

SoftChalk™ PowerPoint® and Google Slides Integration Guide

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Introduction

There are several ways to repurpose content from your existing Google Slide or PowerPoint presentations into a SoftChalk lesson.

The quickest way to add content from a slideshow presentation is to embed the content within a SoftChalk lesson – see the sections:

- Embed a Google Slide Presentation in a SoftChalk Lesson
- Convert a PowerPoint Presentation to a Google Slide Presentation and Embed It in a SoftChalk Lesson
- Embed a PowerPoint® for the Web Presentation in a SoftChalk Lesson

Many instructors will break up a long presentation with lots of slides into smaller presentations, embed each presentation and then add <u>SoftChalk interactives</u> to make the content engaging. (These interactives can be added from within SoftChalk Create or Create Online. For more details, see the <u>SoftChalk Cloud Quick Start Guide</u> or the <u>SoftChalk Video Tutorials</u>.)

Some instructors prefer to put content (images or text) from individual slides into their SoftChalk lessons and then add interactives – see the main topic <u>Additional Methods for Putting PowerPoint® content into SoftChalk Lessons</u>.

PowerPoint and Google Slides Integration Guide Web Link

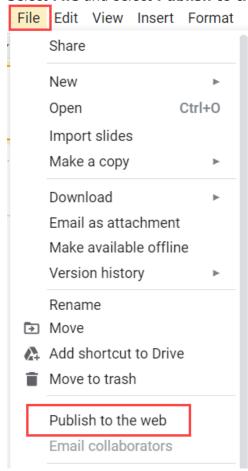
The URL for this guide is below. As we update this guide, the URL will remain the same. (You may want to bookmark this link in your web browser.)

https://softchalk.atlassian.net/wiki/download/attachments/129532299/createguide.p
df?api=v2

Embed a Google Slide Presentation in a SoftChalk Lesson

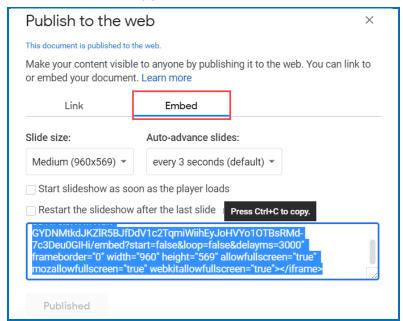
Copy the Google Slide Embed Code

- 1. **Open** a presentation in **Google Slides**.
- 2. Select File and select Publish to the Web.



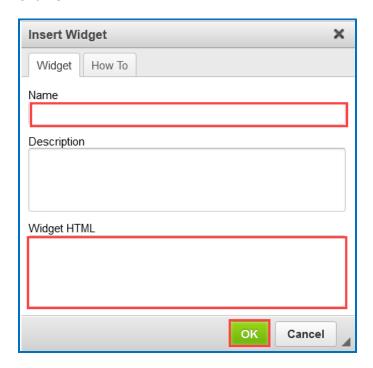
3. Click **Publish** (in case you do not see **Publish**, you may need to enlarge your screen). At the screen *Are you sure you want to publish this selection*, click **OK**.

4. Click **Embed** and copy the Embed code.



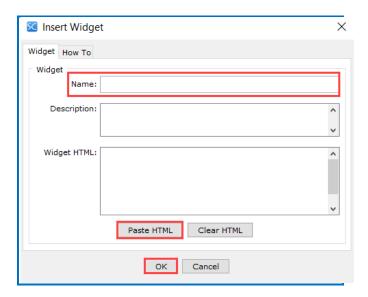
Add the Embed Code in Create Online

- 1. Click on the Widget icon in the Create Online toolbar.
- 2. Give the Widget a name and right-click to **Paste** the copied embed code.
- 3. Click OK.



Add the Embed Code in SoftChalk Create

- 1. Go to the **Insert** menu in SoftChalk Create. Choose **Widget**.
- 2. Give the Widget a name and click **Paste HTML**.



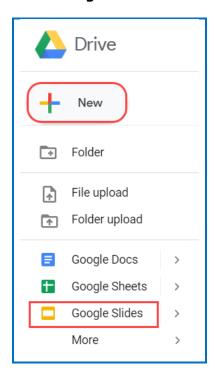
3. Click **OK** to insert the Widget into your lesson. You will see the Widget placeholder in Create. When you **Save** and **Preview** the lesson, you will see the Google Slides appear within the Widget frame.

You can see an example of Google Slides presentations embedded in SoftChalk's 2019 First Place Lesson Challenge Winner in an online orientation lesson on pages **1** and **3**.

