

Presenting in Class

Uploading the PowerPoint presentation

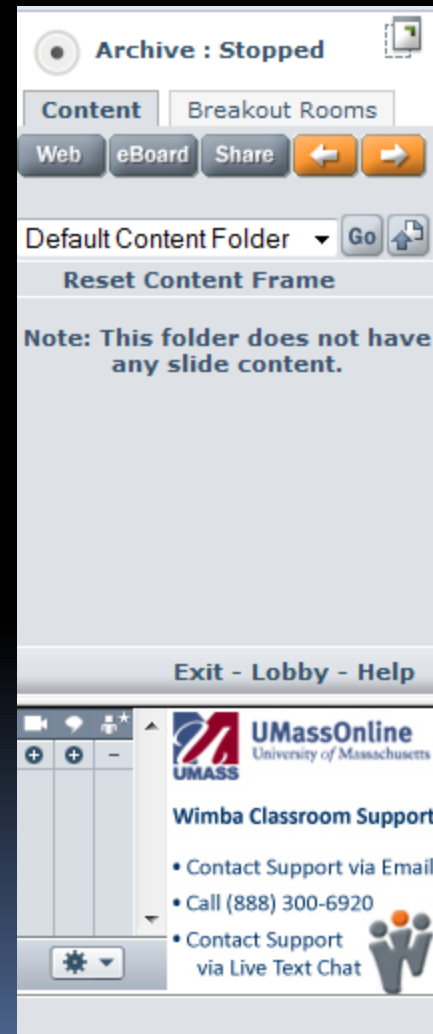
When you have presenter status, the right side of the screen will appear as shown.

Your name on the list will be in bold.

You have ability to archive, share, etc.*

To upload a PowerPoint, click the button with the up-arrow and paper icon.

* Remember – with great power comes great responsibility...



Upload

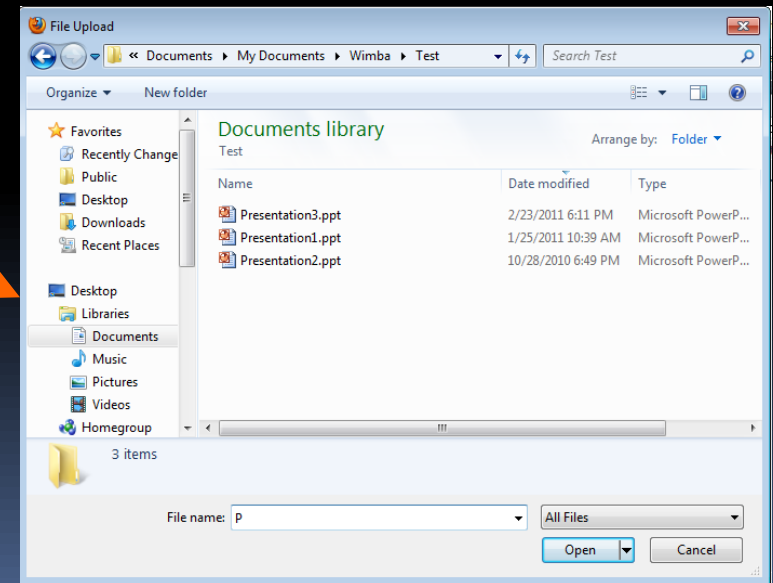
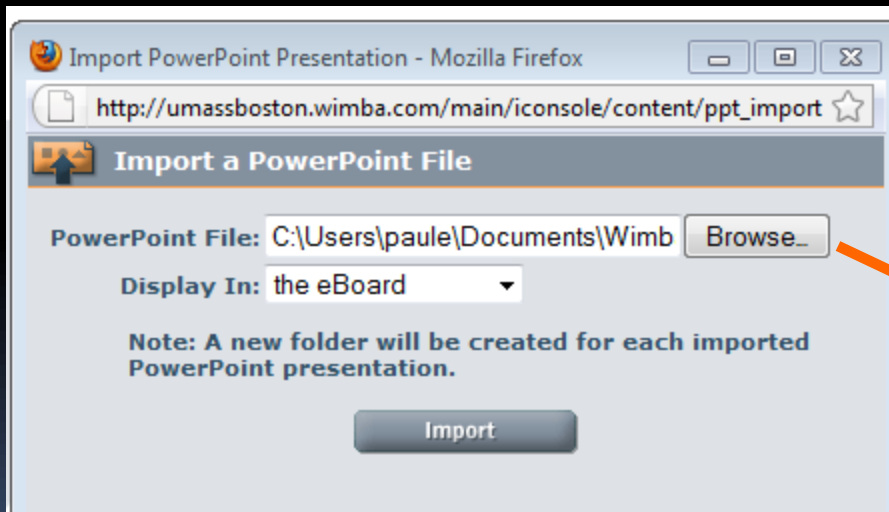
Presenting in Class

Uploading the PowerPoint presentation (cont.)

