

PUTTING POWERPOINT PRESENTATIONS INTO BLACKBOARD

In Blackboard

Choose **CONTROL PANEL** from the left-hand menu options.
Choose **COURSE DOCUMENTS**

Choose **ADD ITEM**

In the **1 Content Information** section under **Name**, type in a name for the PowerPoint presentation.

In the **2 Content** section, for **Attach local file** browse to the PowerPoint presentation on your computer.

In the **2 Content** section, for **Special Action**, choose **Create a link to this file**

Click on **Submit**

You should now have a link in your Blackboard site which will open your Powerpoint presentation.