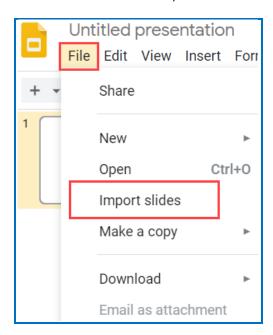
For other sample SoftChalk lessons, see <u>SoftChalk Sample Lessons</u>.

Convert a PowerPoint Presentation to a Google Slide Presentation and Embed It in a SoftChalk Lesson

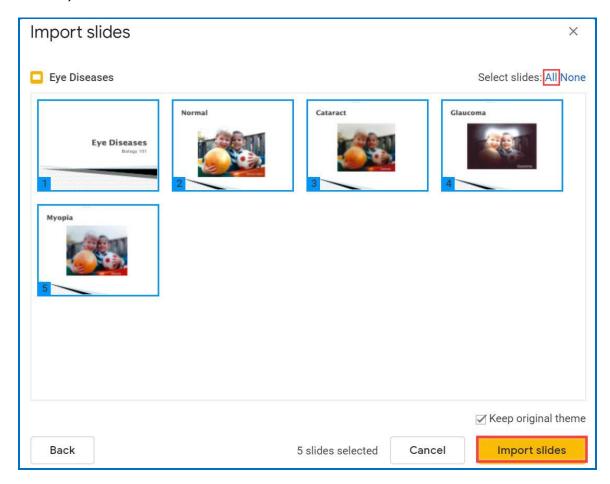
- 1. Go to **Google** Drive.
- 2. Select **New** in the upper left-hand corner of the screen.
- 3. Select **Google Slides**.



4. In a new **Presentation**, select **File** and then **Import Slides**.



- 5. Click **Upload** and drag over a file or **Select a file from your device**.
- 6. Once you have uploaded your PowerPoint presentation, click on **All** (or only select slides from the PowerPoint file) next to **Select slides**.
- 7. Click **Import slides** (if you do not see **Import slides**, you may need to expand your window).



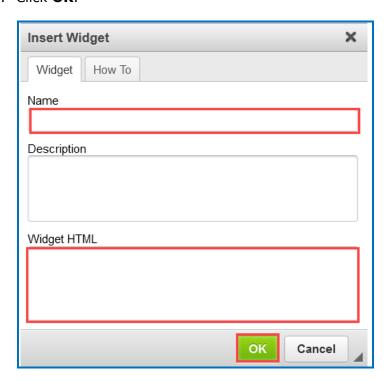
8. Follow the steps of the previous section <u>Embed a Google Slide Presentation in a SoftChalk Lesson</u>.

Embed a PowerPoint® for the Web Presentation in a SoftChalk Lesson

- 1. Save your presentation to OneDrive.com. (Storing the presentation to a public folder online is what allows you to embed it on a web page.)
- 2. Open your presentation in **PowerPoint for the web**. On the **File** tab of the Ribbon, click **Share**, and then click **Embed**.
- 3. To create the HTML code to embed your file in the web page, click **Generate**.
- 4. In the **Embed** box, under **Dimensions**, select the correct dimensions.
- 5. Under **Embed Code**, right-click the code, click **Copy**, and then click **Close**.

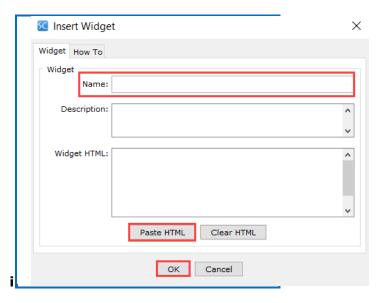
Add the Embed Code in Create Online

- 1. Click on the Widget icon in the Create Online toolbar.
- 2. Give the Widget a name and right-click to **Paste** the copied embed code.
- 3. Click OK.

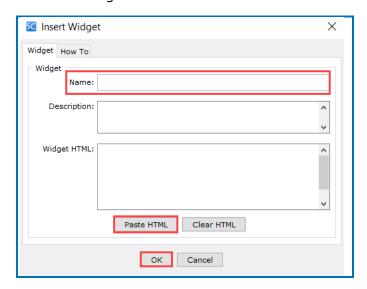


Add the Embed Code in SoftChalk Create

- 1. Go to the **Insert** menu in SoftChalk Create. Choose **Widget**.
- 2. Give the Widget a name and click **Paste HTML**.



- 3. Click **OK** to insert the Widget into your lesson. You will see the Widget placeholder in Create. When you **Save** and **Preview** the lesson, you will see the Google Slides appear within the Widget frame.
- 4. Go to Insert / Widget.
- 5. Give the Widget a name and click Paste HTML.



