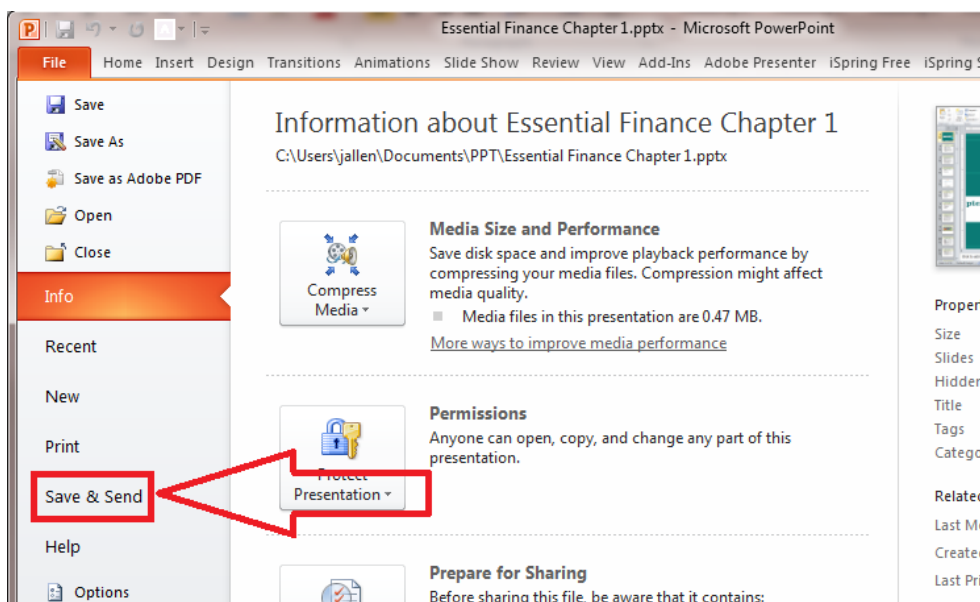
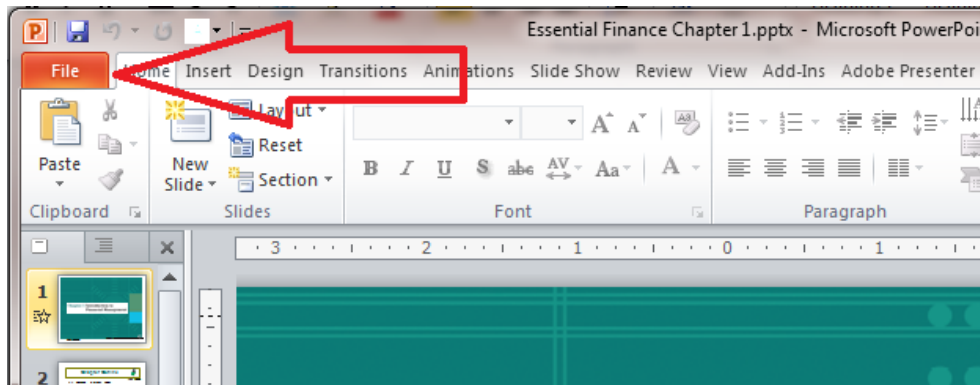


Getting Linked Files in PowerPoint to Work on Blackboard

If you have tried narrating your PowerPoint lectures or including videos, etc. you may have discovered a problem. Once you upload them to Blackboard, they play just fine for you, but your students complain that the sound and videos do not work for them. If you were to open the presentation on another computer you would discover the problem. PowerPoint links to the sound and video files, rather than making them a part of the presentation. Since the original files are stored on your hard drive, and your students cannot access them, the presentation does not work for anyone but you.

I found a simple workaround that will resolve that problem and allow you to upload a PowerPoint with references to linked audio or video files.

