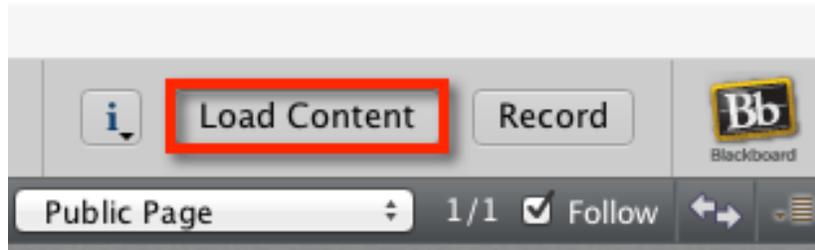
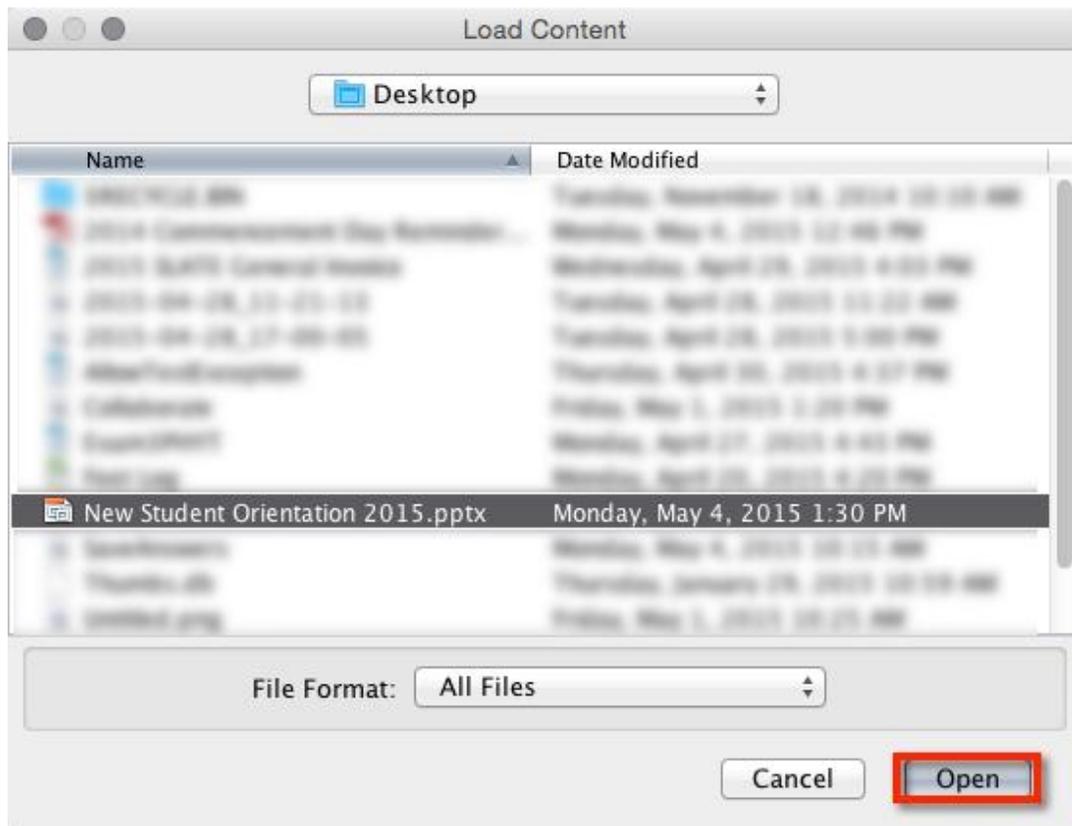


Uploading a PowerPoint Presentation

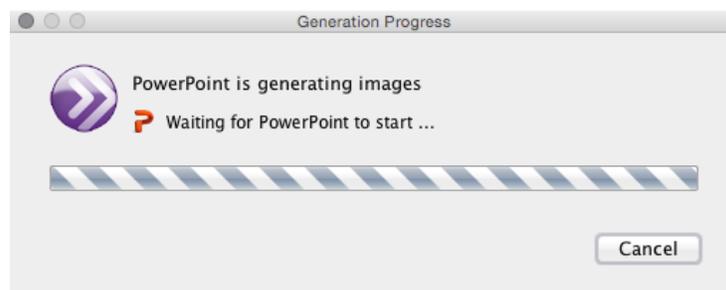
Open a Collaborate session. Before you click **Load Content**, make sure Microsoft PowerPoint is closed. Now click **Load Content**.