A window pops up to import the PowerPoint file (shown below left).

Click *Browse* to locate the file (shown below right) and click Open/OK.

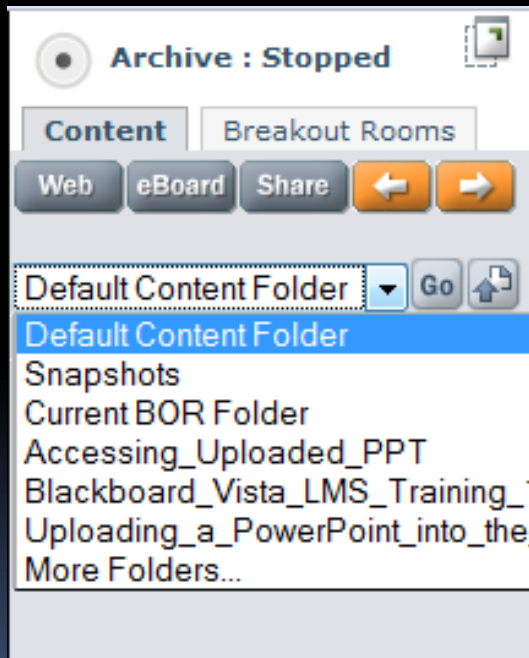
Then click Import (below left). Display in should be the default (the eBoard).



Presenting in Class

Locating and loading the presentation

- 1) Click the dropdown to locate your presentation by name.
- 2) Highlight it then click the Go button.



- 3) List of slides is displayed



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Navigating the presentation

Next / Prev

Click the first slide title you wish to display.

Usually Slide #1, but could be #10 if you are splitting a presentation with other students.

The slide should display in the room.

To display other slides, either

- use orange arrow buttons to go ahead/back
- click directly on the slide title

[P] button for preview

The screenshot shows a Blackboard presentation navigation interface. At the top, it says "Archive : Stopped" and "Content Breakout Room". Below that are buttons for "Web", "eBoard", "Share", and two orange arrow buttons for navigation. A "Go" button is also present. The main area is a list of slides with titles and a "P" button for preview. The slides are:

- 1- Blackboard Vista LMS Training
- 2- Course Preparation
- 3- Agenda for Day
- 4- Introduction to Blackboard Vista
- 5- Who are we?
- 6- Who are you?
- 7- Faculty/Staff Brief Introductions
- 8- What's an LMS anyway?
- 9- Examples of Content
- 10- Examples of Learning Management
- 11- Demos
- 12- Hands On

At the bottom, there are buttons for "Exit - Lobby - Help".

Presenting in Class

Previewing Slides

Click [P] button to preview slide but not show it in the room.

