# Loading PowerPoint Presentation and Recording - PC

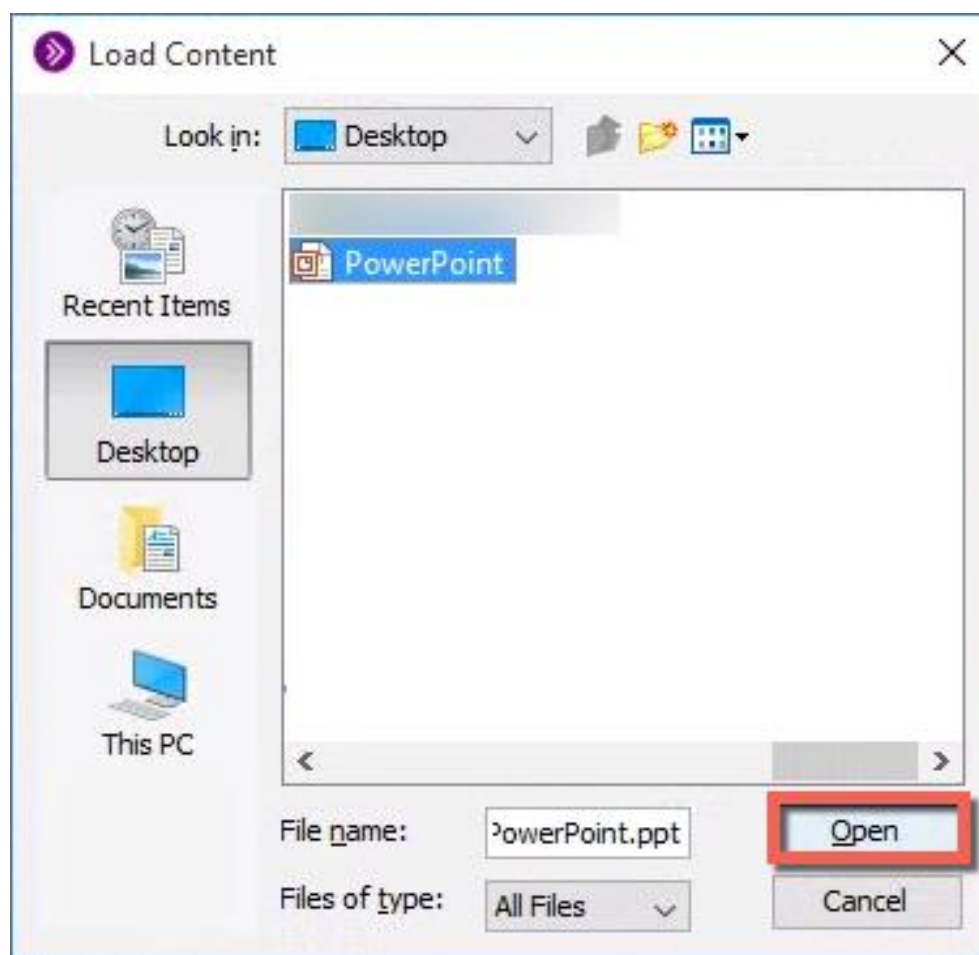## Loading Powerpoint Presentations (Load Content):

You must have **moderator privileges** in order to load powerpoint presentations to your Collaborate session. If you do not see the Load Content button in the upper right corner, please contact your instructor to give you moderator access.

