

# Adding PowerPoint to your WebCT course

## PowerPoint

1. Create PowerPoint presentation
2. File/Save as Web Page... (do NOT use the Save As command. Rather, find the Save as Web Page... command under the File menu.
3. Change Title to reflect a title for WebCT and to display in banner of Web browser
4. Change File Name if necessary with NO spaces. You can use the underscore character to create the “look” of spaces if you wish.
  - a. Record file name and directory where stored.
  - b. Creates an .htm file and a folder named the same as the .htm file without the .htm extension but with \_files added.
5. Close PowerPoint. End of PowerPoint use.

## End of PowerPoint

## WinZip

6. If you have WinZip installed on your Windows computer, advance to item #10
7. Locate WinZip in K:\Software Archives\Windows\Win32\File Viewers\WinZip7.0
8. Install WinZip by double-clicking WinZip7.0 icon.
9. Install and start with the WinZip Classic
10. Open WinZip
11. Create a New WinZip archive by clicking on the New icon
12. Name the archive and choose where you want to save it. Name the archive in the File name: box.
13. In the resulting window, locate the file and associated folder stored in item #4 above.
14. Double-click on the file [file].htm to add to the archive.
15. Click on the Add icon and locate the [file]\_files folder and double-click on the folder. Click on Add once more. All the files in the [file]\_files folder are displayed. Click on Yes.
16. File/Close Archive
17. Close WinZip

## End of WinZip

## WebCT file management

18. Open Web Browser and log into WebCT (<http://webct.graceland.edu>)
  - a. No WebCT? Contact Ron Ellis
  - b. Need New Course set up? Contact Ron Ellis
19. Open course you wish to modify
20. Click on Manage Files in blue window on left of screen
  - a. Navigation window not available? Click on Show Navigation in top left corner
21. Under Folder Options select Create New then click Go
  - a. Create a folder named exactly as folder [file]\_files
  - b. Select and click on Create within folder My Files
22. Under File Options click on Upload File radio button then Go
23. Click Browse and locate [file].zip file (see step #12). Select and Open
24. Destination folder should be on My Files. Click Upload.

25. Select the [file].zip check box, select action (Edit) by pulling down dropbox and select Unzip. Click Go. The Destination folder for [file].zip should be the new folder you just created in step #21a.
26. Click on Unzip.
27. Double Click to open [file]\_files folder, select the check box for the [file].htm file named in step #4, select the action (Edit) Move/Go and move the file to the My Files folder.

End of WebCT File Management

#### Adding WebCT Tools or Pages

28. Click on HomePage in the navigation menu under Course Menu
29. Click on Add Page or Tool in the navigation menu under Control Panel
30. Select Single Page radio button then Add
31. Enter a title for the PowerPoint Presentation
32. At the Page filename box click Browse. Locate [file].htm and click the radio button. Click Pick. You can choose if you want the presentation to be in its own window or not.
33. Select where you wish to make presentation available. The HomePage is the usual place to put a PowerPoint presentation.
34. Select a different icon if you wish.
35. Click Add.
36. Return to the HomePage. Select View radio button to see what the students will see then click on the new icon to test its functionality.