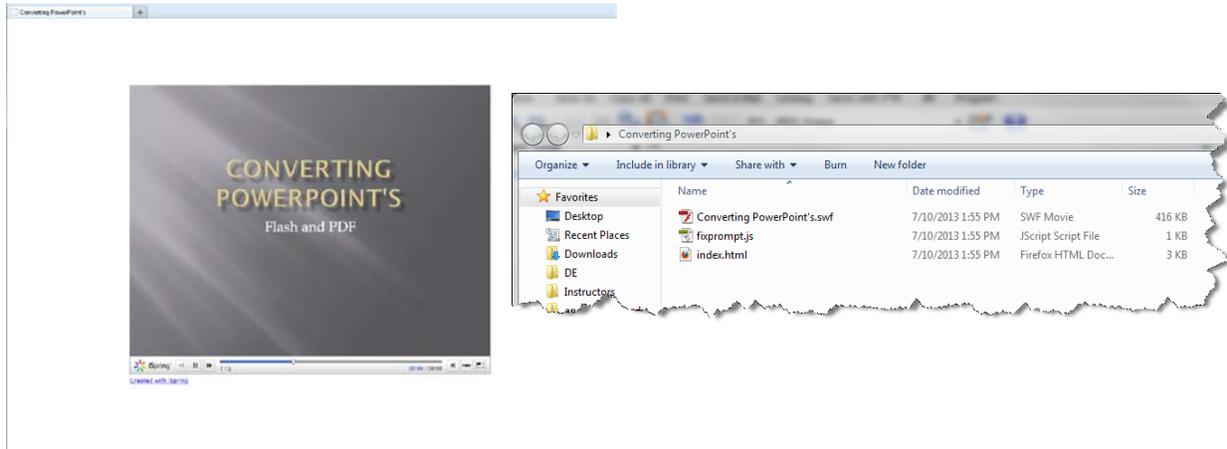
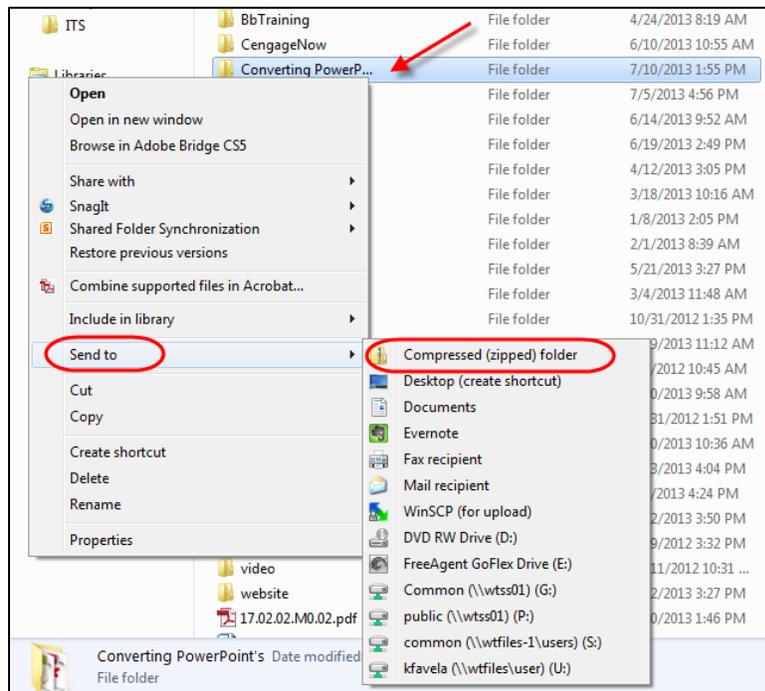


UPLOADING ISPRING FILES INTO WTCLASS

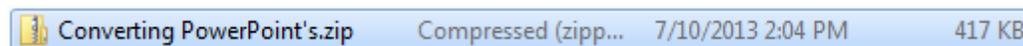
During the conversion of a presentation using iSpring, a folder is created containing the files necessary for the presentation. It will likely automatically appear when the conversion process completes along with opening the presentation in your browser.



Step 1: Locate the folder just created. Right-click on the folder, select **"Send to"**, then select **"Compressed (zipped) folder."**

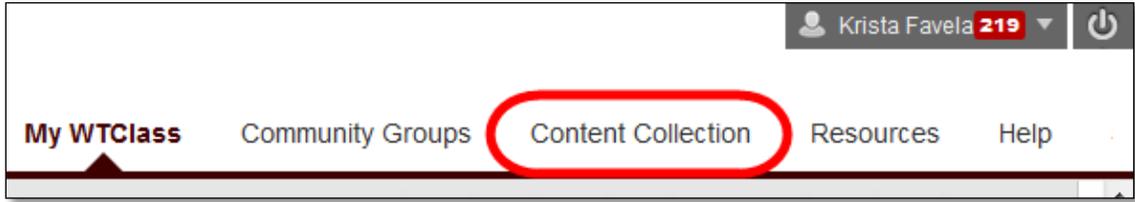


This will create a zip file that you will upload into WTclass.