If this is your first time accessing Blackboard Collaborate, please download the launcher. For more details, please view the **Collaborate First Time User** tutorial in the Student Tutorials section.
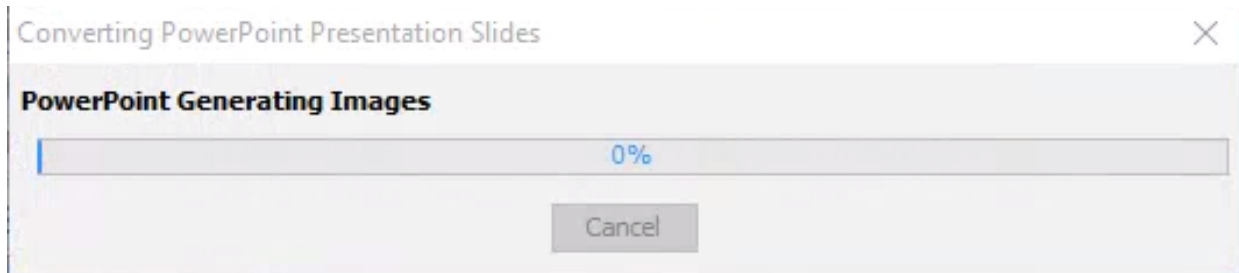
Make sure that **Microsoft Office Powerpoint is closed**. If it is open, you will receive an error.
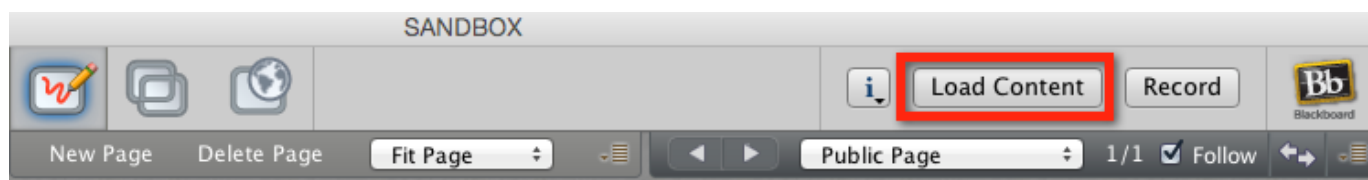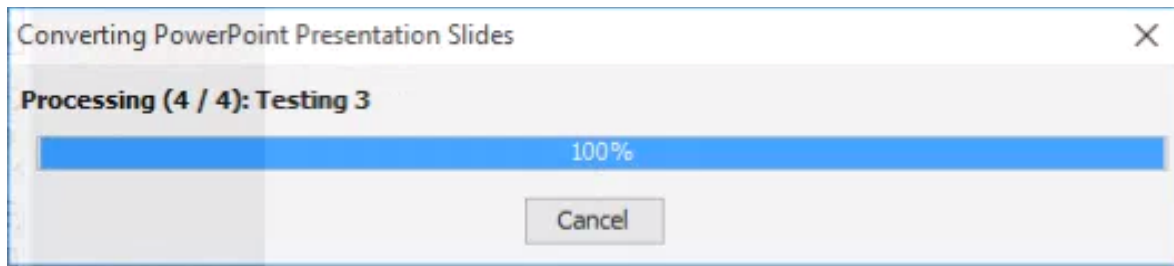

