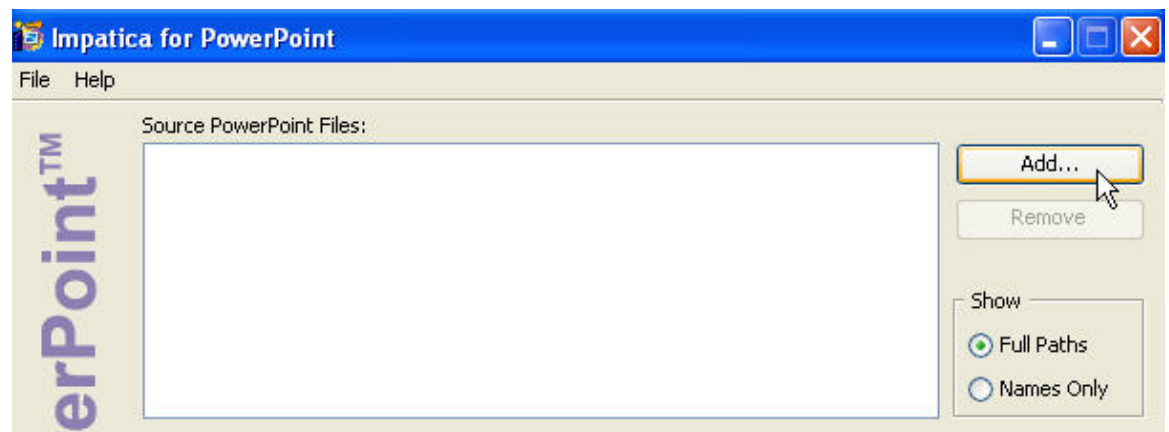


## Adding Impatica Content to Blackboard

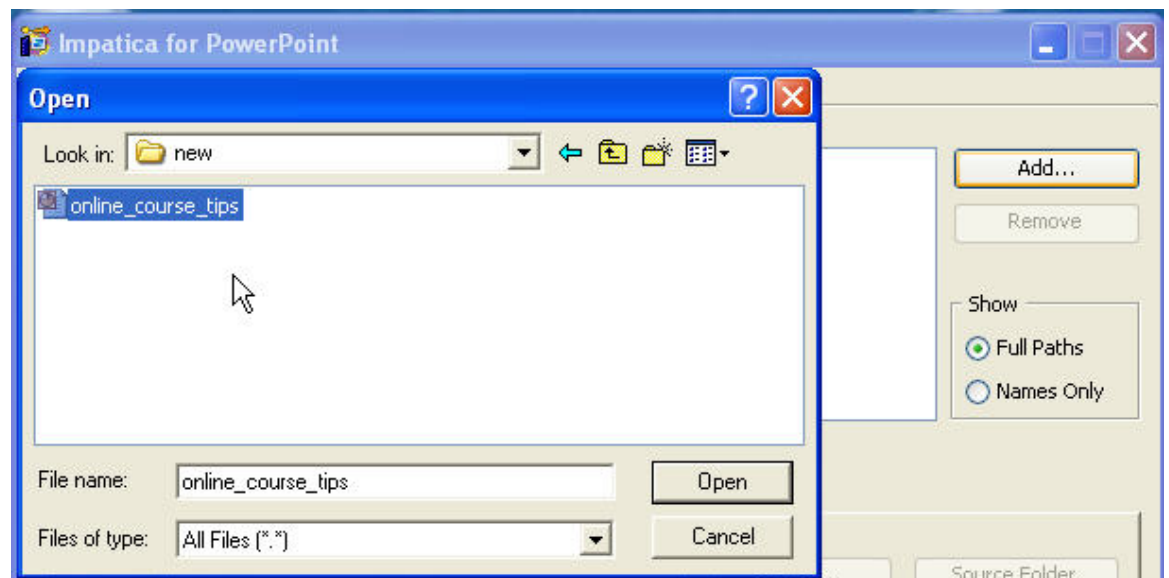
- I. “Impaticize” your PowerPoint Presentation
  - a. Open Impatica on your computer by double-clicking on the “Impatica for PowerPoint” icon