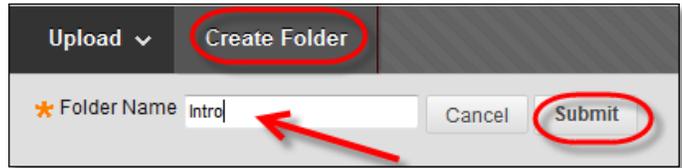


STEP 2: UPLOADING THE ZIP FILE INTO THE COURSE CONTENT COLLECTION

1. Click on the Content Collection tab in the upper right corner of WTCClass.



2. On the Action bar, select **Create Folder**.

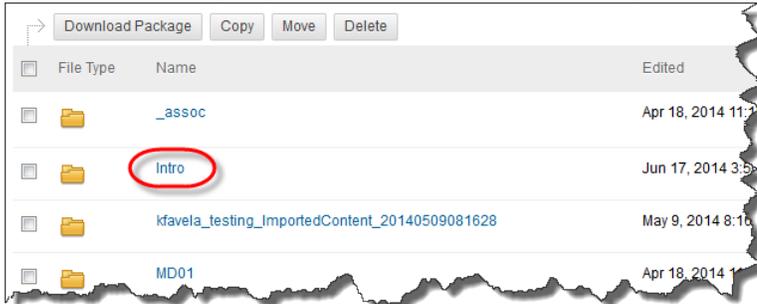


3. Enter a **Folder Name** similar to the title of your video.

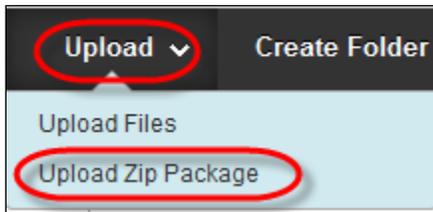
Tip: You may want to start by creating a folder for your course, and entering this folder to then create individual video folders.

4. Click **Submit**.

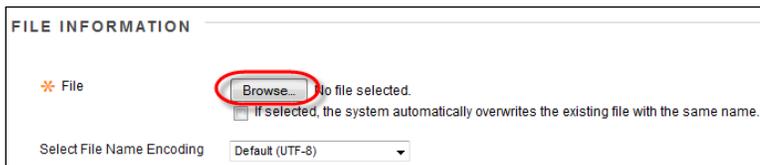
5. Locate the folder you just created, and click on it to open the folder.



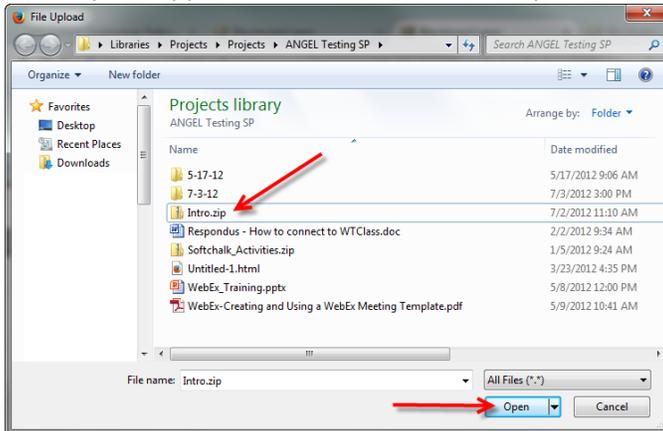
6. On the Action bar, move your mouse over **Upload** and select **Upload Zip Package**.



7. Click Browse.

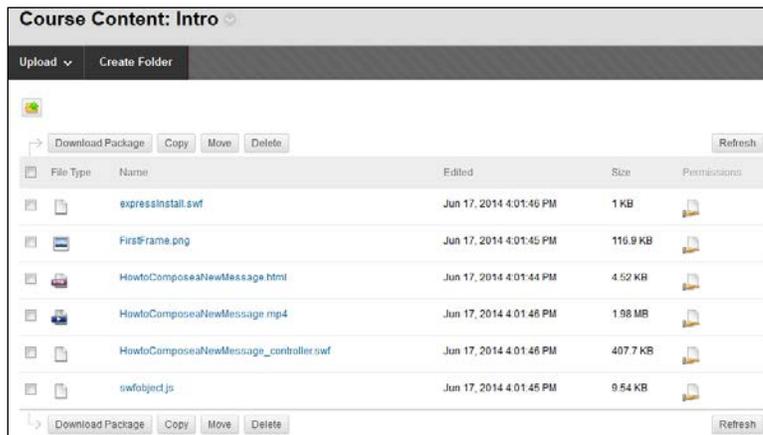


8. Locate your Zipped Camtasia file, and click Open.



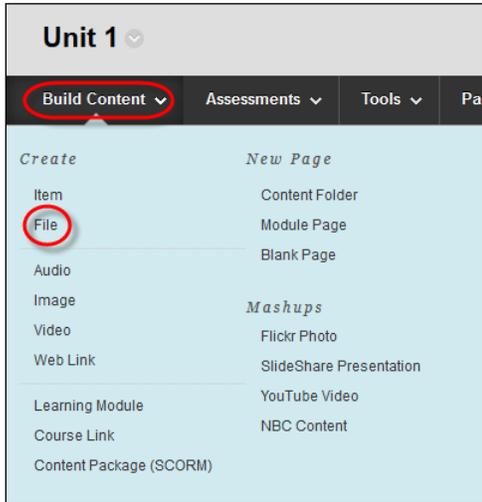
9. Click **Submit**.

