

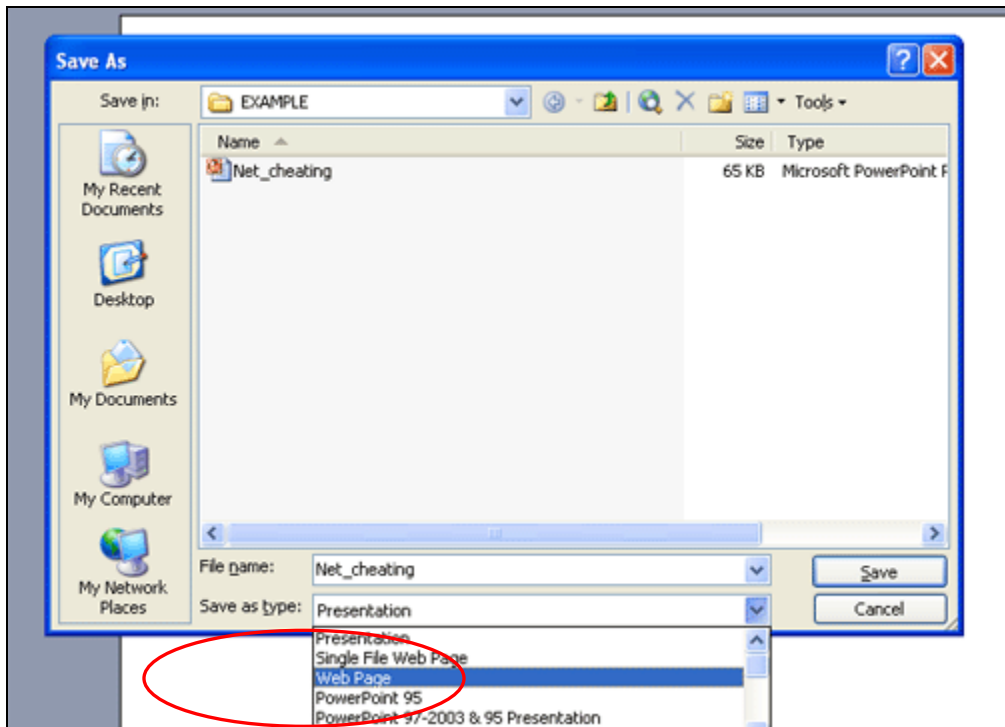
Desire2Learn: Beyond the Basics

Converting PowerPoint Presentations to HTML (for PCs)

1. Open the PowerPoint presentation.
2. Save the PowerPoint as a **Web Page** in its folder (**PATH:** File → Save As).

NOTE: Do **NOT** save the file as *Single File Web Page*.

RECOMMENDATION: Do not have any spaces in the file name. Use the underline or hyphen, if you want spacing.