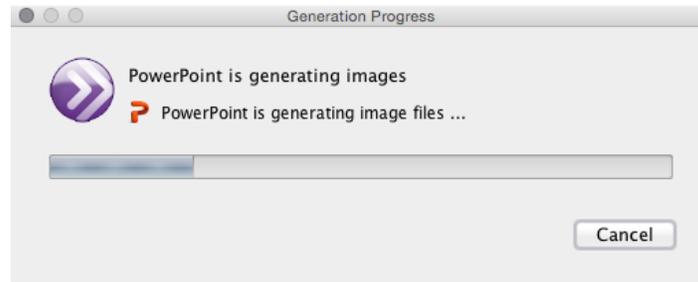
Highlight the PowerPoint from your computer, then click **Open**.



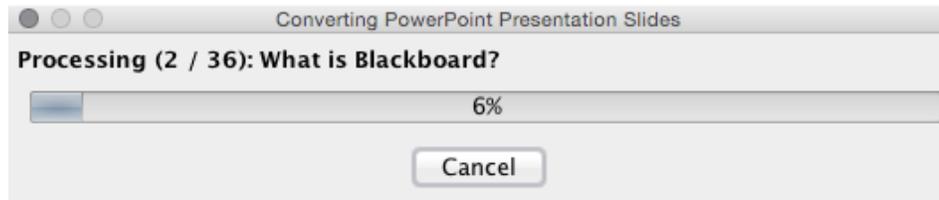
Wait for PowerPoint to begin. Do not do anything during this process.



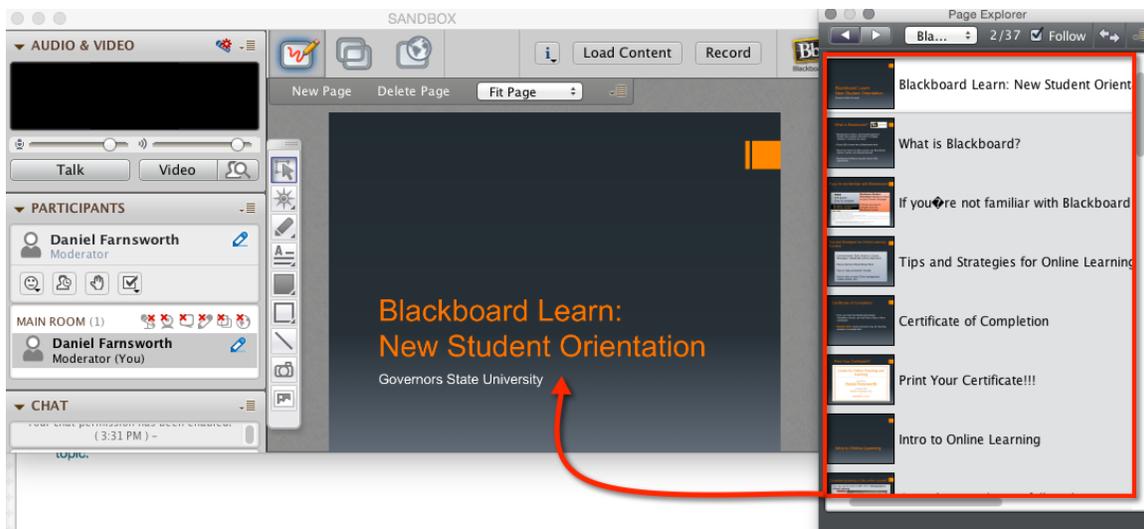
PowerPoint is generating images.



Converting the slides.



The slides will appear in the windows explorer to the right. Which ever slide is highlighted, will be the one to appear on the Whiteboard screen.



- A. **Go to the Previous Page:** This will take you and your followers to the previous page in the Whiteboard.
- B. **Go to the Next Page:** This will take you and your followers to the next page in the Whiteboard.
- C. **Go to the Selected Whiteboard page:** Select any of the pages you have in your presentation or public pages.
- D. **Page Count:** What page you are on out of how many total pages.
- E. **Follow:** If checkmarked, this will cause all participants to move to the same screen as the moderator.
- F. **Explore Mode:** Explore other pages, while leaving participants on current page.
- G. **Navigation Option Menu:** This will open a drop down menu. If you select Hide Page Explorer, the Explorer will embed above the Whiteboard.

Blackboard Questions? Contact the Center for Active Engagement and Scholarship
Email: blackboard@govst.edu Phone: (708) 534-4115