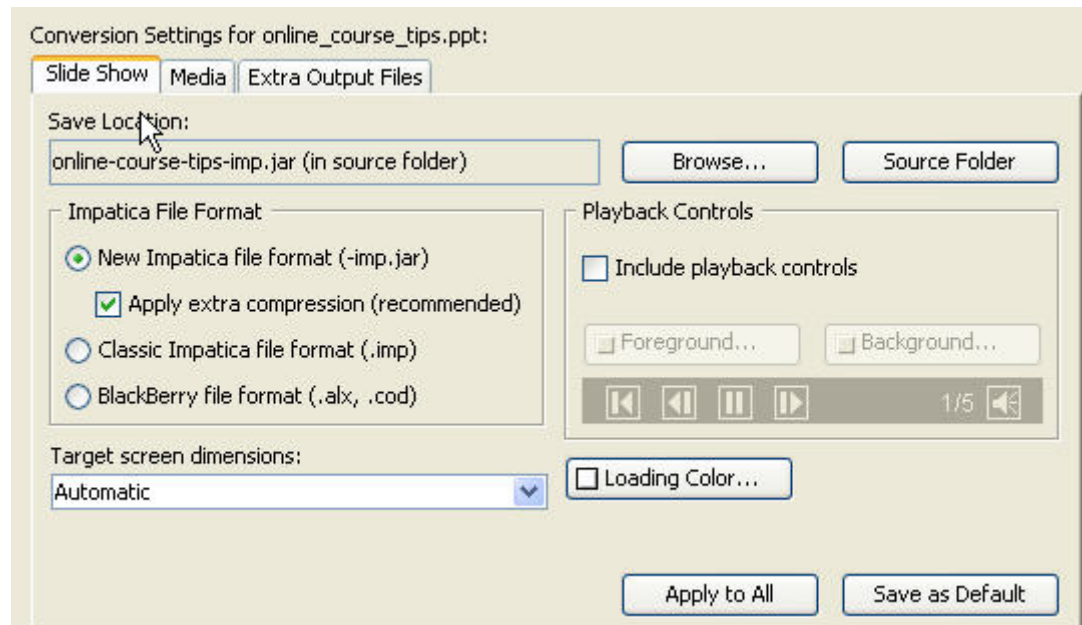
- b. Click on the “Add...” button



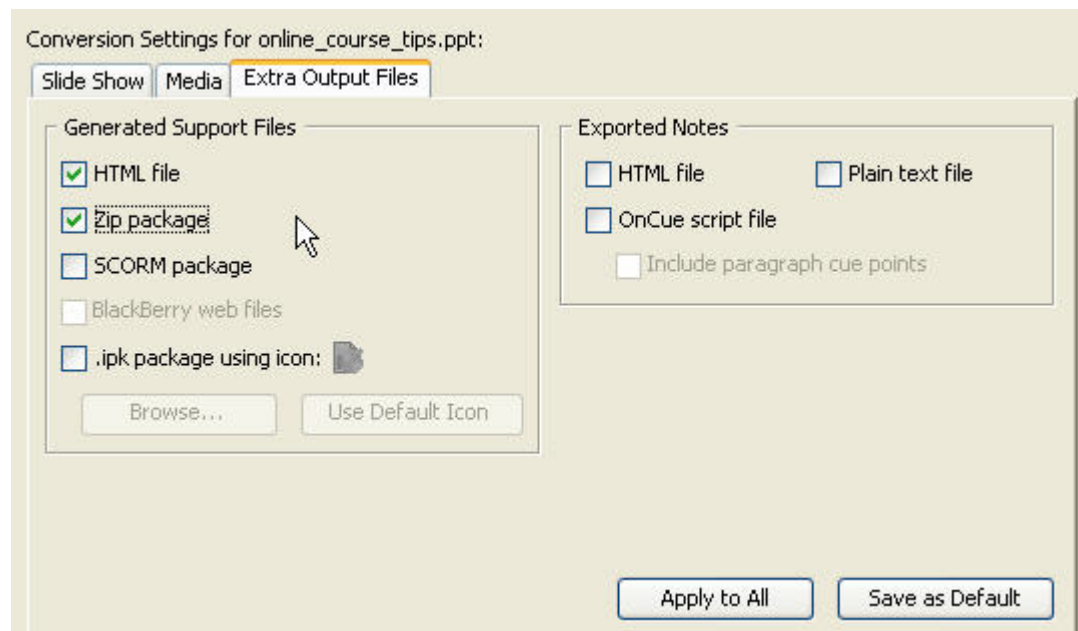
- c. Browse for the .ppt file on your computer, select it and click “Open”



