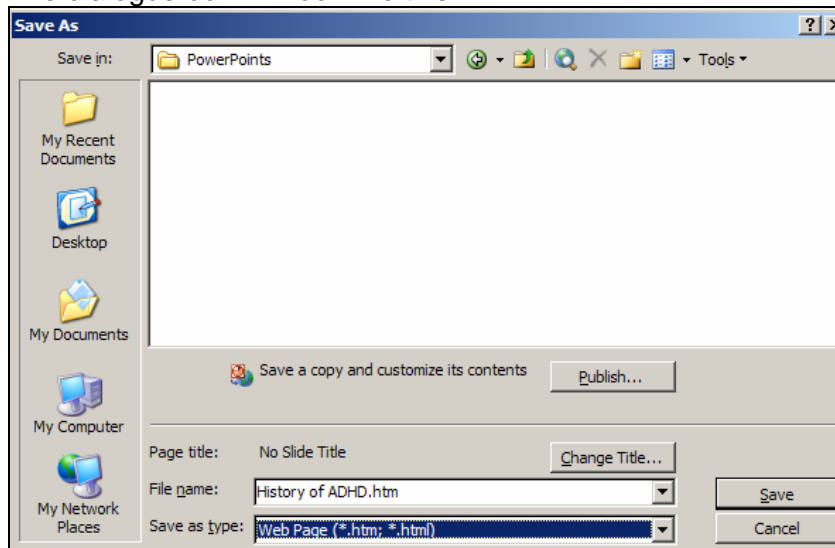


# CONVERTING POWERPOINT PRESENTATIONS TO HTML FOR WEBCT



PowerPoint presentations viewable as web pages in WebCT can be created in a few short steps.

1. Create presentation as you normally would in PowerPoint.
2. Create a subfolder for PowerPoint Presentations in your local WebCT folder (i.e. My Documents/webct/class\_name/Powerpoints)
3. In PowerPoint, go to File>Save as Web page...
  - a. The dialogue box will look like this:



- b. Select the location of your PowerPoint folder
  - c. Choose the **Change Title...** button to change the name of the presentation (optional)
  - d. Be sure to change the Save as type to: *Web Page (\*.htm, \*.html)* to create a webpage viewable in any browser.
  - e. Click **Save**
4. PowerPoint will create the .HTM file as well as a folder named something like PRESENTATION\_NAME files. This folder contains all the linked graphics and other media needed for the presentation to be viewed as a web page.
  5. Once the files are created, they ALL need to be uploaded to WebCT.
    - a. [Upload files using Zip utilities](#)
    - b. Upload files using WebDAV can be located here:  
[http://academic.udayton.edu/elearning/Webct/TechnicalHelp/04\\_UsingWebCT/03\\_WebDAV.htm](http://academic.udayton.edu/elearning/Webct/TechnicalHelp/04_UsingWebCT/03_WebDAV.htm)
  6. After the files are uploaded to WebCT, the presentation can be added to organizer pages and content modules alike.

# UPLOADING FILES - ZIP & UNZIP<sup>1</sup>

## Zippping Files

Create a zip file on your local computer using WinZip®, Ziplt®, Stuffit®, MacZip®, or some other file-compressing software. If you have the Windows XP operating system, here is how to zip files.

1. Go into Window Explorer by right clicking on the start button. You will see your computer filing tree structure. You may do this in the My Computer area also.
2. Select the folders and files that you want to upload. To select non-contiguous files, use the Control + Click.
3. Once all the folders and files have been selected, right click in the selected area to get the shortcut menu to appear.
4. Left click on the zip option, it will begin with "Compress to". You may get multiple zip options. Remember what the zip file is named and where it is stored, so that you can upload it.

## Uploading Zipped Files

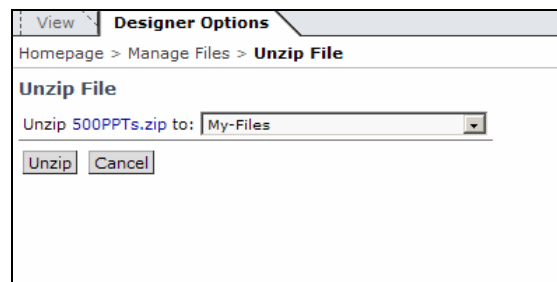
Now you are ready to upload the zipped file. To upload the zipped file ;

1. Open up your WebCT class.
2. Click on the Manage Files found on your left navigation bar.
3. Under **Options: File**, select *Upload File*.
4. Use the Browse option to navigate to the zipped file.  
**Note:** When browsing for files on your hard drive, the default option may only display HTML files. Change the *Files of type* option to **All** to view zipped files, images, and other file types.
5. Select the file and press Open.
6. Make sure that the Destination Folder has the My Files selected.
7. Click upload. The zipped file is uploaded.

## Unzipping Files

Now the zipped file needs to be unzipped so that the files can be accessed. WebCT has an unzip utility that makes this easy to accomplish.

1. Mark the check box next to the zipped file.
2. Select *Unzip* from the **Options: File**.
3. Select the destination folder for your unzipped files from the drop-down list.
4. Click **Unzip**. WebCT will open your zipped files into the destination folder.



<sup>1</sup> Extracted from [WebCT 4, The First things you need to know](#), University of Dayton eLearning