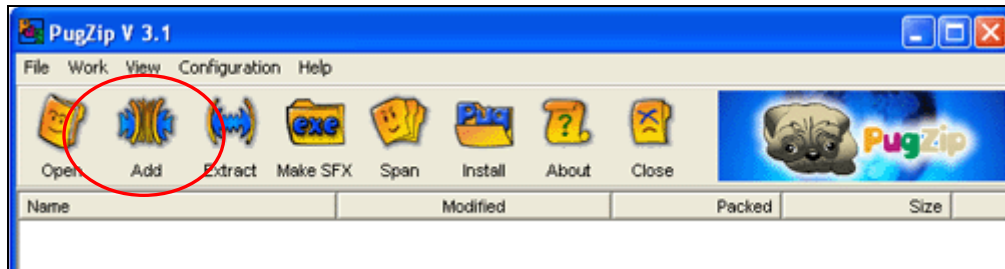



NOTES

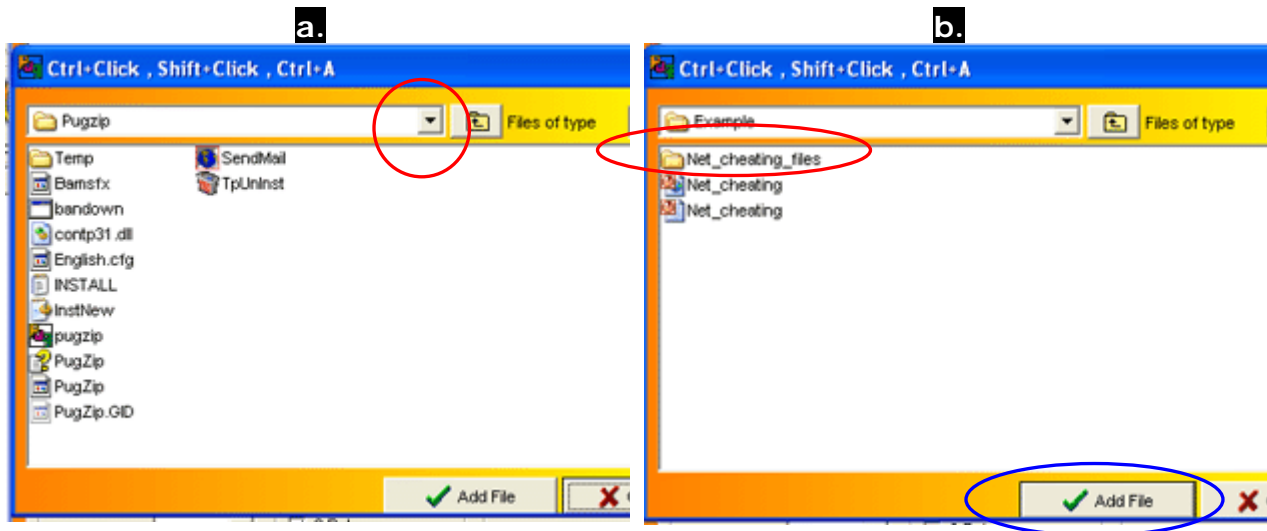
- When you convert a PowerPoint file to the web version, **it creates an HTML file and a folder (with the PowerPoint images).**
- The **name of the new folder file** is the same as the PPT file name with "_files" added at the end of the folder name. **For example,** if the PPT file is called "Chapter1," a folder will be created with the name "Chapter1_files."
- **You cannot upload the folder directly to the Files area in your D2L class.** You must create a zip file with the PowerPoint folder. You can use such zipping programs as PugZip or WinZip. **See below for instructions on using PugZip.**

Using PugZip to Create a Zip File

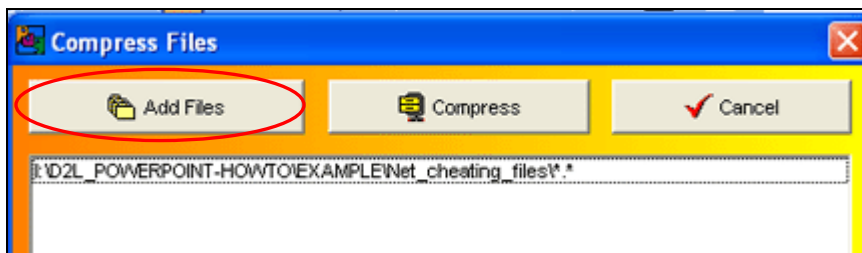
1. Open PugZip (**PATH**: Start → All Programs→ PugZip→ pugZip)
2. In PugZip, click on the **Add** icon.




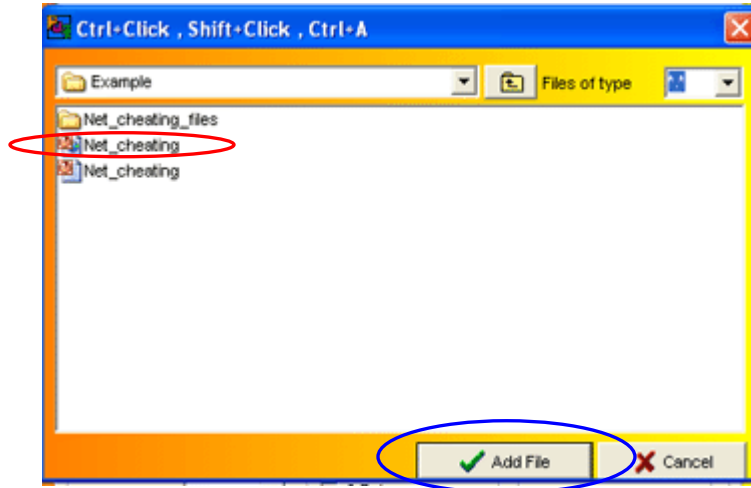
3. **a.** Find the PowerPoint file where you saved it (using the dropbox).
b. Highlight the **folder** name (the folder with the PowerPoint files) and click on the **Add File** button .



