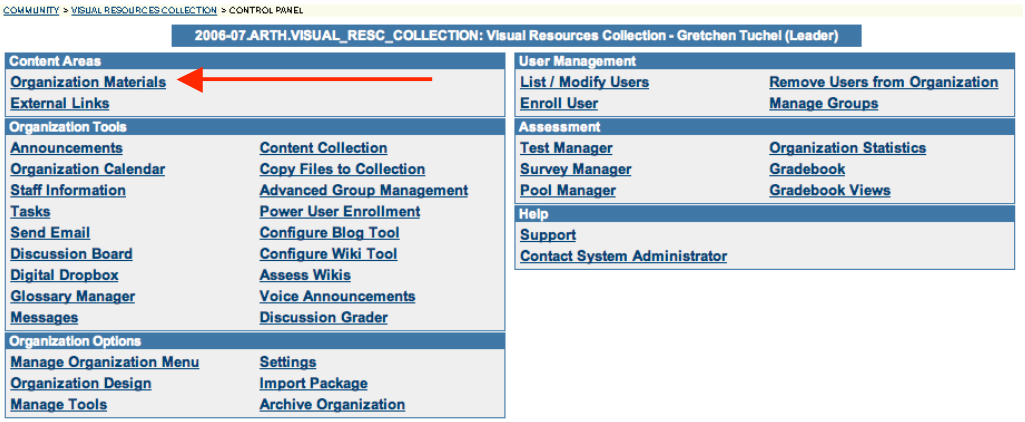
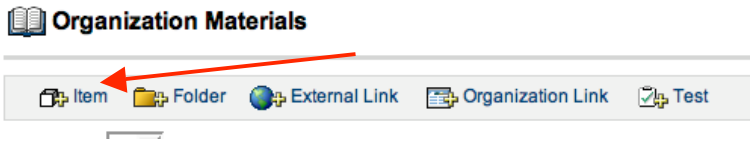
**Loading an HTML Presentation or Study Guide into a Chalk site**
The html presentation can be zipped and uploaded to your course Chalk site. The advantage of loading the html folder is that you will not need to add any data to the images as it comes with the package.

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.

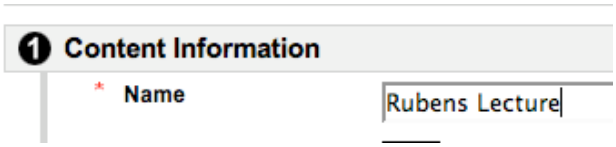
In Chalk, go to the control panel for your course site and select **Course Materials.** (If you are teaching a course, your control panel will be show "Course Materials" rather than "Organization Materials" as shown below.)



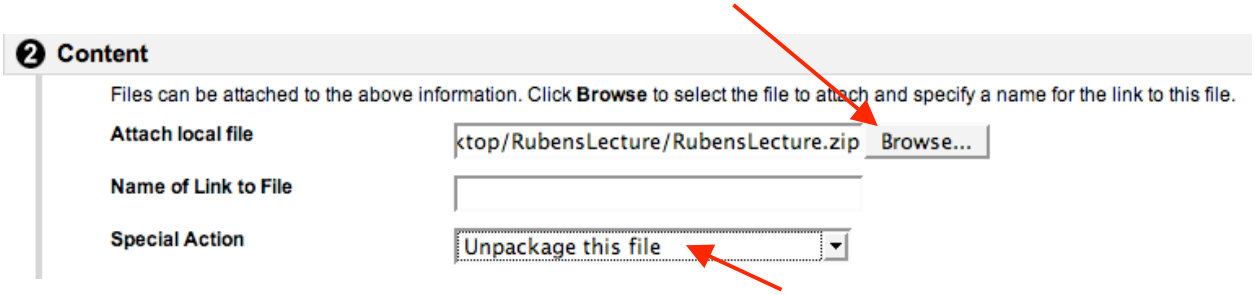

1. In the Course Materials section, click **Item.**




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



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

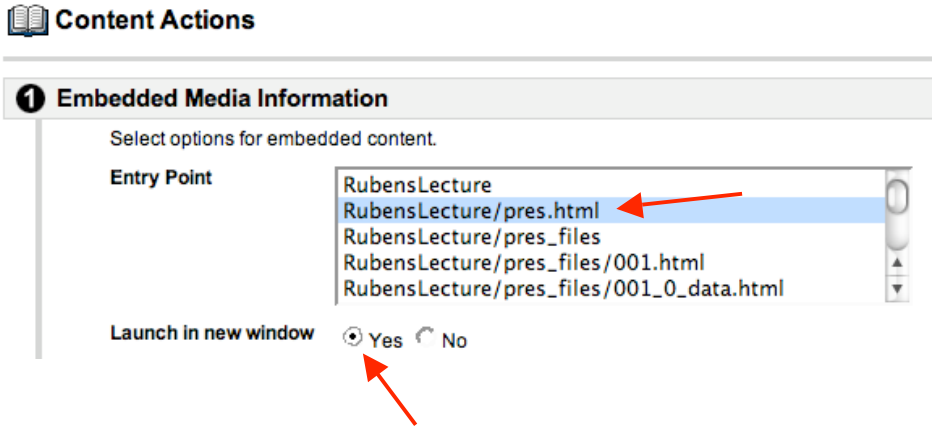



4. In section **(2) Content** under **Special Action**, select **Unpackage this file.**

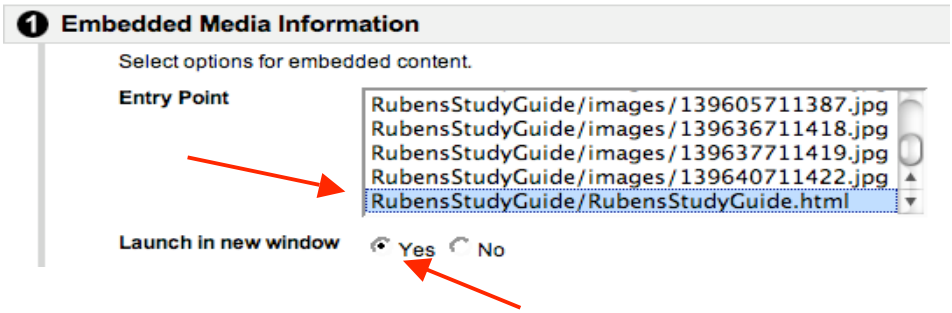
5. Click **Submit** (bottom right of page).

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**

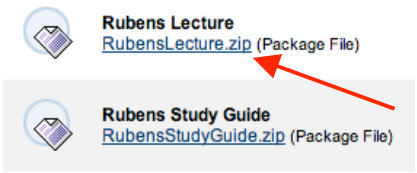



b. If you loaded a study guide, look for a file with the following format (usually at the bottom of the list): **studyguidename/studyguidename.html**




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.