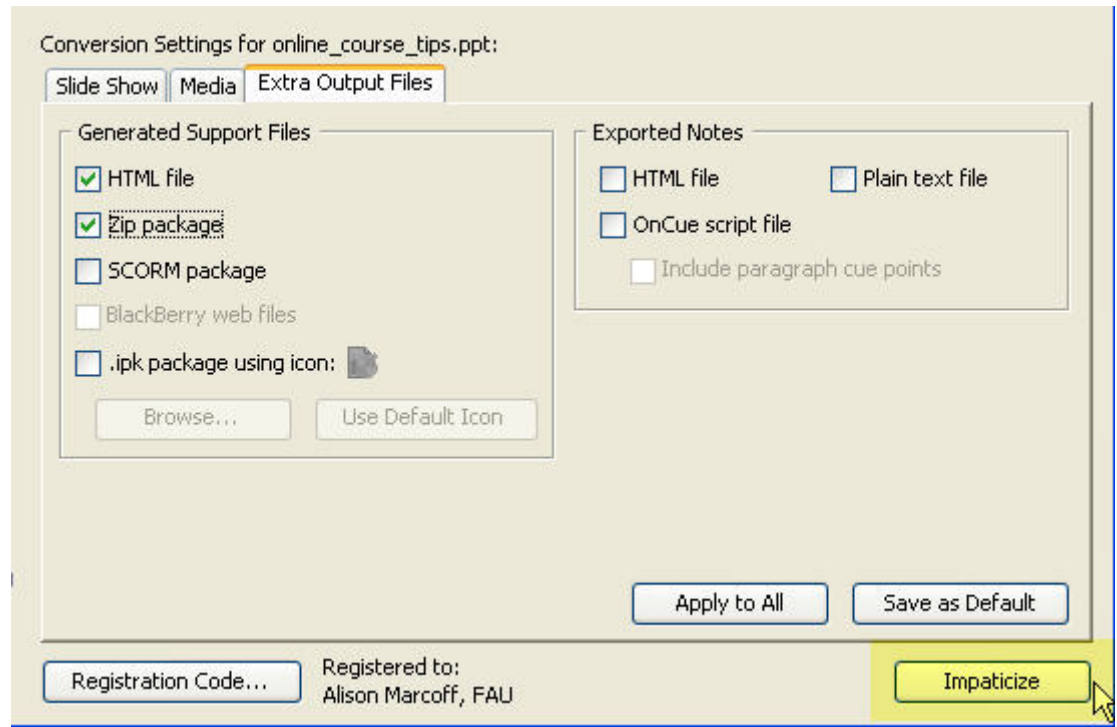
- d. Under “Conversion settings...” area in Impatica select the “Slide Show” tab
- e. Select the save location for the output files (the default location is the folder of the source file)



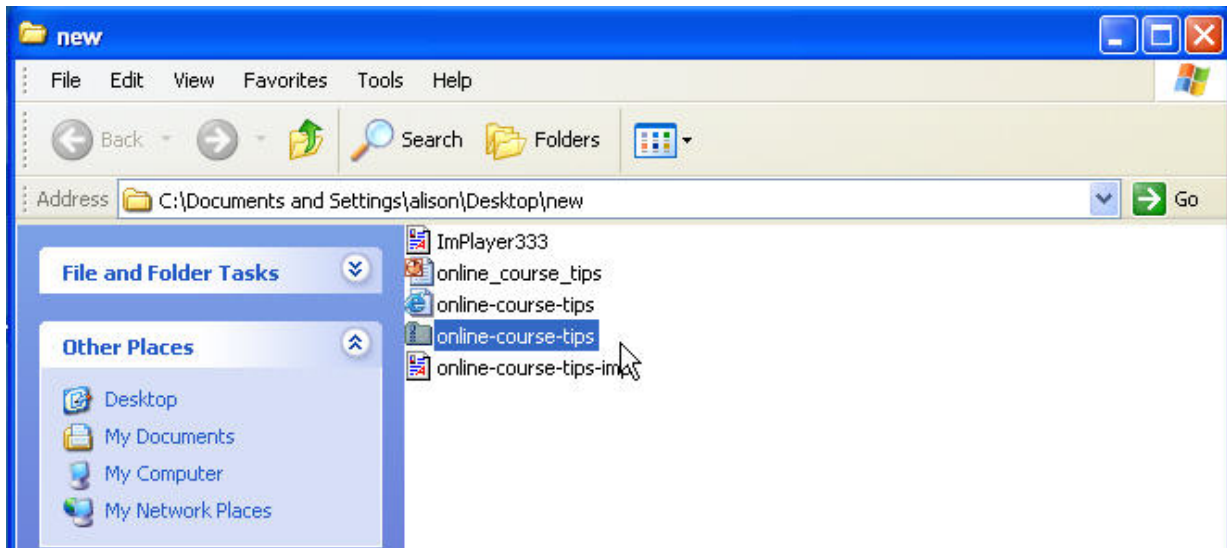
- f. Select the “Extra Output Files” tab and click on the “Zip package” checkbox (**NOTE:** Selecting a zip archive places all required files to play back the “Impaticized” content into a zip file)



g. Finally, click on the “Impaticize” button to convert your file

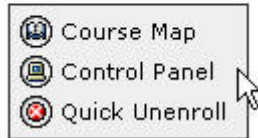


h. Once the conversion is complete, return to the chosen save location and examine your output files (you should see the .zip file—this file can now be added to a Blackboard course)

