

Giving Presentations in Class

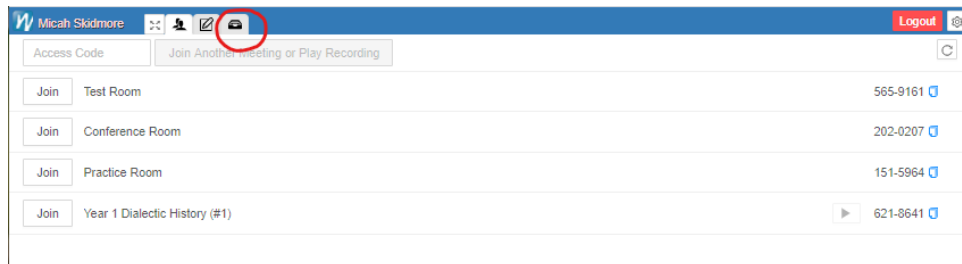
How to prepare and use slides for presentations

Create Your Slide Deck and Get it Ready for Use in GP7

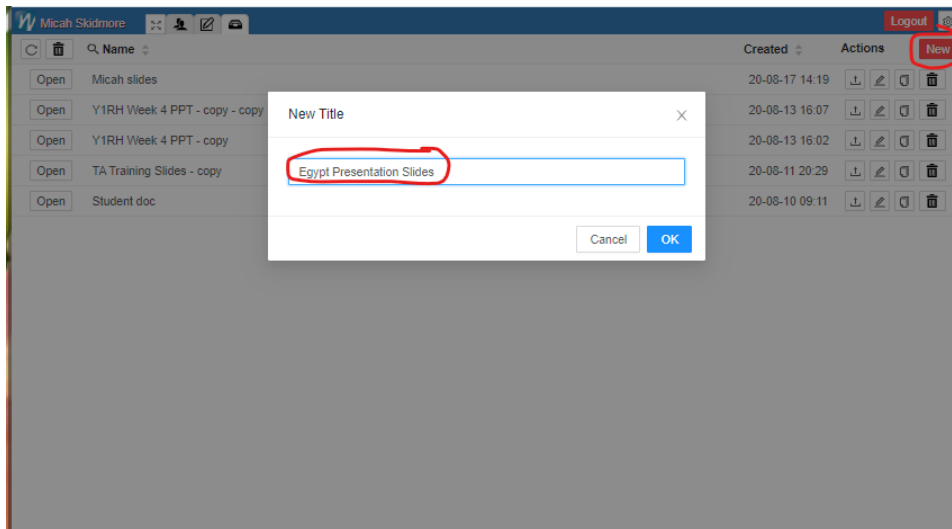
1. **Create your slides** using PowerPoint or a similar software and save all your slides in one slide deck document.
2. **Convert your slide deck to a PDF document.** Slides MUST be in PDF format to be loaded into GP7. In most software, you can do **file>save as** and choose PDF as the file type. If your software does not include that capability, you'll find instructions for saving your work as a PDF here: https://www.lampstandlearningcenter.com/uploads/1/3/0/3/130300961/student-how_to_merge_documents_into_one_pdf.pdf. Just drag-and-drop your file into Xodo and save it as a PDF.
3. You'll need to **pay attention to file size**. If you have chosen images that are high resolution, it might make your file size too large to load into GP7. As you are developing your slides, choose thumbnails of images when possible. After you finish creating your slide deck, if you find that your file is larger than 10MB, you will need to **compress the file** so it can be used in GP7. Here are instructions for compressing your slide deck file: <https://www.lampstandlearningcenter.com/how-to-reduce-file-size.html>

Upload Your Slide Deck into GP7

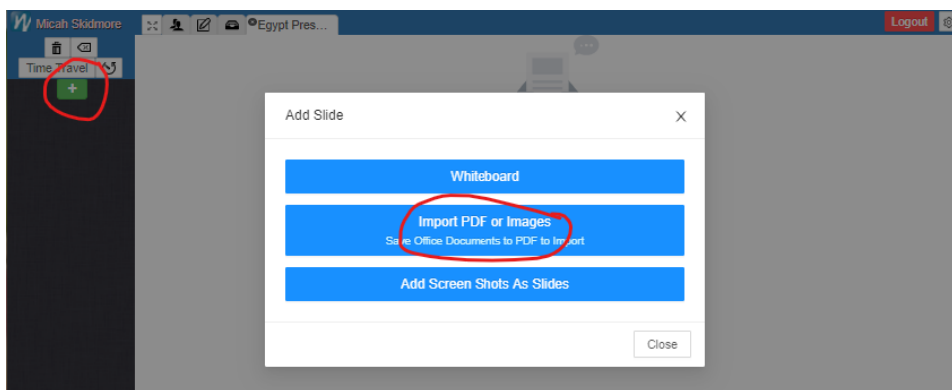
1. **Sign into GP7** using your student credentials.
2. Click on the **library** tab at the top.



