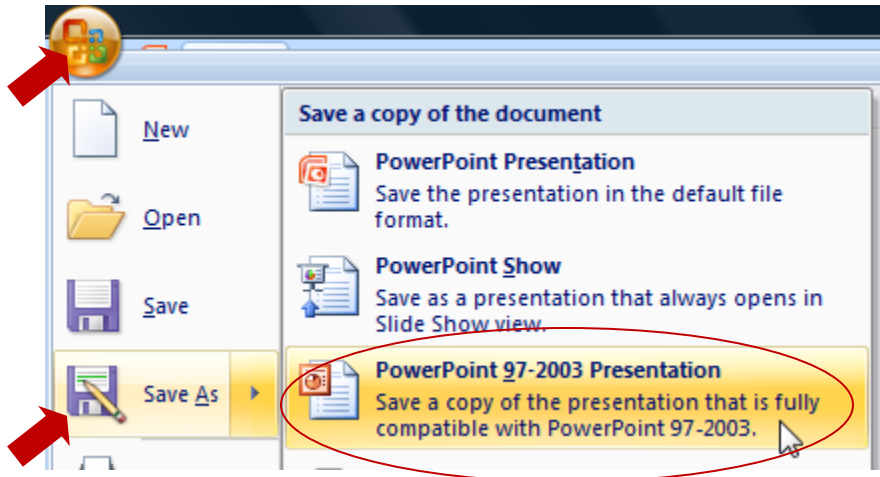


## ACCESSING YOUR POWERPOINT AFTER YOU IMPORT IT (BOTH ON THE FLY AND WITHIN BB)

**FYI, you will need to convert PowerPoint 2007 presentations to PowerPoint 2003. You can do this by clicking on Office 2007 Ribbon and selecting Save As and click to the right PowerPoint 97-2003.**



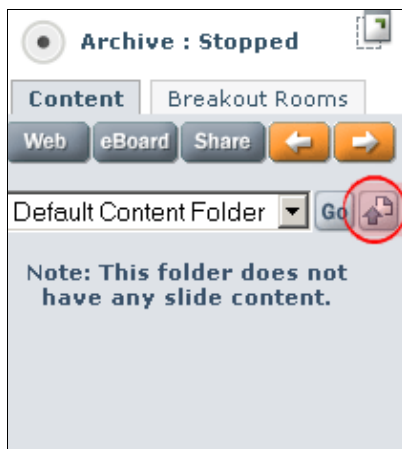
**Larger files through import on the fly and some small to mid-sized presentations will be slow to load. If you need a presentation that is larger, you will need to split it up or as a professor upload in Manage Content (students should have their professor do this).**

### **On The Fly Method Refresher of Uploading Presentations (Students need Presenter Rights to do this)**

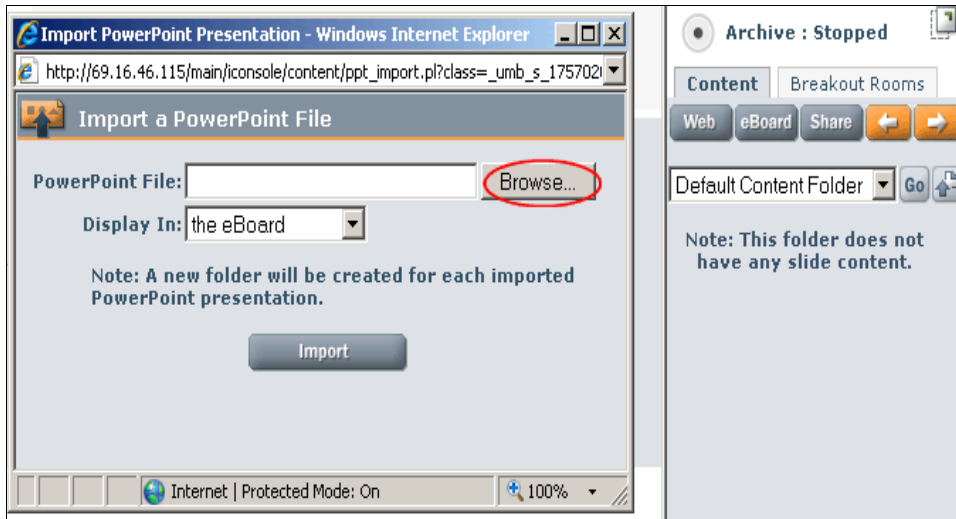
On The Fly Method is recommended for smaller PPT presentations.