10. Blackboard will unpackage your zip file and list all of the files.

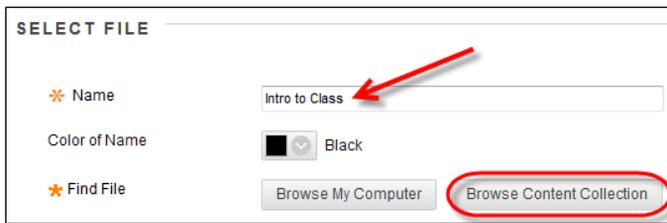


STEP 3: ADDING THE VIDEO FOR STUDENT ACCESS

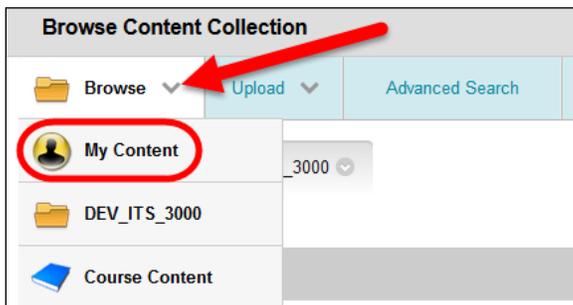
1. Go to the **Content** area where you would like for the students to access the video.
2. On the Action bar, move your mouse over **Build Content**, and select **File**.



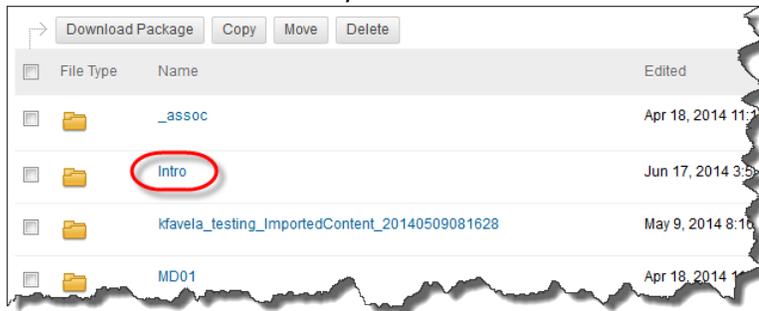
3. Enter a title in the **Name** box.
4. Select **Browse Content Collection**.



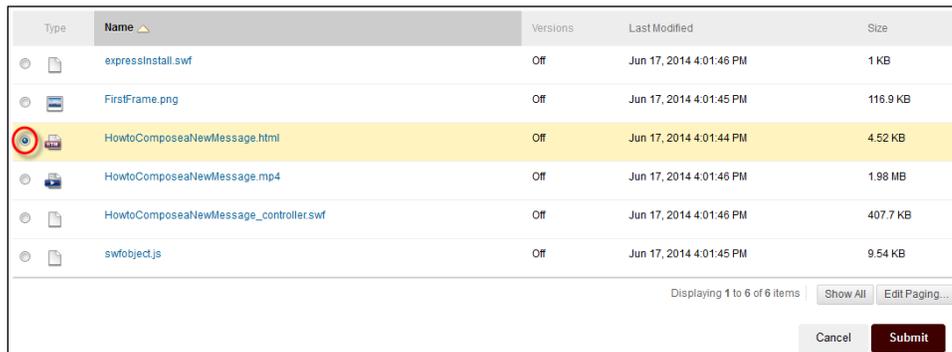
5. Change the location to "My Content" by moving your mouse over the **Browse** button, and selecting **My Content**.



6. Locate and select the folder you created earlier.

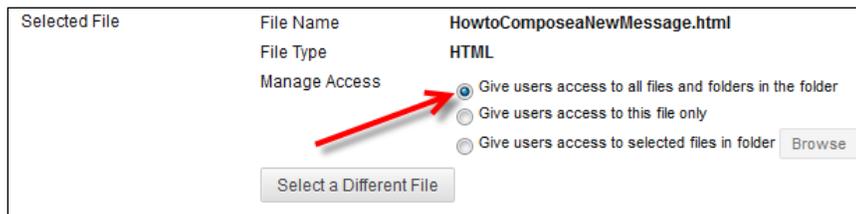


7. Locate the .html file and select the box next to it.



8. Click **Submit**.

9. Ensure that “Give users access to all files and folders in the folder” is selected.



10. Select any remaining settings you would like.

11. Click **Submit**.

12. Click on the newly created link to access your Camtasia video.