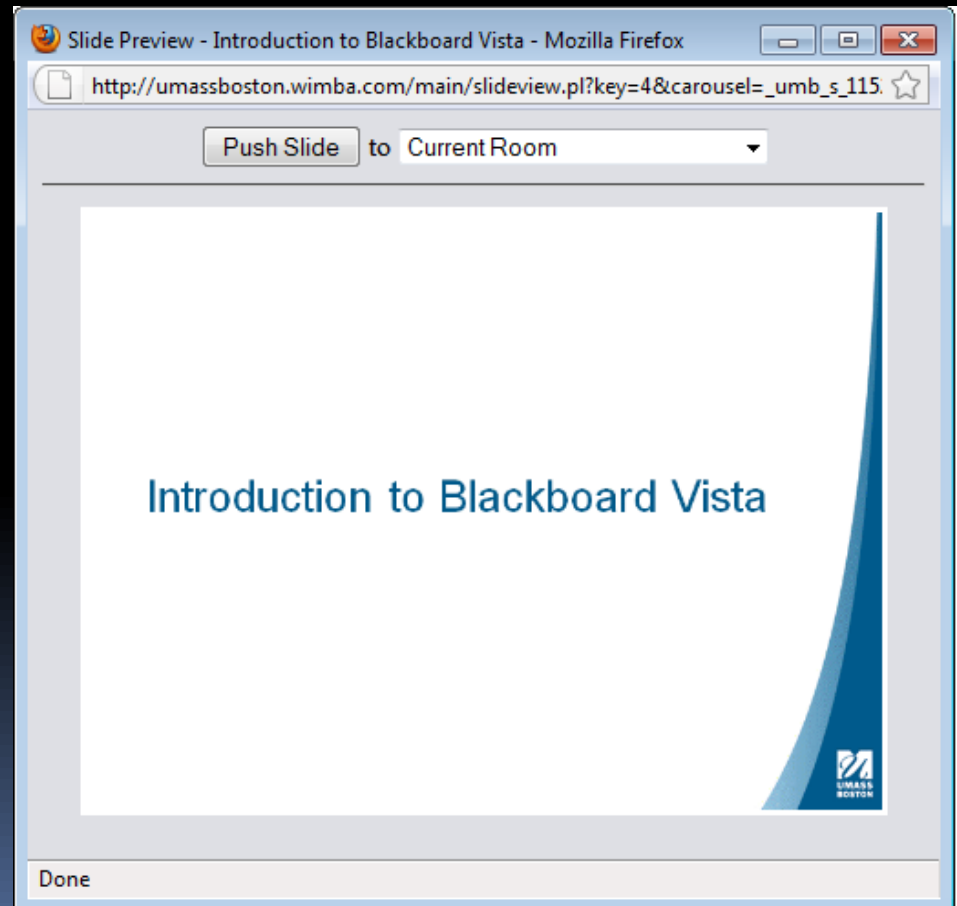


4- Introduction to Blackboard Vista

A preview window pops up.

Close window when done,
- OR -
Click *Push Slide* to room*

* default is current room, but
can push to breakout rooms etc.



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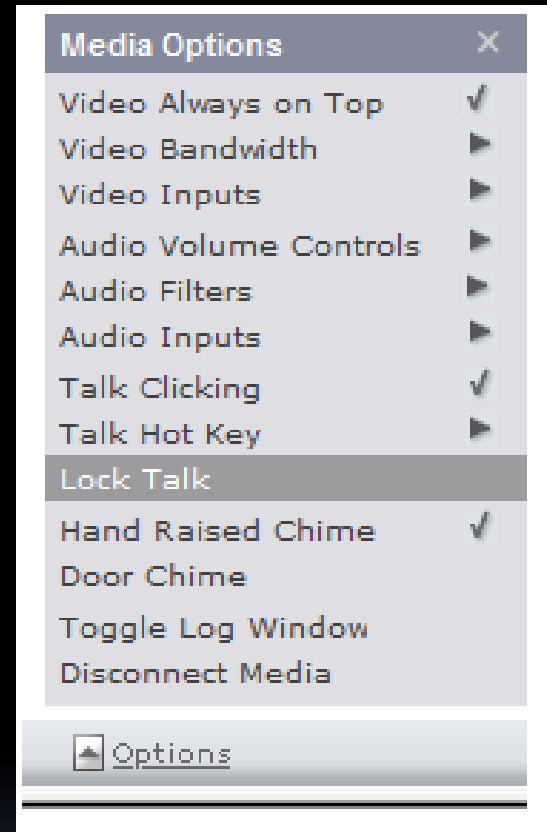
Lock Talk

Clicking talk while navigating slides can be tricky.

For “hands free” talking, click *Lock Talk* under Options.

Note this option is disabled unless you are presenter.

When *Lock Talk* is selected, the talk button appears as below.



Remember:

- De-select *Lock Talk* when you are finished.
- To temporarily mute while *Lock Talk* is on, click/hold talk button.
- Lock talk picks up background noise, so use only when needed.

Presenting in Class

Tips and Tricks - Creating

Tips on creating and uploading presentations

- Files upload as graphic and text only.
 - don't use animations, sounds, embedded video, etc.
 - keep fonts and images basic or they don't translate well
 - "Notes" within your PPT don't upload
- Name files with useful and unique names (not "ClassProject")
- Do not use spaces in file name ("HeartHealth" not "Heart Health")
- Uploading duplicate file names results in "_1", "_2", etc. at end
- Upload slides before class if possible (or email to professor)

Presenting in Class

Tips and Tricks - Running

Running through a presentation

- Title all slides in your PowerPoint or they appear as *(No title)* in list.
- Remember, click first slide to display THEN use arrows.
- When doing group presentations, easier to have one person move slides and not use Lock Talk.
- If navigation or refreshing not working, exit room and re-enter.
- Good bandwidth (3 green bars) will prevent delays and glitches.
- Ask professor for his/her preferred way to present.
- Contact umb.wimba@umb.edu for technical problems.