To import a power point presentation using the On the Fly method, follow these steps:

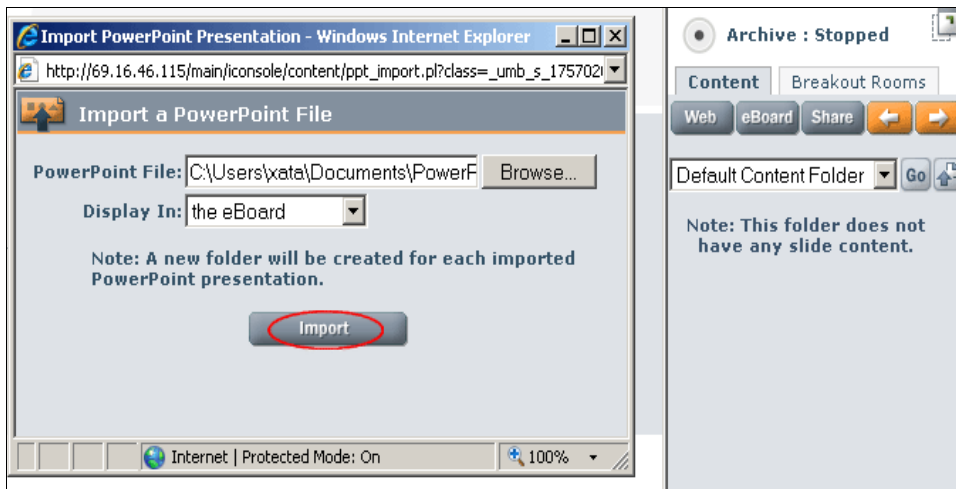
**Step # 1** From within the Wimba Classroom window, click the **Import Power Point Button** (📁) located on the far right of the Default Content Folder:



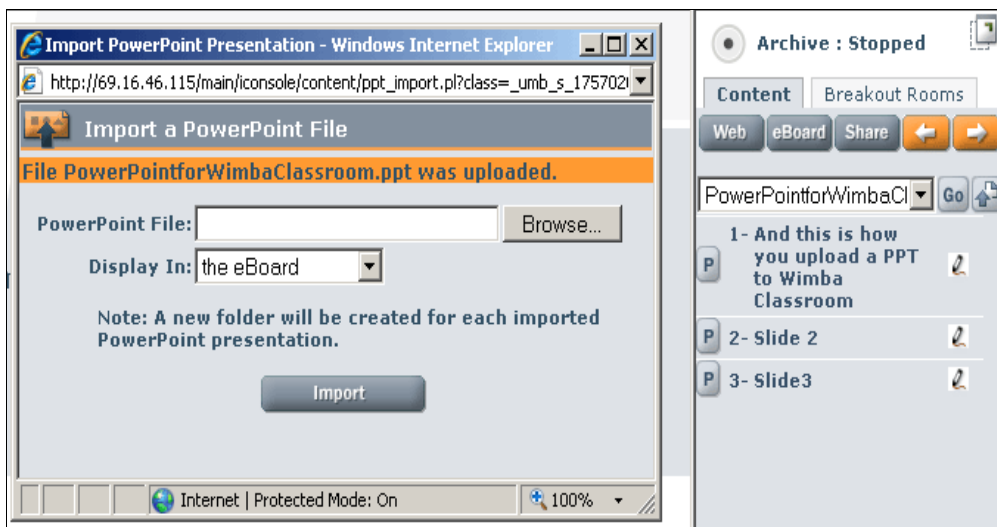
Once the Upload Power Point window appears, click the **Browse** button to select a PPT file from your computer:



After you have selected your PPT file, click the **Import** button:



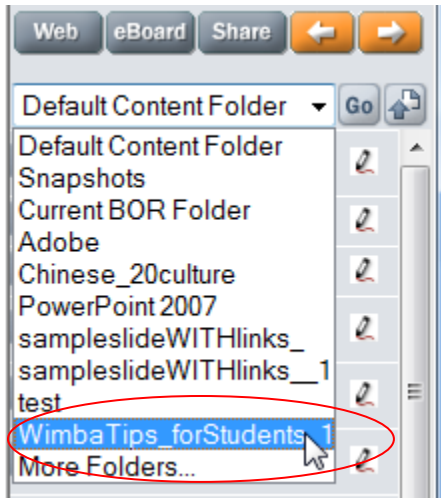
The Import Power Point window will now display a **File Uploaded** confirmation message, and links for your individual slides will appear on the right of the content area.



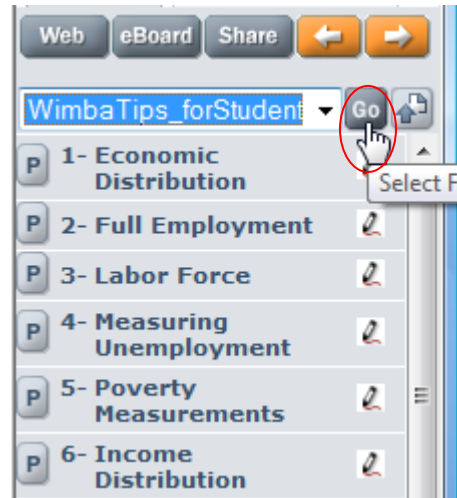
## Accessing Your Uploaded PowerPoint Slide

(Again, if you are a student, you will need presenter rights granted by your professor.)

