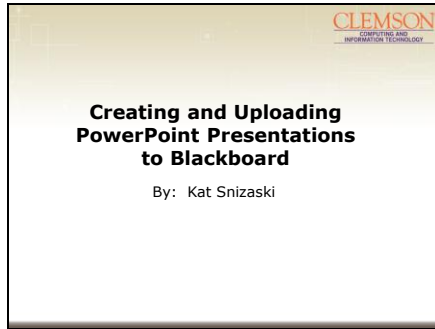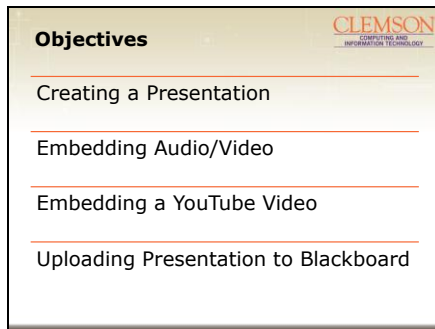Slide 1

Welcome to this Tuesday's Tech Talk.

My name is Kat Snizaski. I'm the professional development coordinator for CCIT.

Today, I will be talking about creating a PowerPoint Presentation and uploading it to Blackboard.

Slide 2

Today our objectives are:

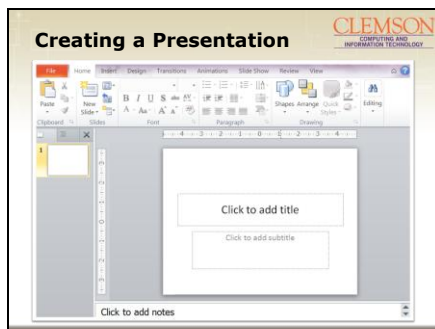Creating a PowerPoint Presentation
Embedding Audio/Video
Linking to a Video
Packaging a Presentation
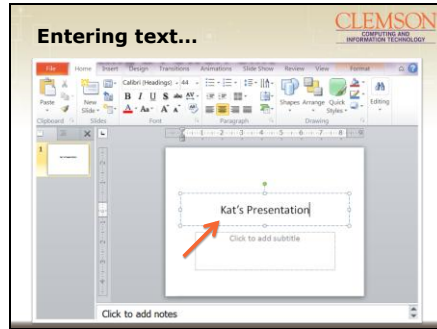Uploading Presentation to Blackboard

Slide 3

When you open PowerPoint, this is the screen you see. It automatically opens to a new blank presentation.
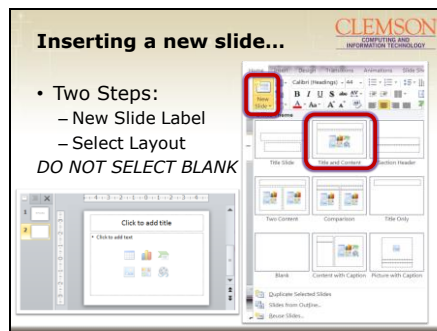
If not, you will need to select the File Tab then New and Select Blank Presentation.

Slide 4

To enter text, simply click where it says "Click to add title", or "Click to add subtitle" or "Click to add text" and start typing.
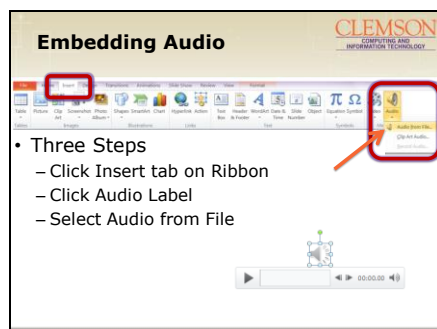
Slide 5

To insert a new slide, there are two steps:

Click the bottom half of the New Slide button on the Home Ribbon – Select the layout you wish to use for your next slide.

In this case, I'm selecting the Title and Content layout.

Slide 6

To insert an audio file, click the Insert tab on the Ribbon. Click the last button on the Right that says Audio – Select Audio from File.
Browse to find the file and double click it.

You will see the little mega phone. To play it while in design mode you have to select the icon. Then click Play. While running the presentation you simply click the mega phone like you would a hyperlink.

Slide 7

To insert a video file, click the Insert tab on the Ribbon. Click the second to the last button on the Right that says Video– Select Video from File.
Browse to find the file and double click it.

Slide 8
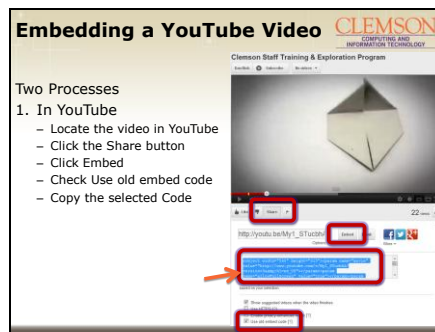
Inserting a YouTube video is has two processes: first locating the video in YouTube, second: embedding the code in PowerPoint.

First, find the video on YouTube. Then click the Share button under the video. Click the Embed button and select Use old embed code.
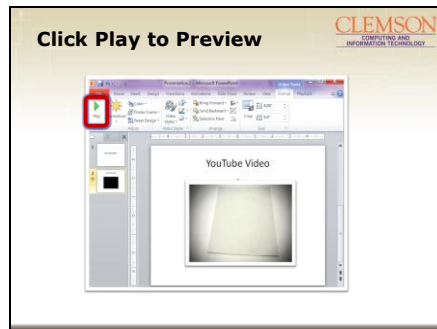
Select the code and copy it.