The **Load Content window** will open to find the file on your computer. Select the Powerpoint (.ppt or .pptx) file and click **Open**.
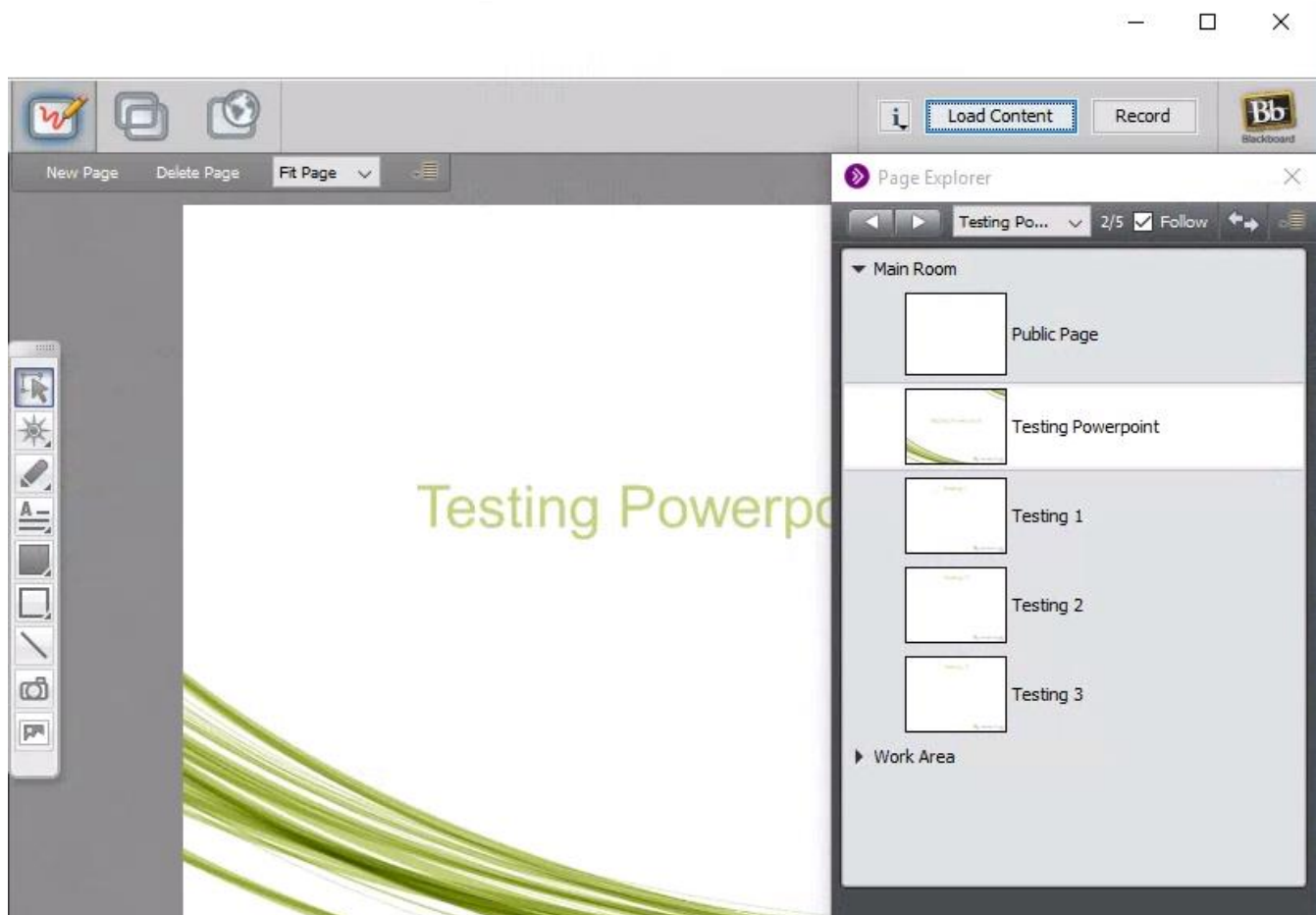
The file will start the Generation Process. This process can take up to 5 minutes depending on your internet connection and computer speed. Converting…

