



Blackboard Quick Reference Guide

Impatica for PowerPoint in Blackboard - Windows

Impatica for PowerPoint converts a PowerPoint file into a compressed format that is optimized for including in your Blackboard course complete with navigation controls. Impatica supports most of the features of PowerPoint, including text, graphics, transitions, animation effects and, narration. The complete user guide may be viewed at <http://www.impatica.com/support/guides/imp4ppt.html>.

NOTE:



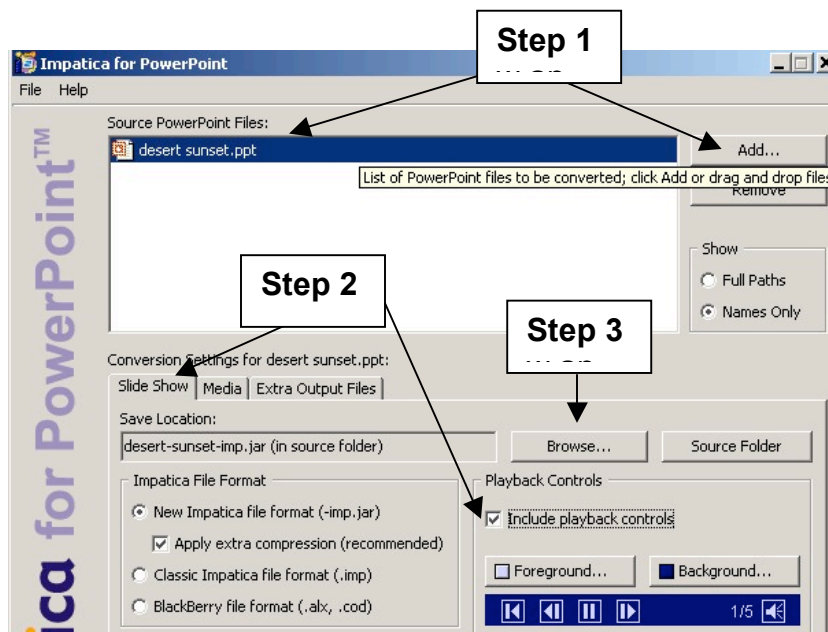
To view an “Impaticized” file, the browser needs a **Java** plug-in installed. If you can't view the Impatica file after posting, go to www.java.com and download the free plug-in by clicking on the button “**download now.**” Before you post an “Impaticized” file online in a course, you may want to first include a sample file for students to try to view. If they can't view this sample file created with Impatica, you can refer them to the Java download site listed above.

Step 1: After loading Impatica on your computer, **click on Add** to browse for a PowerPoint file that you want to “Impaticize.”

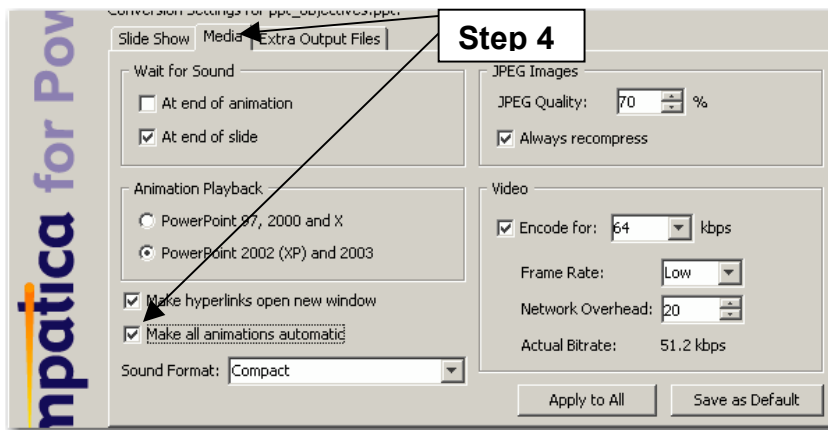
Step 2: **Click on the Slide Show tab and check (✓) include playback controls.**

You can also change the Foreground and Background colors in the playback controls.

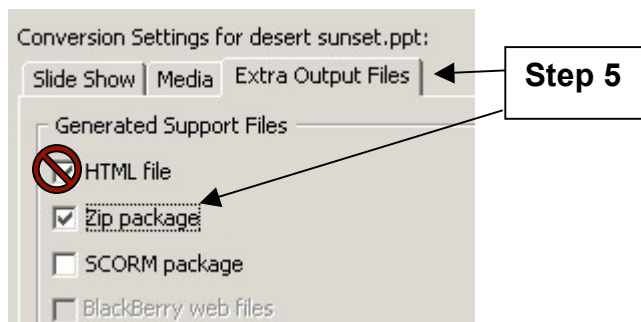
Step 3: **Browse** for the location to which you would like to save the “Impaticized” files (the default is to save the new files in the same location as the original PowerPoints.) **Click Save.**



Step 4: If your slide show contains animations, **click** on the **Media** tab. **Check** the box for **Make all animations automatic**. If you don't use this option, students will need to click somewhere on the slide to activate the animation. *Note: Some animations may not display exactly as they would in a regular PowerPoint slide show.*




Step 5: Click on the **Extra Output Files** tab. **Check** the box that would create a **Zip package**. **Deselect** (or uncheck) the **HTML file** box.



Step 6: Click on **Impaticize** on the lower right side of the screen. When your file conversion is complete, **Click Done**.

Step 7: Now it is time to upload your zip file to Blackboard.

1. From the Control Panel, select the appropriate Content Area (e.g., Course Documents) where you want the PowerPoint to appear.
2. Click  in the toolbar at the top of the screen.
3. Enter Name (required field).
4. Optional - Create an introduction in the text editor box.

5. Scroll down to “**2 Content**” and **browse for your Zipped file**; **enter a clickable link name**; and **select Unpackage this file** from the Special Action drop-down menu. Then click **Submit**.

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach an this file.

File to Attach: ← **Select the zip file**

Name of Link to File: ← **Type in name of clickable link**

Special Action: ← **Select Unpackage this file**

6. At **Entry Point**, select the **.html** file as the entry point
7. At **Launch in new window**, select **Yes**. Click **Submit**.

1 Embedded Media Information

Select options for embedded content.

Entry Point

← **Select the .html file**

Launch in new window Yes No ← **Select Yes to Launch in new window**

Check it out to make sure it is working.



Problems or questions?
Call Chrystle Hall 602-787-7784 Or
Jennifer Strickland 602-787-6794