


Setting up a PowerPoint Lecture

By Dick Evans

I assume the .ppt file has already been uploaded to the WbCT file area and that a lecture page has been setup.

Homepage > **Lectures**

Lectures



Sample Saved as MHT

To add text to this area of your page, click **Add lower textblock**.

Actions
⚡ indicates a selection is required from the main frame.
[⚡ Use Organizer Page Wizard](#)

Options: Links
Add page or tool
Edit
Delete
Hide
Reveal
Specify selective release
Move backward
Move forward
Move to organizer page
Move to Course Menu
Copy to Course Menu

Under Actions, click **Add page or tool**

Homepage > Lectures > **Add Page or Tool**

Add Page or Tool

Select a page or tool to add to your course.

Use a wizard when available ⚡

Pages	Course Content Tools	Communication Tools
Organizer Page ⚡	Syllabus ⚡	Discussions ⚡
<u>Single Page</u>	Content Module ⚡	Mail ⚡
URL	Glossary	Chat ⚡
	Image Database	Whiteboard

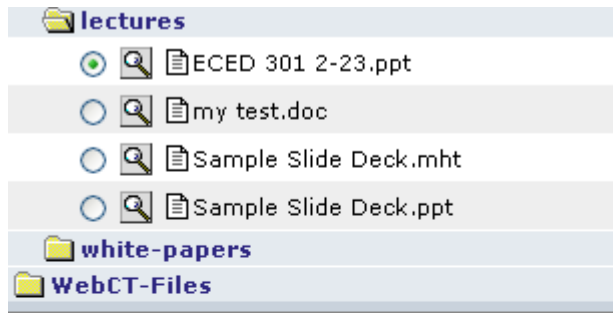
Under Pages, click **Single Page**

Add Single Page

1. Enter a title for this item:

In the Add Single Page title box, **enter the title** you wish to have appear on the lecture page as a link to your PowerPoint slide deck

Click **Browse** and locate the slide deck



Upload File ... To add a file from your computer, **Upload**. Select it in the list above and click **Add selected** take several minutes.

Filename:

Upload to:

...

Click the radio button associated with the file, then at the bottom of that page, click **Add selected**

Page filename:

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*:

Link shows item title

Link shows icon (select below)

Use default icon

Use custom icon

Choose icon:

4. Add this item to your course.

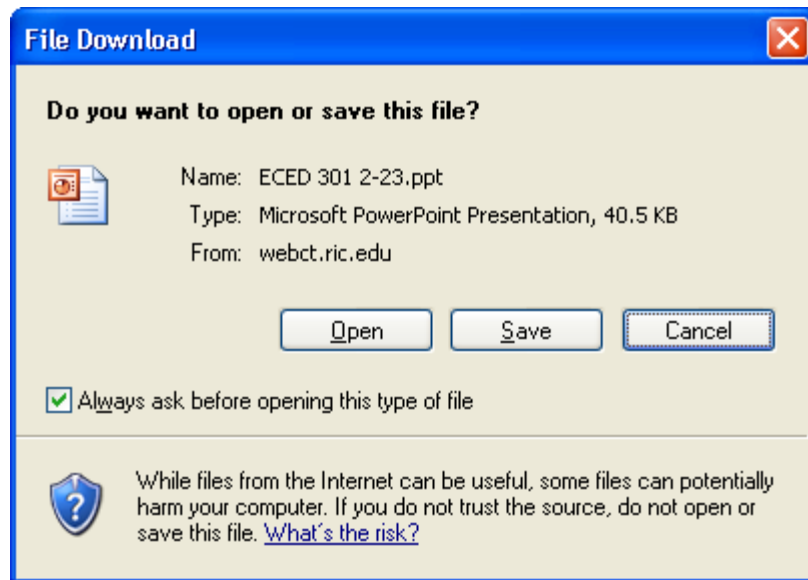
If you do not want the slide deck to open inside of WebCT, change the Open in option. Then check the **On as Organizer Page: Lectures**, and then click **Add**

Homepage > **Lectures**

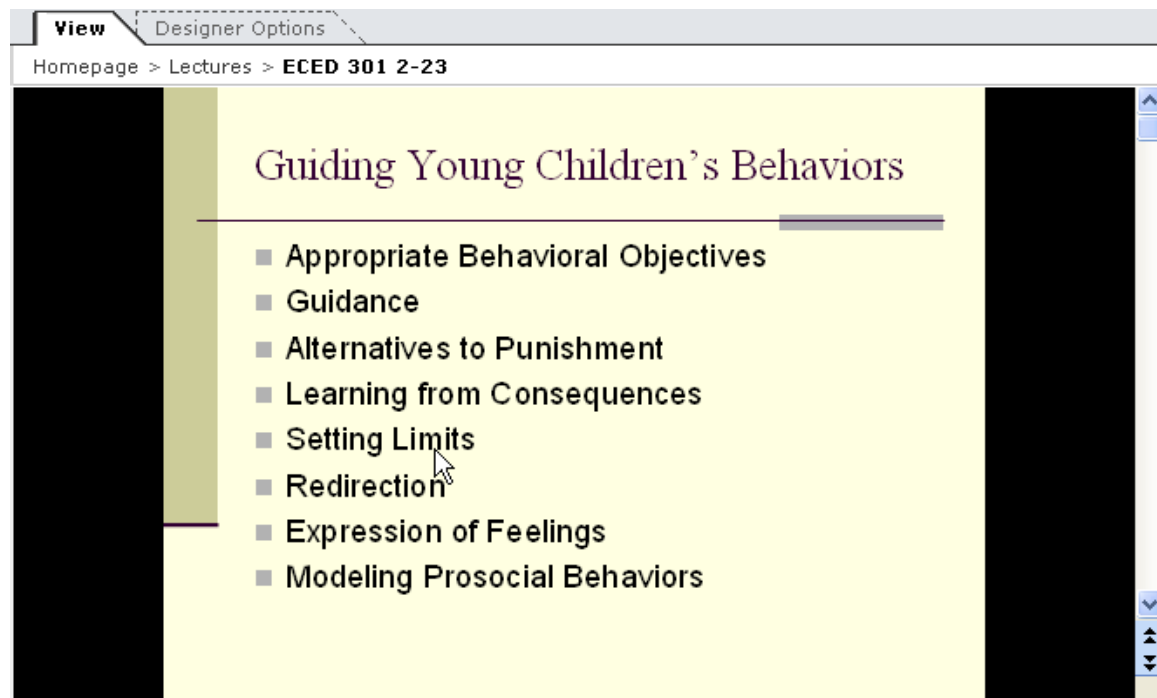


The link to the PowerPoint slide deck is complete

Change to **View** mode, then click the link to observe what the student will see, and then **take the link** to open the slide deck in WebCT



The File Download dialog box opens. Click **Open** to view the presentation, Save to store a copy of it locally, or Cancel to exit



The Lecture opens