6. Click **OK** to insert the Widget into your lesson. You will see the Widget placeholder in Create. When you **Save** and **Preview** the lesson, you will see the Google Slides appear within the Widget frame.

Additional Methods for Putting PowerPoint Content into SoftChalk Lessons

Save PowerPoint® File as Images and Place Images into the SoftChalk Slideshow Activity

You can save your PowerPoint[®] file as a series of images and import these images into SoftChalk as a Slideshow Activity (or you can insert each image individually into a SoftChalk lesson).

If you have PowerPoint® 2007, you can do the following:

- 1. Within PowerPoint® 2007, open a presentation.
- 2. Choose Save As.
- 3. At the bottom of the window for the **Save as type**, select JPEG (*.jpg).
- 4. Click Save.
- 5. At the next window asking what to export, click **Every Slide**.
- 6. A folder will be created with each slide appearing as an image.
- 7. Quit PowerPoint®.

Create a Slideshow Activity in Create Online

- 1. Click on the Activity icon in the Create Online toolbar.
- 2. Select Slideshow () to open the Slideshow editor.
- 3. Click the **New slides with images** icon (



- 4. Click Select File.
- 5. Select the folder with the slide images you created earlier. Click **Open**.
- 6. Confirm the slide(s) order.
- 7. Move your cursor over a slide and click **Edit**.
- 8. Add alt text for the image(s).
- 9. Click Back.
- 10. Click **OK** to close the **Slideshow Activity** window.

Save as Rich Text Format

You can save text from your PowerPoint[®] file into a file with a Rich Text Format. Then you can copy text from this file.

- 1. In PowerPoint[®], choose **File/Save as** (or go to the ball in the top left corner of your PowerPoint[®] window and choose **Save as/Other Formats)**.
- 2. From the **Save as type** drop-down menu, choose **Outline/RTF**.
- 3. Click Save.
- 4. Notice that you have two files -- your original PowerPoint® file and your new file with the extension .rtf.
- 5. Double-click on your new .rtf file. It should open in Microsoft Word.
- 6. In Word, copy all the text. [You can select all the text using (Ctrl+a) and then copy the text.]
- 7. Start Create Online and choose **Edit/Paste**.

Save as a Viewable File

The following method allows students to bring up the PowerPoint® presentation within PowerPoint® in a Read-Only mode. However, with this method, students can choose **File/Save As** to save the presentation with another name on their computers.

- 1. In PowerPoint[®], choose **File/Save As** (or go to the ball in the top left corner of your PowerPoint[®] window and choose **Save as/PowerPoint Presentation**).
- 2. At the drop-down **Save type as** menu, choose PowerPoint® Show (.pps). For PowerPoint® 2007 users, we recommend that you NOT choose the .ppsx version for compatibility reasons with older web browsers. Choose PowerPoint 97-2003 Show (.pps).
- 3. In SoftChalk Create, select some text that you want to use as the hyperlink to your PowerPoint® file.
- 4. Choose **Insert/Hyperlink**.
- 5. Click **Select file** and navigate to your PowerPoint[®] file .pps file.
- 6. Once you've selected your file, click **Open**.
- 7. If you want your students to view the PowerPoint® file in a new browser window, then select the checkbox **Open the link in a new window**.
- 8. Click **OK** to return to your main lesson window.

9. Choose **File/Save**.

When you save your lesson, SoftChalk automatically places a copy of the linked PowerPoint® viewable file into your lesson folder. That way, when you are ready to move your lesson folder to another computer or package your lesson all the files are in one folder.

Save Images in a Word File

You can publish your PowerPoint[®] **slides as images** (with a .jpg format) into Microsoft Word. Then you can copy and paste these images from Word into your SoftChalk lesson. Since you are converting the images rather than the animation, no transitions or effects from PowerPoint[®] will appear in SoftChalk.

This publishing method allows you to copy and paste the text for the notes.

- 1. In PowerPoint®, open your slide show. Choose **File/Send To/Microsoft Word.** In PowerPoint® 2007, choose the ball in the top left corner of your PowerPoint® window and choose **Publish/Create Handouts in Microsoft Office Word.**
- 2. Choose **Notes below slides** if you want to have the largest size images.
- 3. Click **OK**. PowerPoint[®] converts each slide to a jpg file and then automatically opens a Word document and places each of the slide image files into the Word document.
- 4. In Word, copy all the text. [You can select all the text using (Ctrl+a) and then copy the text.]
- 5. Start SoftChalk Create and choose **Edit/Paste**. All the slide images and notes will be pasted into your SoftChalk lesson for further editing and enhancement.

Help

Please visit our <u>SoftChalk Support</u> webpage. For purchase information, please contact sales@softchalk.com.

Copyright Information

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