1. In PowerPoint, go to File>Save & Send>Package Presentation for CD.



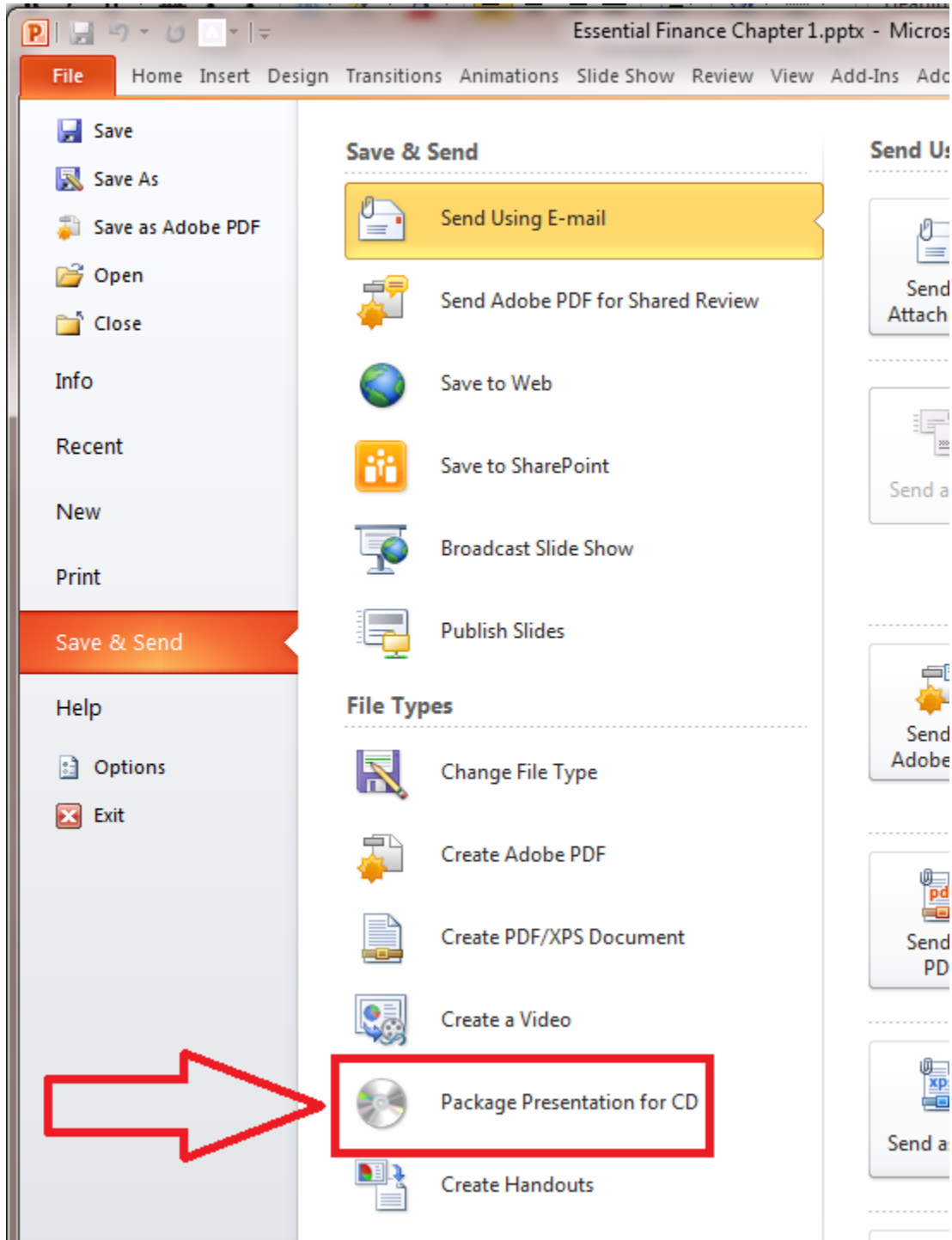
Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

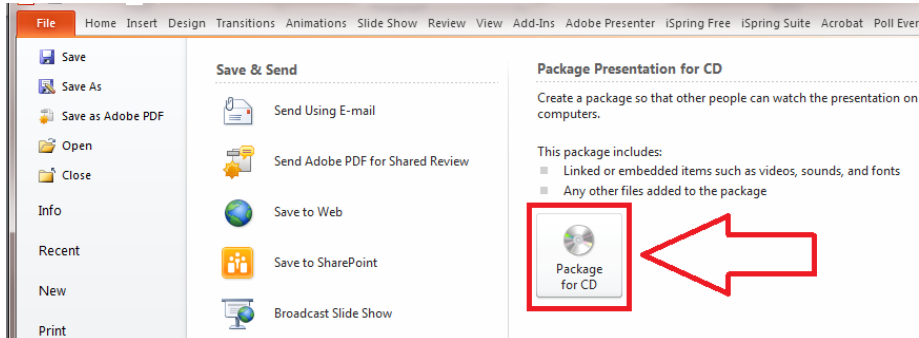
Submit a Support Request Ticket:

Phone: 903-334-6603

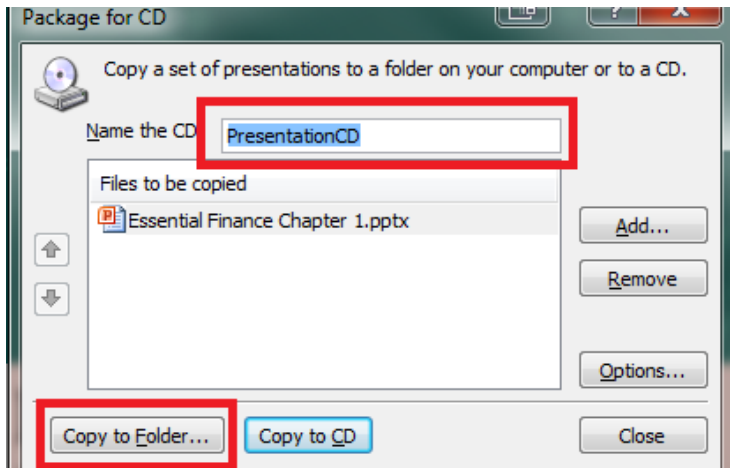
<https://isite.tamut.edu>



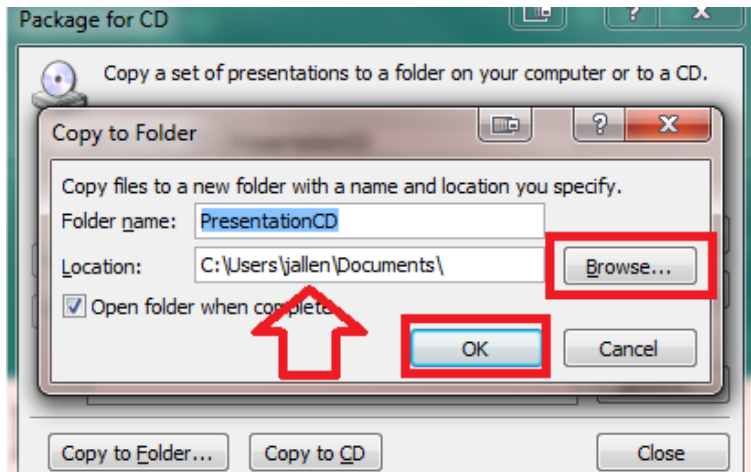
2. Click the Package for CD button.



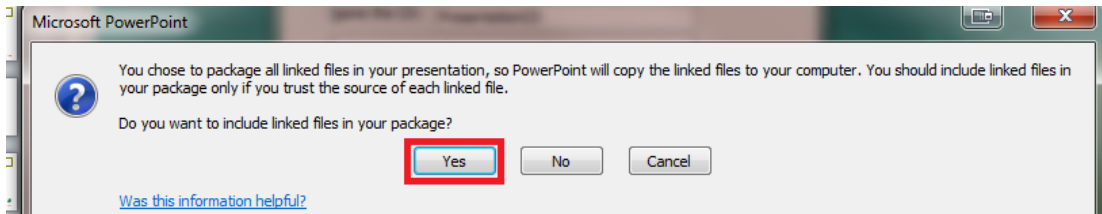
3. Give the CD (folder in our case) a name and click Copy to Folder.



4. Decide where on your computer you want the folder to go. Use the Browse button to navigate to a different location if you do not like the one specified. Once you are satisfied with your folder location, click OK.



5. A dialog will confirm that you want all linked audio and video files, etc. to be copied into the folder along with the presentation. Click Yes to continue.



Please contact iSITE Service Desk for any issues you may have:

