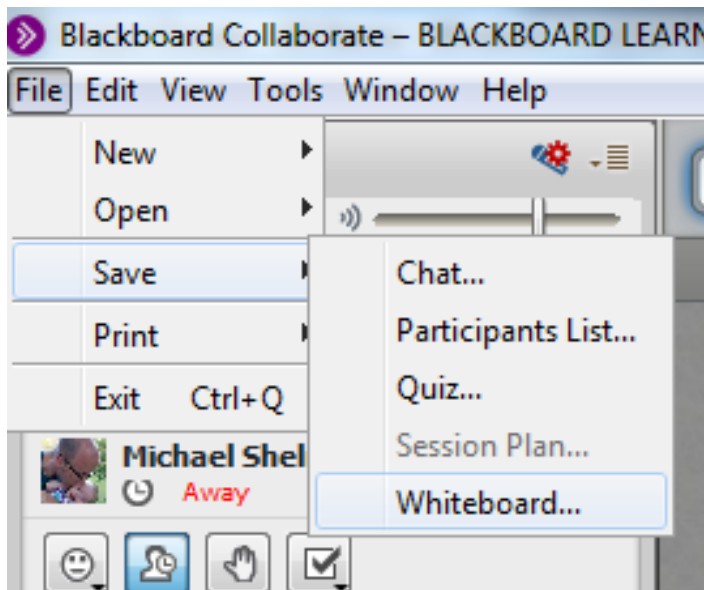


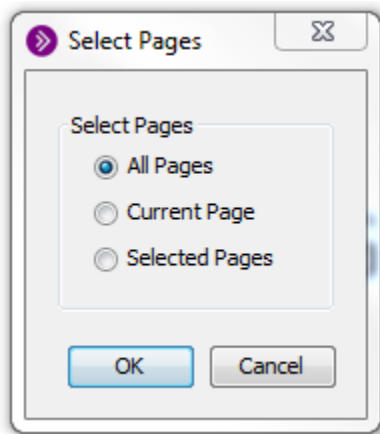
Loading Slides Into Collaborate

Currently, PowerPoint 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:

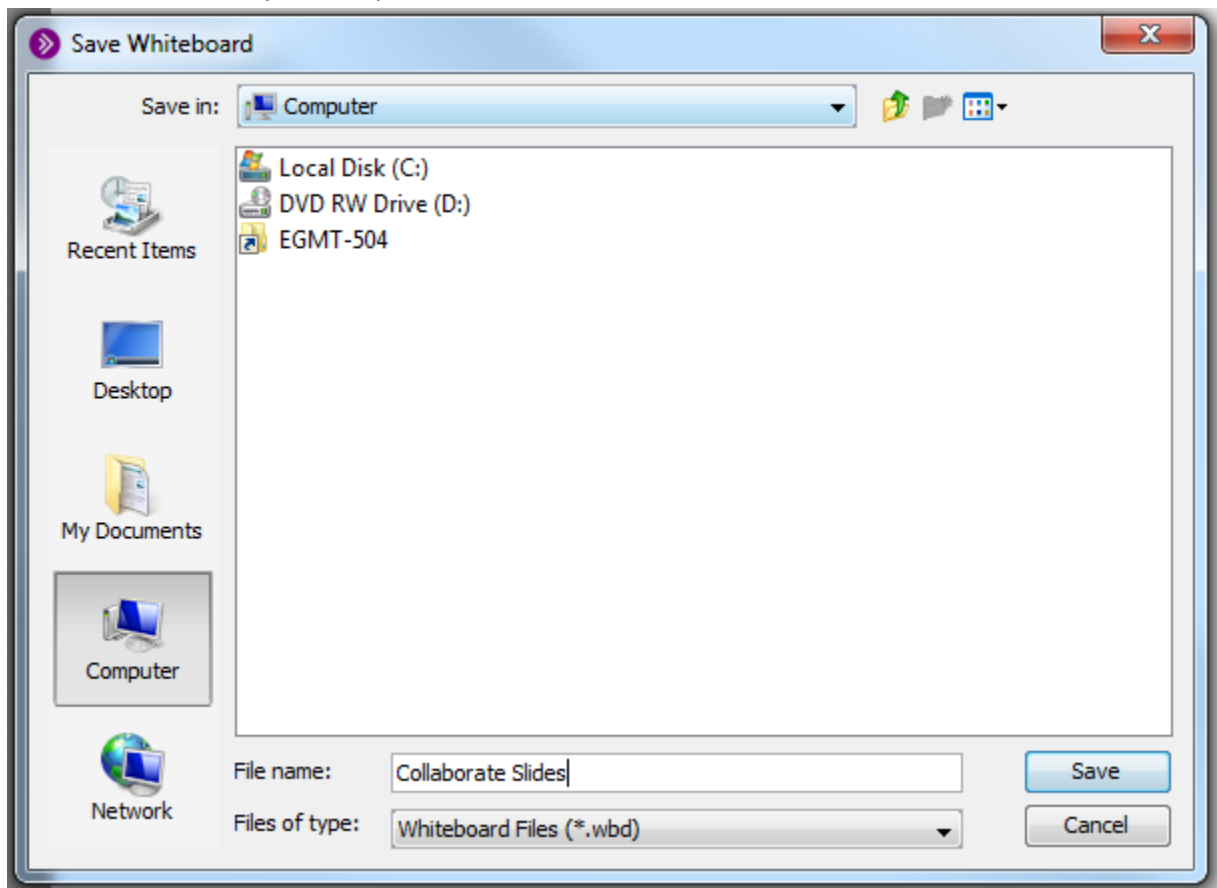
1. Create or access a currently available Collaborate session
2. Load the PowerPoint presentation
 - a. This will take a few minutes to convert and upload
3. Review the slides to make sure everything looks all right
4. From the top left menu, click on File > Save > Whiteboard



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



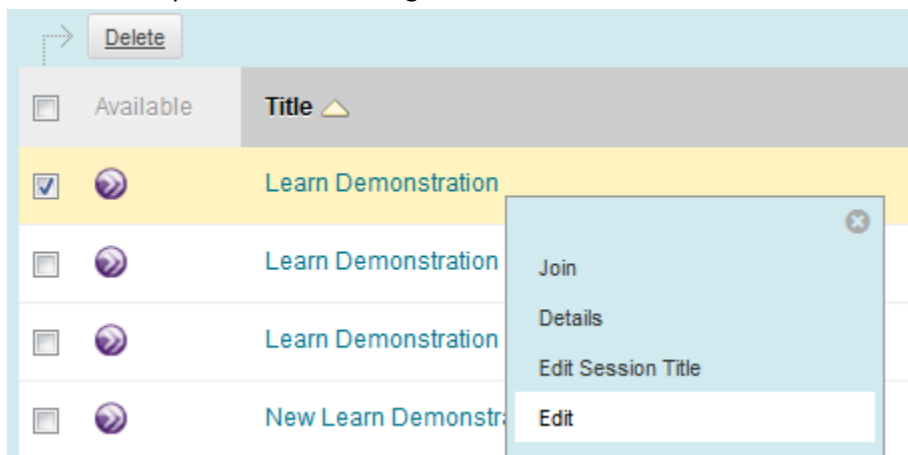
6. Choose a location on your computer and click Save



7. Exit the current session

You will now need to go back into Drexel Learn 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 Options icon to the right of the session and choose Edit



3. Navigate to the Sharing tab

4. Click on the Browse My 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 the Online Learning Team at 215-895-1224 or olt@drexel.edu.