3. Click the **"new"** button on the right to upload a new slide deck.



4. Give your slide deck a meaningful **name**.
5. Click the **green +** button to add your file to the slide deck and choose to **import the PDF**.



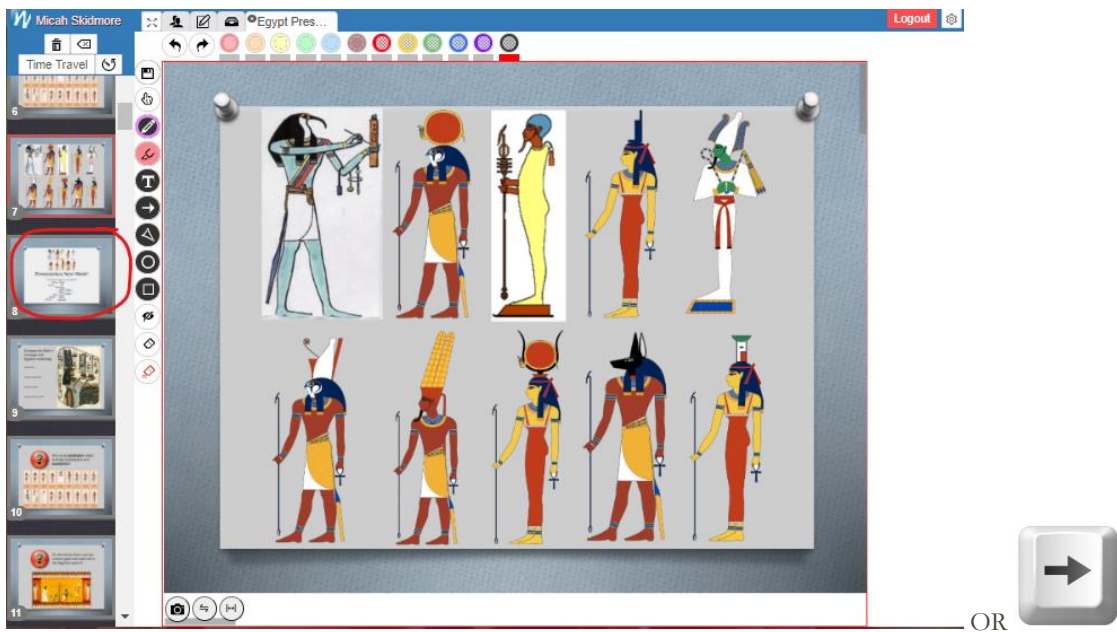
6. **Select the file** on your hard drive and click **close** when it finishes uploading the PDF.
7. You are now ready for your presentation! You can leave GP7, and this slide deck will be waiting here when you return to class to give your presentation.

How to Use Slides as a Presenter

1. Sign into GP7 using your student credentials.
2. When your teacher makes you the presenter, you will need to **open your slide deck**, so the class can view your slides as you present. To do that, click on the **library** tab at the top and click to **open** the appropriate slide deck.

	Name	Created	Actions
Open	Egypt Presentation Slides	20-09-23 15:06	Download, Edit, Delete
Open	Micah slides	20-08-17 14:19	Download, Edit, Delete
Open	Y1RH Week 4 PPT - copy - copy	20-08-13 16:07	Download, Edit, Delete
Open	Y1RH Week 4 PPT - copy	20-08-13 16:02	Download, Edit, Delete
Open	TA Training Slides - copy	20-08-11 20:29	Download, Edit, Delete
Open	Student doc	20-08-10 09:11	Download, Edit, Delete

- The class will now see the first slide in your slide deck.
- To advance to the next slide, you can either click the **slide thumbnail** on the left or click the **right-arrow** button on your keyboard.



There you have it! As always, if you have any questions, please contact your teacher. We love to help you learn to be effective presenters!