

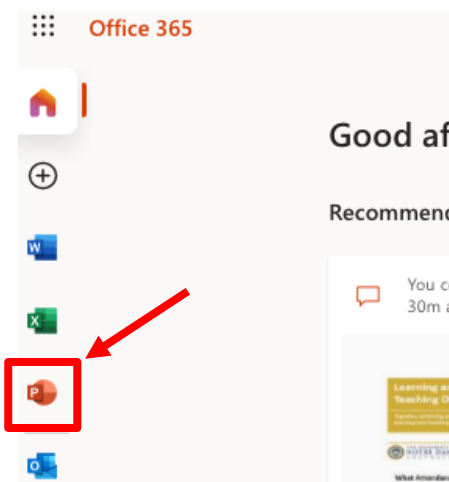
Presenting a PowerPoint in a Web Page

Blackboard Quick Guide

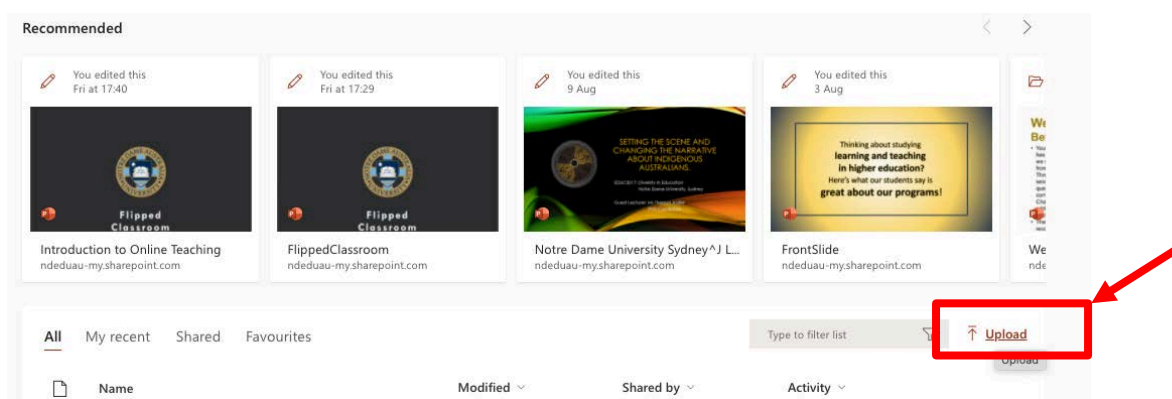
The main reason you would want to present a PowerPoint in a web page is if you are using Collaborate and want to make sure that all of your students see and hear exactly the same thing. Collaborate, unlike Zoom, operates within its own web page, so behaves most predictably when sharing another web page.

First you need to access Office 365 through a web page. Open Chrome and Google "Office 365". Log in with your University of Notre Dame credentials.

You will be directed to a Home page that allows you to access all of the Office apps within the webpage. Click on the PowerPoint icon from the list of icons down the left-hand side of the window.



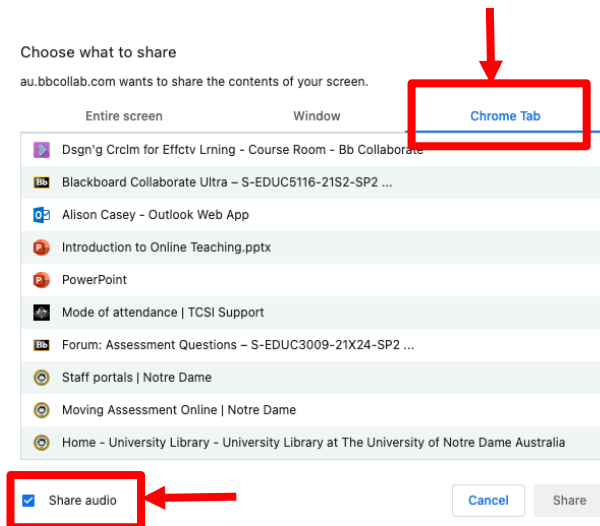
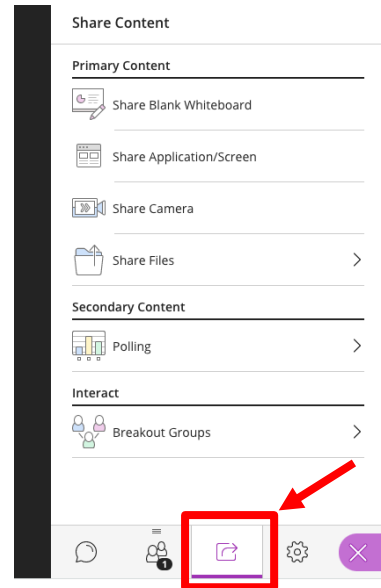
You can create a new PowerPoint in this area, access a PowerPoint that you have in OneDrive, or upload an existing one from your computer. To upload from your computer, scroll down past any "Recommended" presentations (which will only be there if you're an active OneDrive user), and click on the Upload button.



Click on the presentation you'd like to use – it will open in a new window. The Slide Show menu operates just as it does in the PowerPoint application, only within this web page.

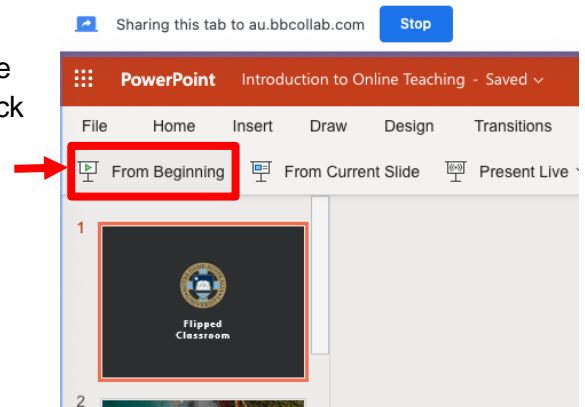
Presenting in Collaborate

Access the Share Content area with the pink button at the bottom right of your Collaborate screen. From the Share Content area in Collaborate choose **Share Application/Screen**.



Choose to share a Chrome Tab, making sure that you have Share Audio clicked in the bottom left of the screen. Choose the tab you have your PowerPoint open in (it will have the title of the PowerPoint).

As soon as you click Share in the bottom right, you will be moved to the web page containing your presentation. Click on **From Beginning** in the Slide Show menu, and your presentation will start to run. Control it with the arrows in the bottom right as you usually would.



You can click back to the Collaborate web page to see what it looks like or to check the chat at any time.