

Loading an HTML Presentation or Study Guide into a Chalk site

The html presentation can be zipped and uploaded to your course Chalk site. The advantage of loading the html folder is that you will not need to add any data to the images as it comes with the package.

On a Mac or PC machine, right click the html presentation *folder* and choose the compress, zip or archive option (this varies by machine). A new zipped file will appear in the same location and with the same title followed by ".zip". This is the file you will load to Chalk.


In Chalk, go to the control panel for your course site and select **Course Materials**. (If you are teaching a course, your control panel will be show "Course Materials" rather than "Organization Materials" as shown below.)






COMMUNITY > VISUAL RESOURCES COLLECTION > CONTROL PANEL

2008-07_ARTH.VISUAL_RESC_COLLECTION: Visual Resources Collection - Gretchen Tichel (Leader)

Content Areas		User Management
Organization Materials ←		List / Modify Users
External Links		Remove Users from Organization
Organization Tools		Enroll User
Announcements	Content Collection	Manage Groups
Organization Calendar	Copy Files to Collection	Assessment
Staff Information	Advanced Group Management	Test Manager
Tasks	Power User Enrollment	Survey Manager
Send Email	Configure Blog Tool	Pool Manager
Discussion Board	Configure Wiki Tool	Organization Statistics
Digital Dropbox	Assess Wikis	Gradebook
Glossary Manager	Voice Announcements	Gradebook Views
Messages	Discussion Grader	Help
Organization Options		Support
Manage Organization Menu	Settings	Contact System Administrator
Organization Design	Import Package	
Manage Tools	Archive Organization	

1. In the Course Materials section, click **Item**.

 **Organization Materials**

←  Item  Folder  External Link  Organization Link  Test

2. In section **(1) Content Information** fill in a **Name** for the file you are loading, for example "Rubens Lecture."

1 Content Information

* Name

3. In section **(2) Content** use the **Browse** button to locate the zipped file you have made of the html presentation.

2 Content

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

Attach local file

Name of Link to File

Special Action

4. In section **(2) Content** under **Special Action**, select **Unpackage this file**.

5. Click **Submit** (bottom right of page).

6. In the **(1) Embedded Media Information** section, you must select an html file as the Entry Point.

a. If you loaded a presentation, look for this format: **foldername/pres.html**

Content Actions

1 Embedded Media Information

Select options for embedded content.

Entry Point

Launch in new window Yes No

b. If you loaded a study guide, look for a file with the following format (usually at the bottom of the list): **studyguidename/studyguidename.html**

1 Embedded Media Information

Select options for embedded content.

Entry Point

Launch in new window Yes No

7. In this same section, set **Launch in new window** to **YES**

8. Click **Submit** (bottom right of page).

9. Click **OK**

10. The file you loaded will appear on your Course Materials Page as a Package File. Click on the filename to open the presentation or study guide, which will appear in a new browser window.