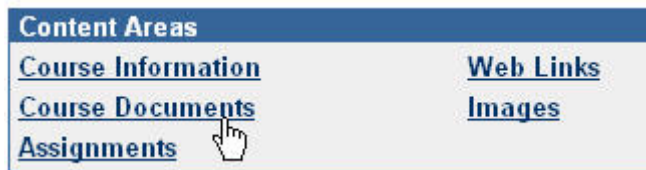


II. Go to Blackboard and upload your “Impaticized” PowerPoint presentation

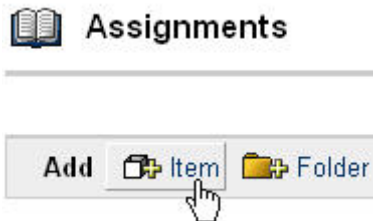
- a. Login to Blackboard as you normally would
- b. Enter your course and click on the “Control Panel” button



c. Select the content area where you would like your file to appear



d. Click on the “Add Item” button



e. Complete the Content Information section, then scroll down to the Content area and click on the “browse” button

**2 Content**

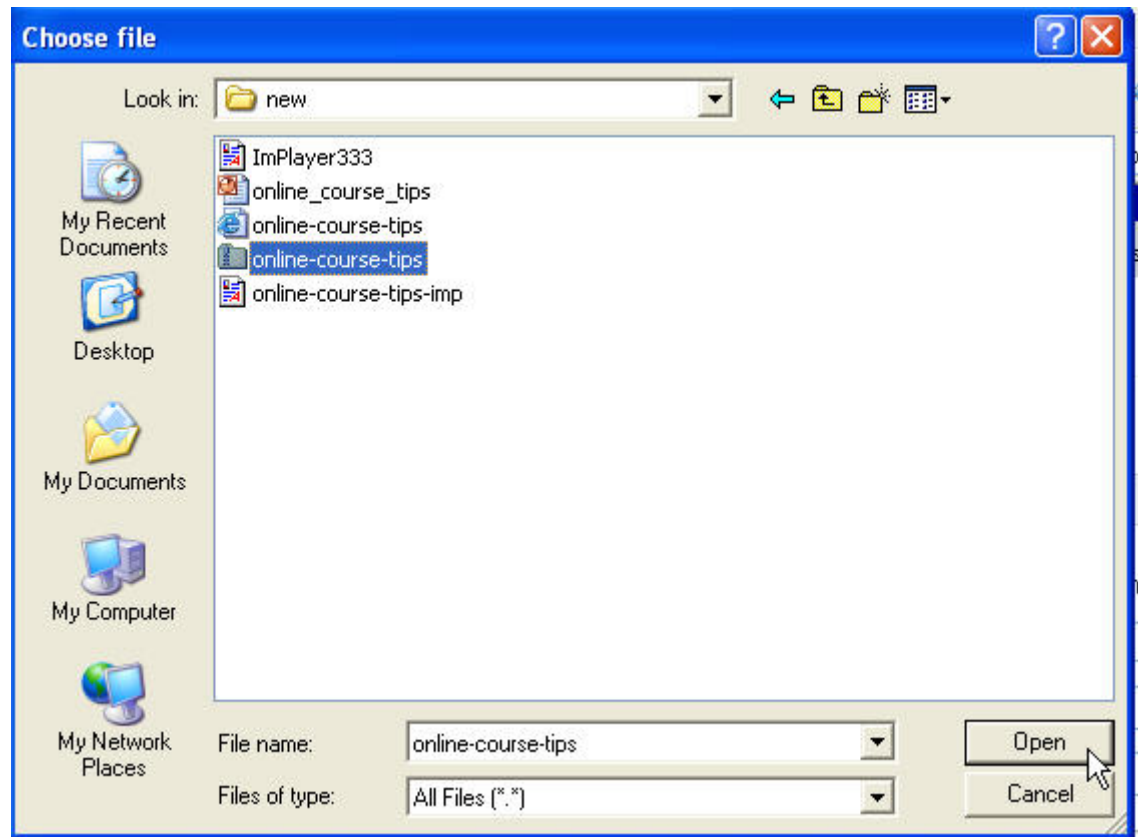
Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name

File to Attach:

Name of Link to File:

Special Action:

- f. Locate the saved .zip file on your computer, select it and click “Open”



- g. Under the “Special Action” drop-down menu select “Unpackage this file” (**NOTE:** This instructs Blackboard to unpackage the zip file and assemble the Impatica files on the Blackboard server)

## 2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name

File to Attach:

Name of Link to File:

Special Action:

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Currently Attached Files:

- h. Set any other options you want then scroll to the bottom of the screen and click “Submit”

- i. You'll be prompted with a follow-up form to select the package entry point—select the HTML file and click “Submit”
- j. Next, you will see a confirmation screen—click “OK”
- k. Please note that your Impaticized PowerPoint presentation cannot be edited within Blackboard. In order make changes, you must edit the original PowerPoint file and then re-complete all of these steps.