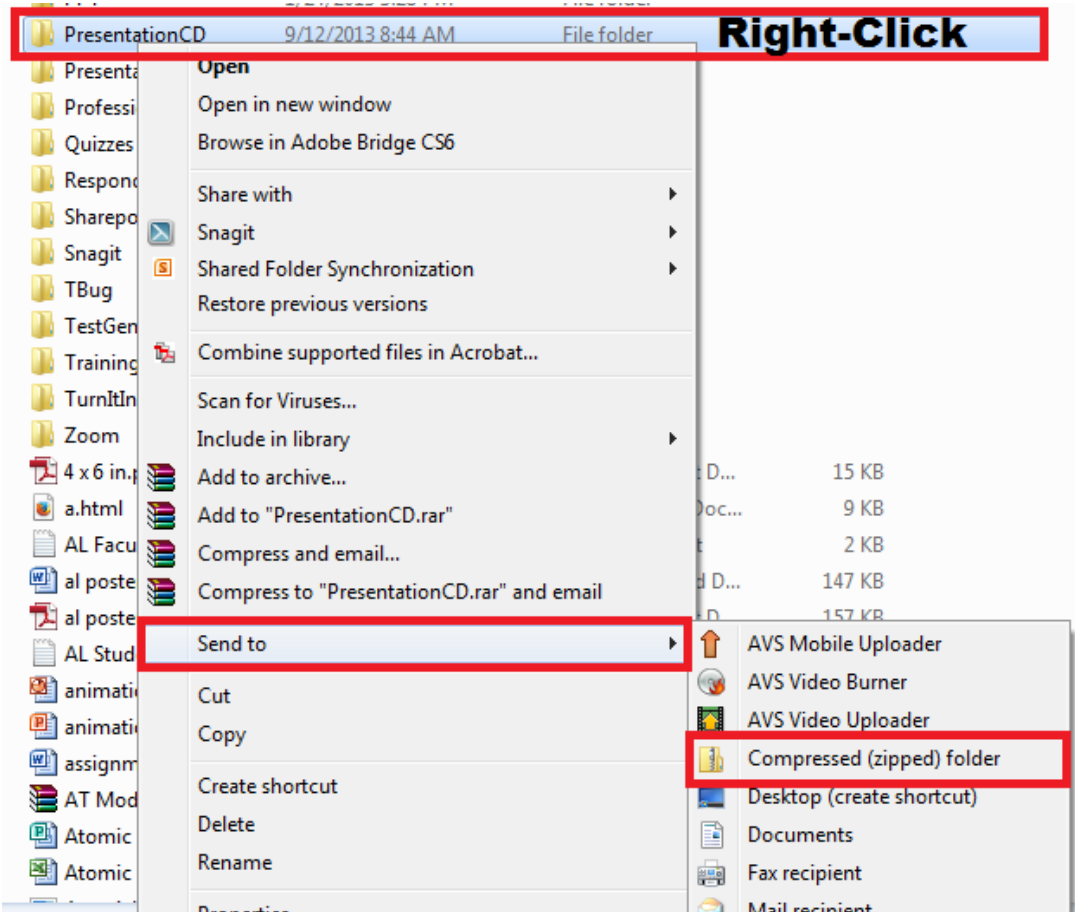
Email : isite@tamut.edu

Submit a Support Request Ticket:

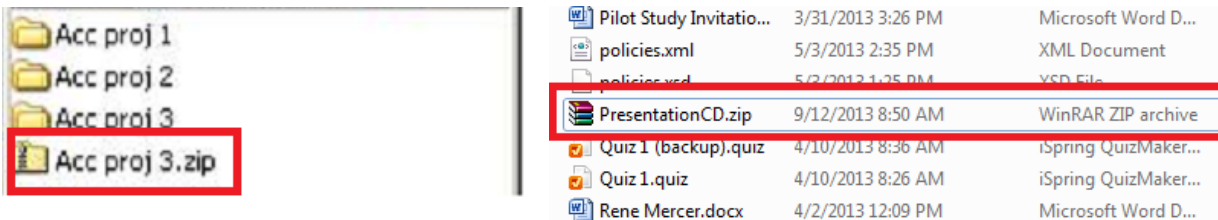
Phone: 903-334-6603

<https://isite.tamut.edu>

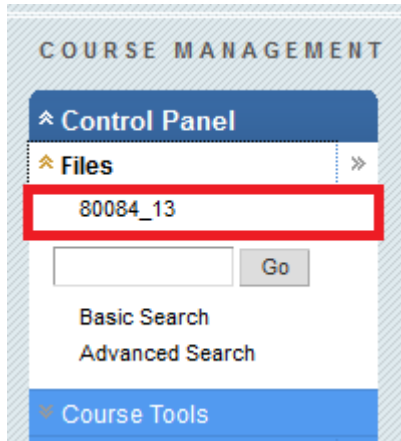
6. Locate the folder on your computer. Right-click the folder and select Send To>Compressed (zipped) Folder.



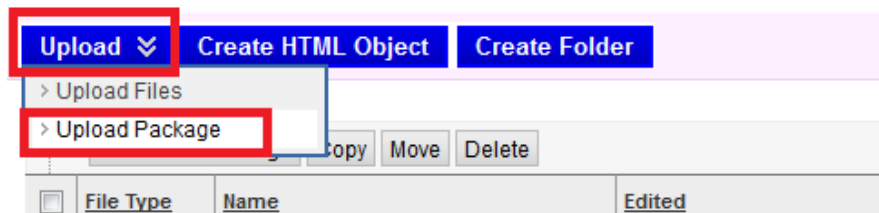
7. This will create a new folder in the same directory with the same name but identified by a zipper (on some systems it may be a file with an icon that looks like a stack of books).