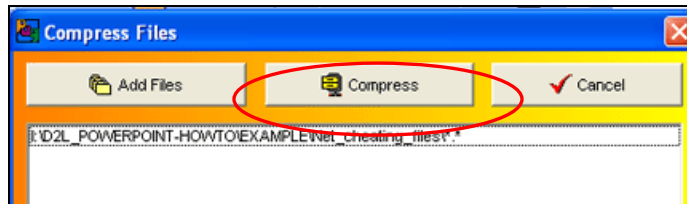
- c.** In the **Compress Files** window, click on the **Add Files** button.



- d. Highlight the HTML file name **with the green dot on the icon** (📄) and click on the **Add File** button .



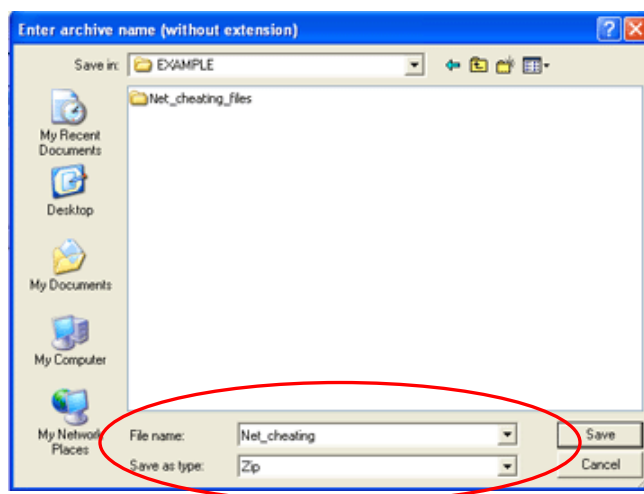
- e. Click on the **Compress** button *at the top*.



4. a. Find the original PowerPoint folder (and go into it).
b. Change the **File name** from the default "Archive" to the name of **your** PowerPoint file (in the example, it is "Net_cheating").

RECOMMENDATION: Do not include any spaces in the file name. Use the underline or hyphen, if you want spacing.

- c. Click **Save** to save the zip file in the folder.
d. Close the PugZip window.



Uploading the Zip File into Desire2Learn (D2L)

1. Go into the specific D2L course.
2. Click on **Edit Course** on the lower right navigation bar.
3. Click on **Files** (📁) to enter the file area for your course.
 4. **OPTIONAL:** Click on **New** (📁) to create a new folder.
 5. **OPTIONAL:** Give the folder the same name as the PowerPoint presentation and click on **OK**.
 6. **OPTIONAL:** Find the folder in this list of files and click on the file name. Now you are in the folder.
7. Click on **Upload** (📤).
8. **Browse** on your computer to find the zip file that you just created.
9. Highlight the zip file and click on **Open** (or double-click the file name).
10. Click on the **Upload** button to load the PowerPoint zip file into your D2L course. The zip file should now appear.
11. To unzip your PowerPoint zip file, find the **Unzip File** icon (🗑️) to the right of the zip file name and click on it.
12. Click **OK** in the popup box with "This compressed file will be expanded into the current folder. Would you like to continue?"

NOTE: This process may take a few seconds.
13. When the unzipping process is finished, you should see (a) the PowerPoint folder and (b) the .htm file, as well as (c) the zip file.
14. **RECOMMENDATION:** Delete the zip file (it is no longer necessary).

To give students access to the PowerPoint presentation from Content:

1. Click on **Add Topic** (📁) in the appropriate location of **Content**.
2. Click on **Course File**.
3. Type in a Title (and Short Title, if you wish).

RECOMMENDATION: Include a description of the file type in parenthesis, for example, "Chapter 3: The Carbon Cycle (PPT web version)."
4. Click on the **Browse** button.
5. Find the correct **.htm file** name (**not the folder** name) and click on it.
6. Click on **Save**.