Slide 9

Embedding a YouTube Video

2. In PowerPoint
   – Click on the Insert Tab
   – Click Video | Select Video from Web Site
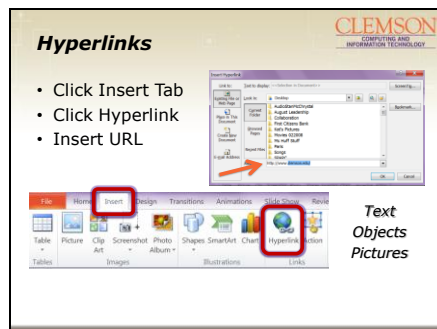   – Paste copied code
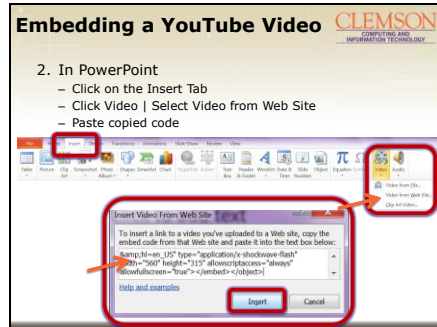
In PowerPoint, click the Insert Tab – Click Video then select Select Video from Web Site. Paste code in the dialog box and click Insert. It may take a few seconds, so be patient.

Slide 10

Click Play to Preview

To preview the video you can click the Play button on your Ribbon.

Slide 11

Hyperlinks

• Click Insert Tab
• Click Hyperlink
• Insert URL

Embedding audio & video files make your file size in PowerPoint pretty big. You might want to consider linking to the larger files.

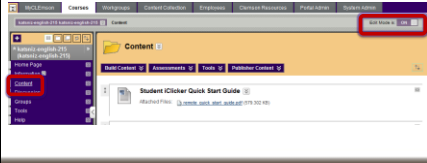On the Insert tab – Click Hyperlink. Here you can link to slides inside your presentation, other files or websites.

Text, objects or pictures can be a hyperlink.

Slide 12

Once you log into Blackboard make sure you are in Edit Mode by Changing the Edit Mode status to "ON" in the top right.

Then select Content on the right.

Slide 13

Click Build Content
Then select Item

Slide 14

Give the Item a name.
Where it says Attach File – Brown your Computer to find the PowerPoint file.

Slide 15
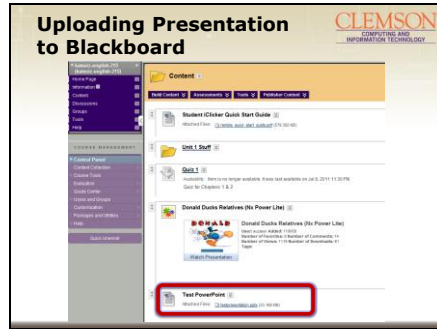
Now the PowerPoint presentation shows up in the Content area as a link.
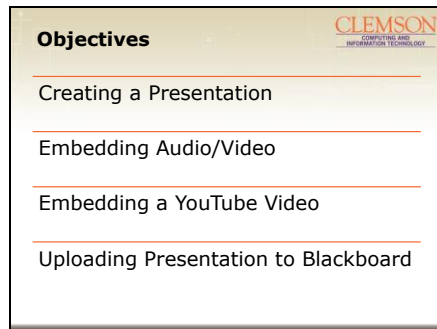
Slide 16

The items we covered today were: Creating a Presentation, Embedding Audio and Video, embedding a YouTube Video and uploading your presentations to Blackboard.
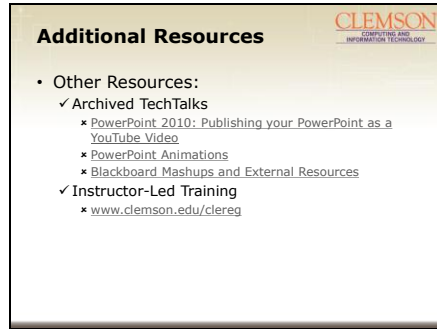
Don't forget about creating hyperlinks. If you file can be linked to you will save on file size.

Slide 17

All of our Tech Talks are recorded. The easiest way to find the archives are to go to Clemson's home page, in the search box type, "Tech Talks". Click the first link in the search results.

Slide 18

Additional Resources

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- Other Resources:
  - ✓ Archived TechTalks
    - × PowerPoint 2010: Publishing your PowerPoint as a YouTube Video
    - × PowerPoint Animations
    - × Blackboard Mashups and External Resources
  - ✓ Instructor-Led Training
    - × www.clemson.edu/clereg

Some additional resources that are available are previously recorded Tech Talks such as PowerPoint 2010: Publishing your PowerPoint as a YouTube Video, PowerPoint Animations and Blackboard Mashups and External Resources.

You can also visit www.clemson.edu/clereg for a list of our upcoming Instructor-Led Training.

Slide 19

Upcoming Tech Talks

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9/18	How to use Blackboard Rubrics	Jan Lay
9/25	Google Apps for Education Overview	Laurie Sherrod
10/2	Blackboard Testing Options	Jan Lay

Next week join us for "How to use Blackboard Rubrics" by Jan Lay, followed by Google Apps for Education Overview by Laurie Sherrod and Blackboard Testing Options by Jan Lay on October 2nd.