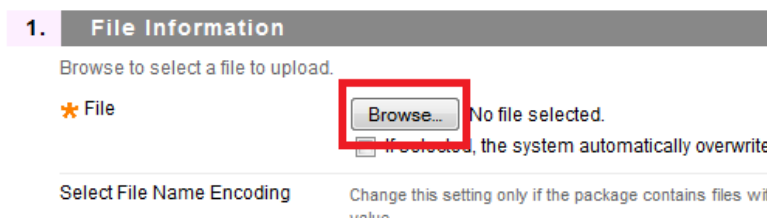
8. Go into Blackboard and go to Files>"Your CRN Number".



9. Click Upload>Upload Package.

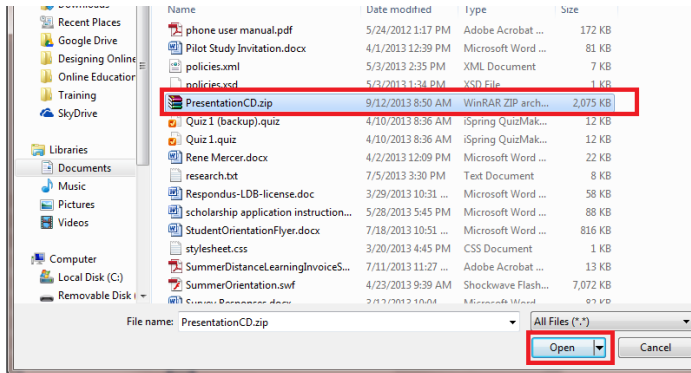


10. Browse and locate the zipped folder on your computer.

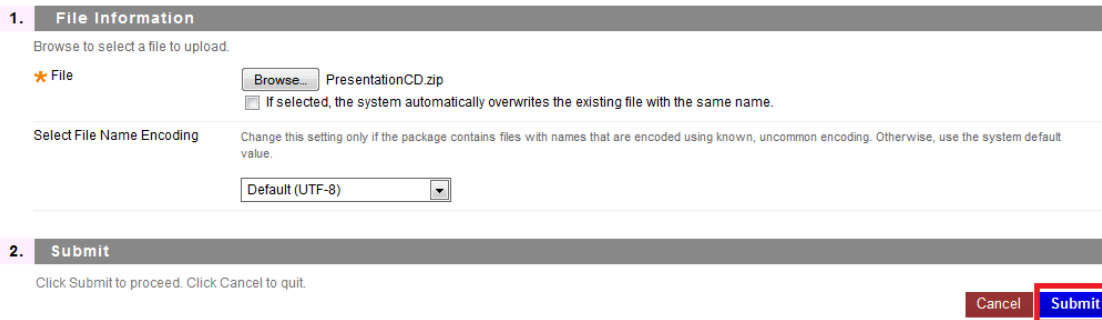




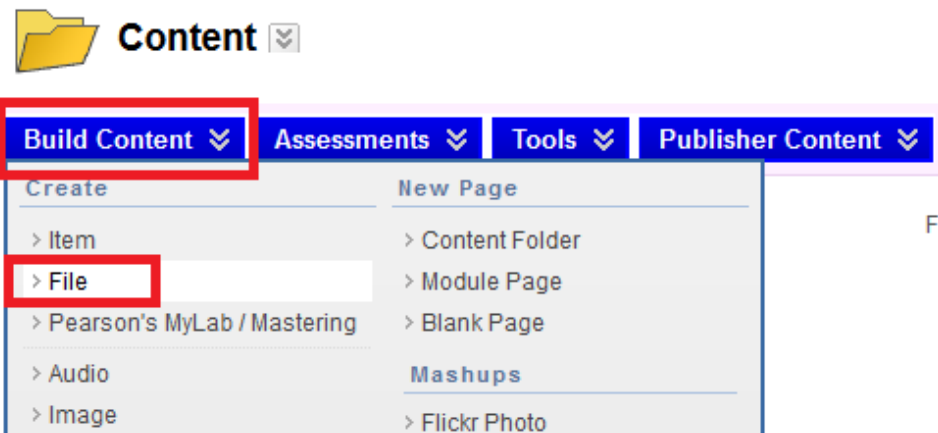
11. Select it and click Open.