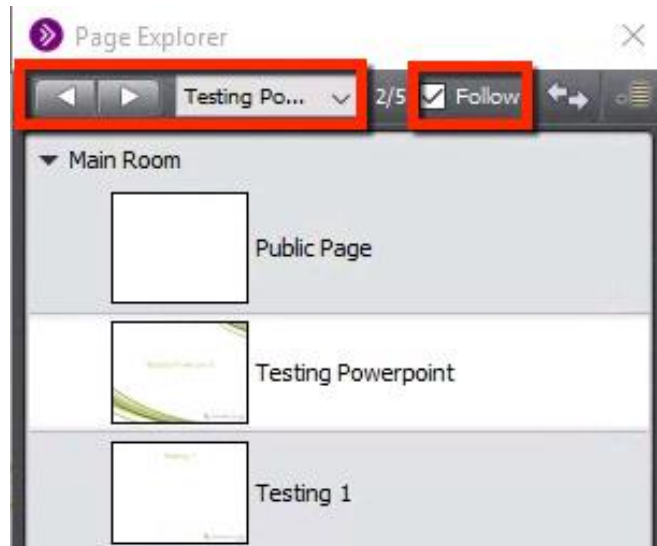Processing the slides…

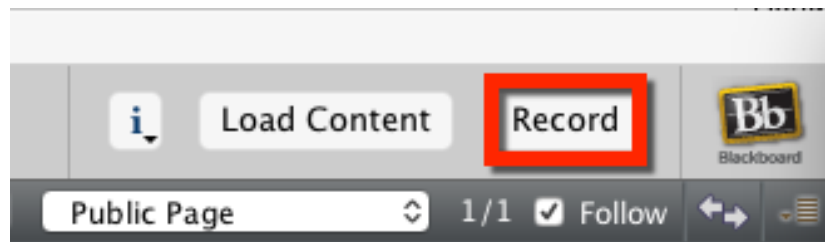You have successfully loaded a PowerPoint presentation into Blackboard.

The left and right arrows are you navigation tools. Click either one to proceed to the next slide or the previous slide. To jump to a specific slide, select the up/down arrow to open the drop down menu and select a slide.
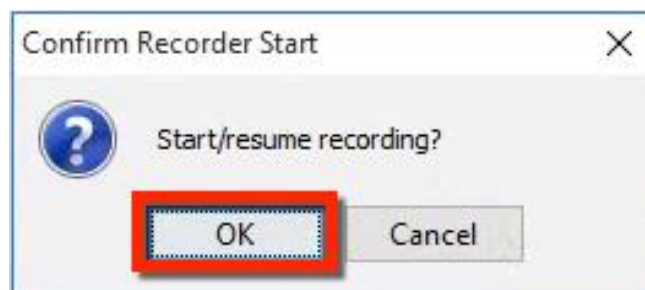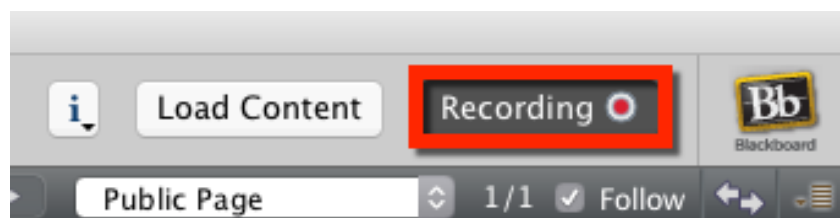

Recording:
When you are ready to record, please click the Record button.
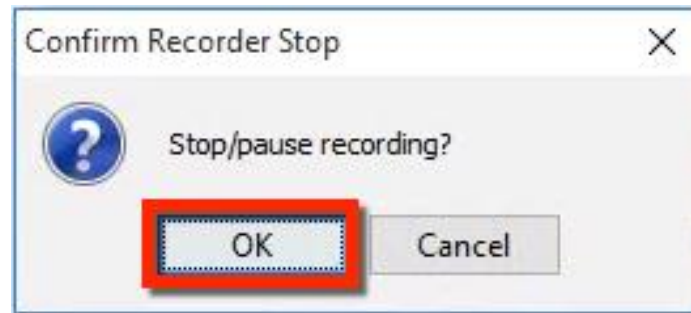

A window will appear asking if you would like to start/resume recording. Click **OK**.

You will hear a voice "Recording Started". You will notice the button changed from Record to Recording with the red recording icon. When you are finished recording, click this button.

A window will appear asking if you would like to stop/pause recording. Click **OK**.

Note: For the recording to populate in the Recordings section in the Blackboard Collaborate homepage, make sure to exit the session after you stop the recording. Once you exit the session, the conversion process begins and will take about double time of the time it took to record. For example if you had a 30 minute recording, it will take at least 60 minutes to convert and show up in the Recordings section.

SCHEDULED SESSIONS | **RECORDINGS**

| Search | | Start Date | 01/15/2015 | | End Date | 02/13/2015 | | Go |

Delete

	Title △	Date & Time	Session Duration	Version	Blackboard Collaborate	Audio (MP3)	Video (MP4)
☐	Test Course	Friday, February 6, 2015 3:47:08 PM CST	0:02:27	12.6	⊘	Convert	▶