Select the folder you uploaded (for this example, we are selecting the **WimbaTips\_forStudents\_1** file) by searching for the name from the drop down menu (click on the down arrow) on the upper right side of the screen. Click the **Go** button:



then

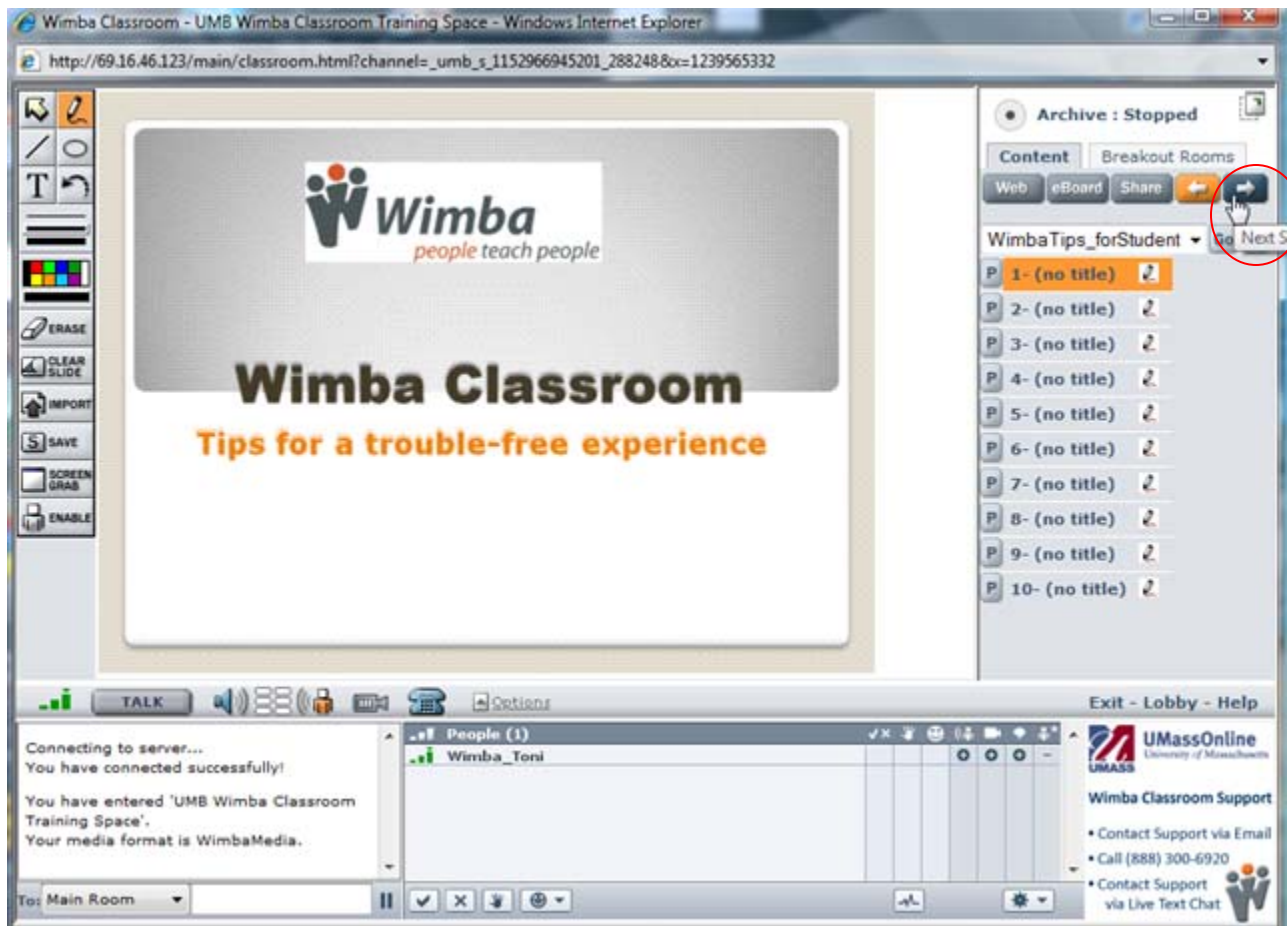


Your slides will be listed individually, click on the actual number of the slide that you are starting on to show a slide. For example, click on **Slide 1**. If you click on the **P**, you can personally preview the slide, and no one else will see it.



<To Show or To Preview>





You can then use the arrow buttons ( ) to advance through the slides.