12. Click Submit.



13. Now go to the content folder where you want the presentation to appear, and click Build Content>File.



14. Click Browse Course.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Bro** in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as:

* Find File

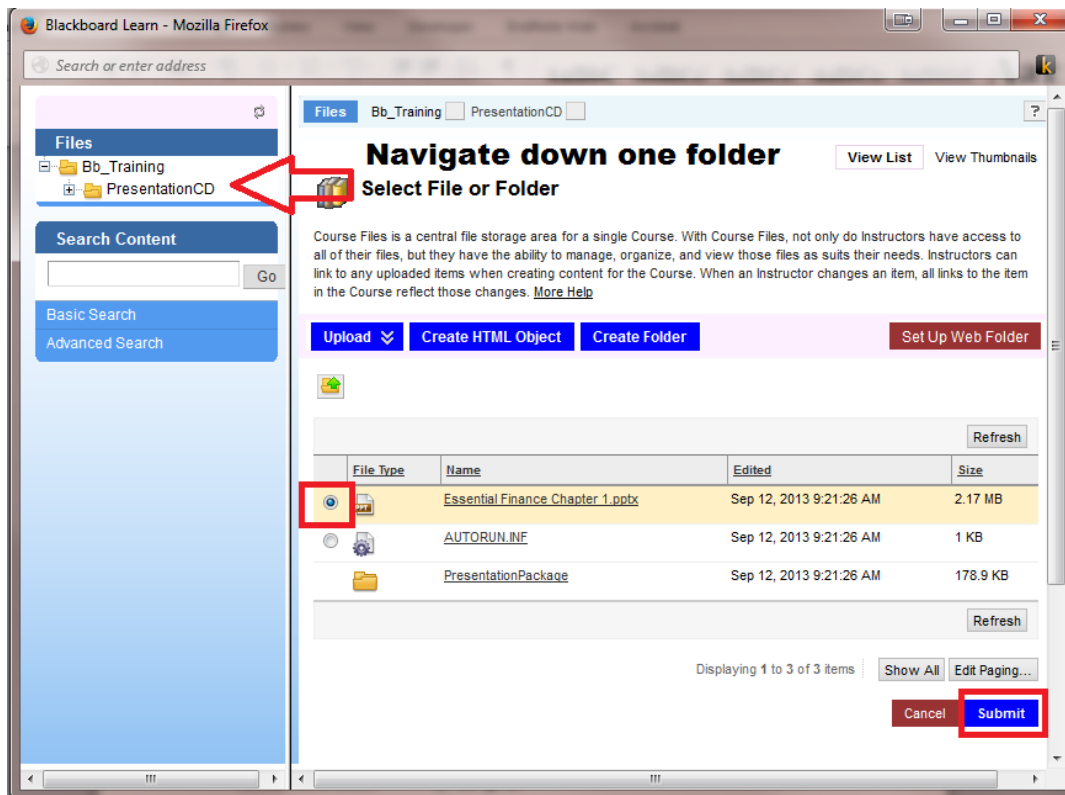
* Name

Color of Name Black

Open in New Window Yes No

Add alignment to content Yes No

15. Select the PowerPoint presentation from your course directory. Click Submit.



The screenshot shows the Blackboard Learn interface in Mozilla Firefox. On the left sidebar, the 'Files' section is expanded to show 'Bb_Training' and 'PresentationCD'. A red arrow points to the 'PresentationCD' folder. The main content area displays a 'Select File or Folder' dialog with a table of files. The file 'Essential Finance Chapter 1.pptx' is selected, indicated by a red box around its radio button. At the bottom right of the dialog, the 'Submit' button is highlighted with a red box.

File Type	Name	Edited	Size
<input checked="" type="radio"/>	Essential Finance Chapter 1.pptx	Sep 12, 2013 9:21:26 AM	2.17 MB
<input type="radio"/>	AUTORUN.INF	Sep 12, 2013 9:21:26 AM	1 KB
<input type="radio"/>	PresentationPackage	Sep 12, 2013 9:21:26 AM	178.9 KB



16. Rename the file as needed, ensure students can see it, and click Submit.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Find File

Selected File File Name **Essential Finance Chapter 1.pptx**

* Name

Color of Name Black

Open in New Window Yes No

Add alignment to content Yes No

2. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Submit

Click Submit to proceed. Click Cancel to quit.

Now all the links will point to the content folder in Blackboard (rather than your hard drive) and the presentation should play without issue.