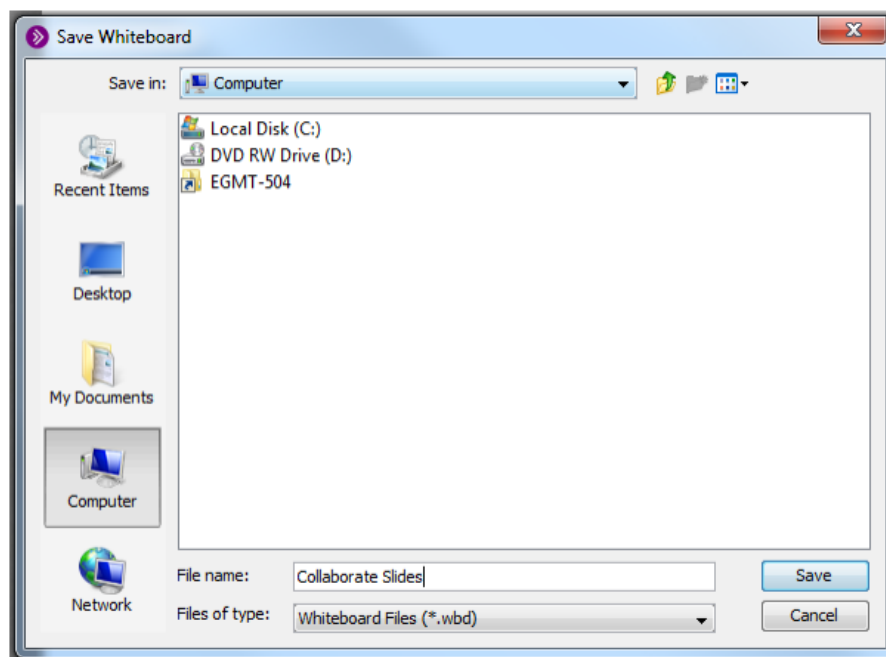


5. Leave the default selection of All Pages and click **OK**



6. Choose a location on your computer and click **Save**

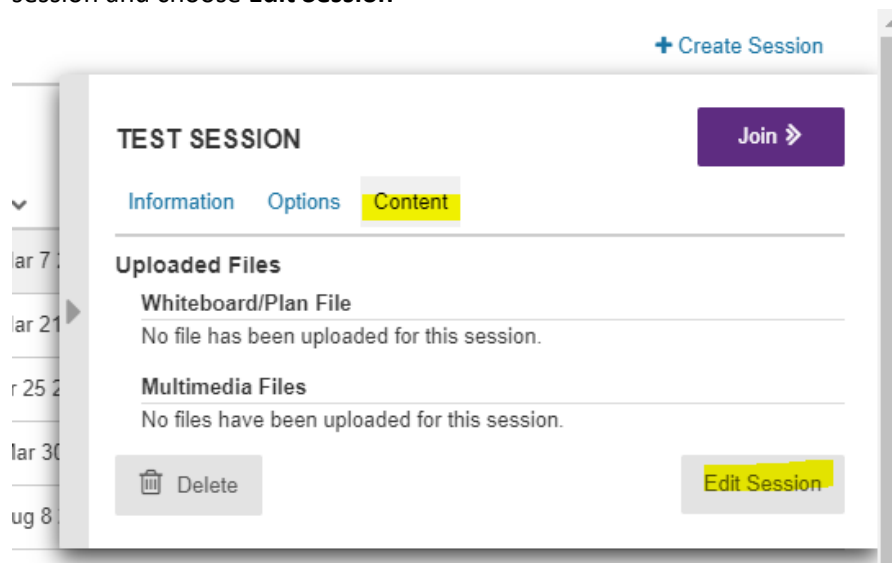
Loading Slides into Collaborate



7. Exit the current session

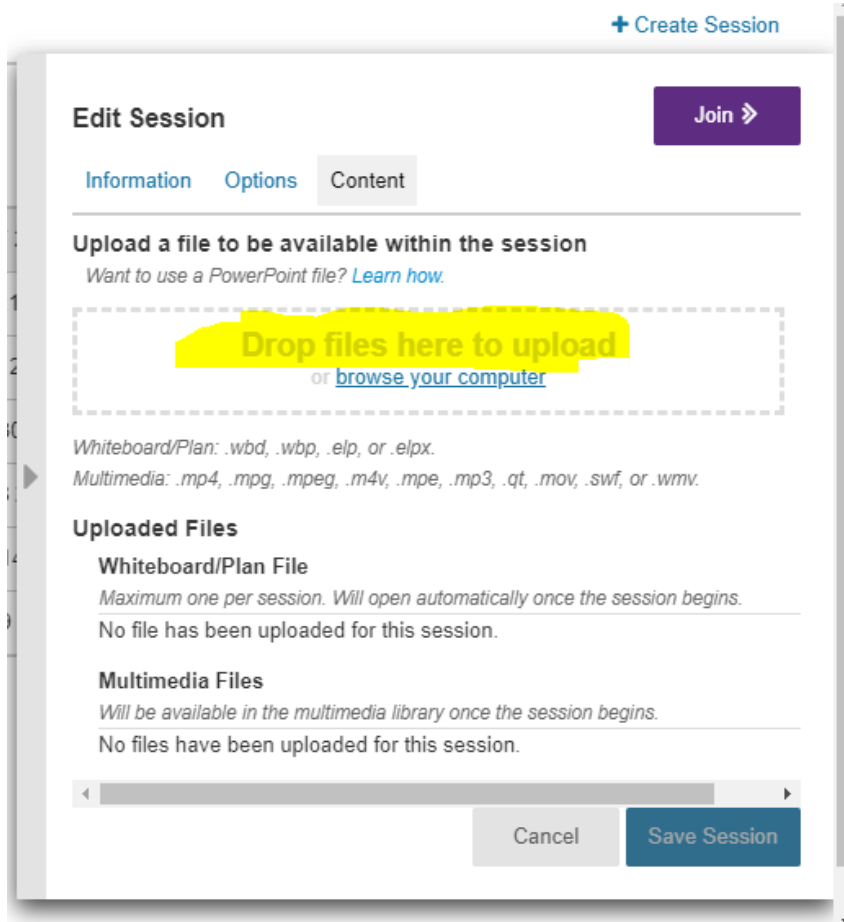
Now you will now need to *go back into your BlazeVIEW* to find the session where you want the slides pre-loaded. In order to make sure they will be there when you enter the session, follow these steps:

1. Navigate to the Blackboard Collaborate List page
2. Click on the Collaborate session you want and navigate over to the **Content tab** on the far right of the session and choose **Edit Session**



3. Navigate to the “Drop files here to upload” box

Loading Slides into Collaborate



4. Click on the **Browse Your Computer** button
5. Select the **WBD** file you created from the previous steps and click **Open**
6. Click the **Submit** button to upload the file and save your changes

The presentation will now be available once you are in the live session. You can only attach one presentation in this way, so if you have multiple presentations to load, you will want to load all of them using the first set of steps above and save them all as a single WBD file.

If you have any questions about these steps, please contact eLearning at 229-245-6490 or email us at elearning@valdosta.edu