# Uploading PowerPoint Presentations into LTI
## Quick Reference Guide

A PowerPoint presentation cannot be loaded directly into an LTI integration with Blackboard Collaborate web conferencing – you must first convert it to a Whiteboard file (.wbd or .wbp). Before you do so, first read *Tips for Creating PowerPoint Files* on page 2 for information on preparing your PowerPoint file for conversion.

### Converting a PowerPoint to a Whiteboard File

1. If you have PowerPoint open, close it.

2. Launch a Blackboard Collaborate web conferencing session.

3. Load your PowerPoint file in one of the following ways:

   ✓ Click the **Load Content** button in the Collaboration toolbar. From the Load File dialog, select the desired PowerPoint file and click **Open**.

   

   ✓ Drag and drop the PowerPoint file onto the Collaboration toolbar.

   

4. You *may* be prompted to select the converter you want to use to import the presentation. If so, select *Import Presentation with PowerPoint* and click **Load**.
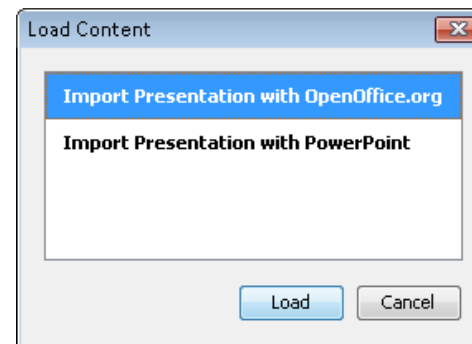
   

   When the conversion is complete (it may take a few minutes), the Page Explorer will open.

5. (Optional) Review the Whiteboard pages in the Page Explorer to confirm that all your PowerPoint slides were properly converted.

   **Tip:** By default, the Whiteboard has a Public Page. If desired, delete it before uploading your presentation to LTI.

6. Save the Whiteboard file. From the File menu select *Save* and then *Whiteboard...*

7. When prompted to select which pages to save, keep the default selection *All Pages* and click **OK**.
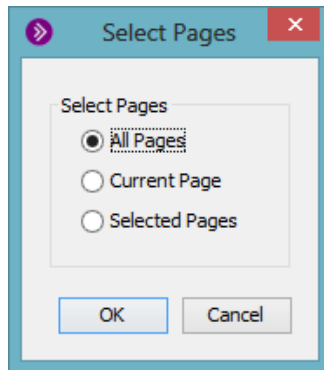


8. In the Save Whiteboard dialog, choose a location of your file and click **Save**.

## Uploading your Whiteboard File to LTI

Now that your presentation has been converted from PowerPoint to a Whiteboard file, you can upload it to your session in LTI under the session's Content tab. You can upload a presentation file when creating a new session or when editing an existing session. Simply drag and drop your Whiteboard file to the drop area under the Content tab.
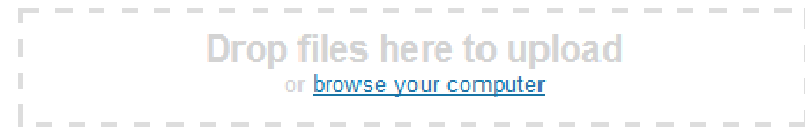


## Tips for Creating PowerPoint Files

When preparing your PowerPoint slides, follow the recommendations below to help the conversion to Whiteboard pages go smoothly.

- Use built-in PowerPoint templates. The names in the slide title fields will be recognized by Blackboard Collaborate and each Whiteboard page will be named accordingly.

- Avoid presentations over 20 MB in size and keep the number of slides in your presentations to less than 60, otherwise you may have issues converting them to Whiteboard files. If a presentation is larger or longer, split it into two or more separate presentations.

- Avoid large images and backgrounds with pictures and gradients. The larger or more complex an image, the longer it will take to convert.

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