



Downloading and Viewing PowerPoints in Content – D2L Tutorial

This tutorial is for students who want to download and view a PowerPoint (PPT) presentation posted in the Content tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

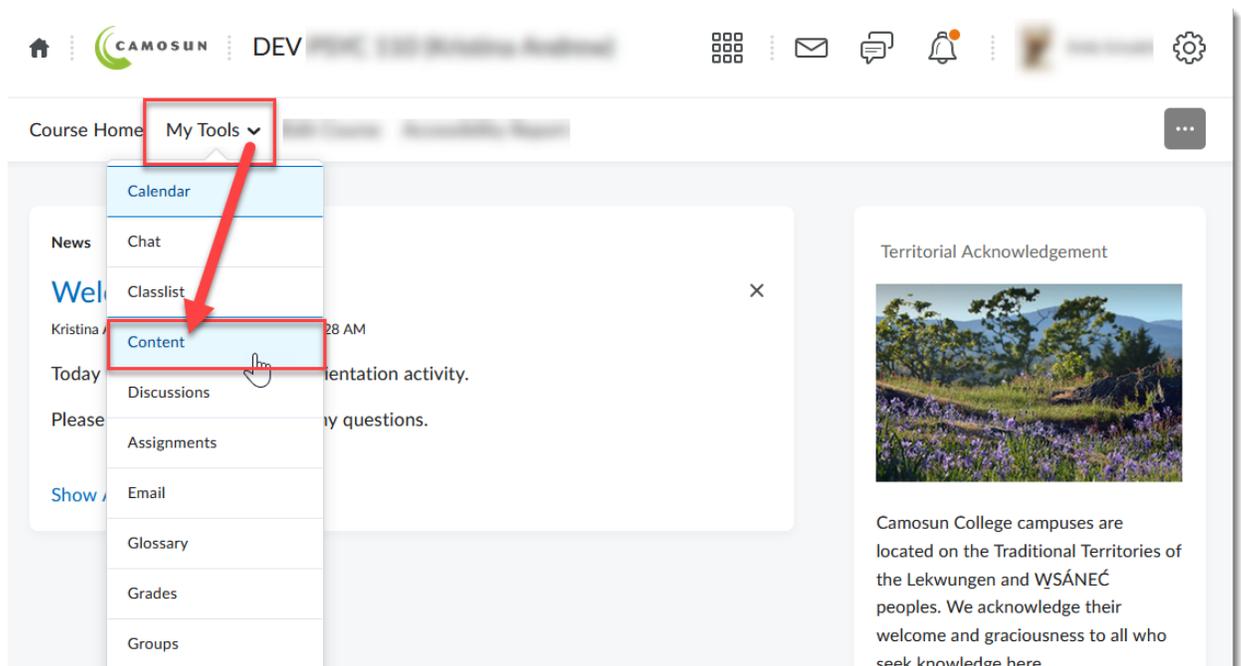
Scenario

When instructors post PowerPoint files in D2L Content, students can view the presentations online in a D2L window, or download the file to their device and view the presentation within PowerPoint.

This tutorial will cover the steps involved with downloading a PowerPoint presentation your instructor has posted on D2L to your device and view it in Slide Show mode. You may wish to do this when a PowerPoint includes more than plain text and simple images. Audio-narrations, timing settings on slides, links to websites, animations, and even some layout formats may not work properly when PowerPoint presentations are viewed within D2L. In addition, Slide Notes are not visible to students in the D2L window.

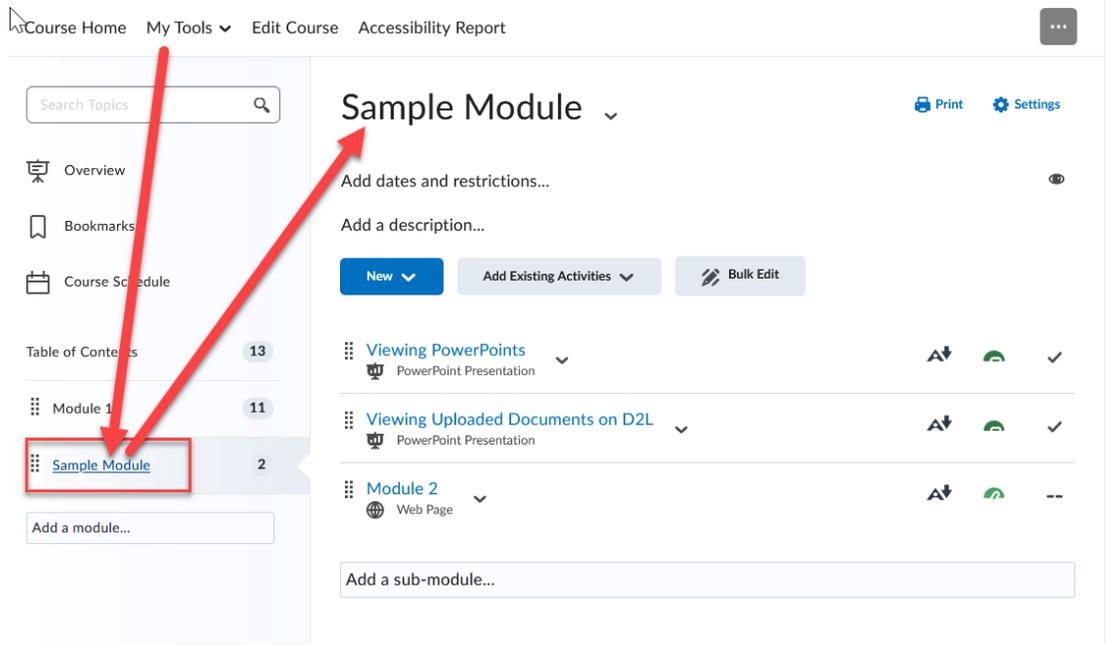
Steps

1. Depending on how your instructor has set up your course site on D2L, you will either click the **My Tools** drop-down menu and select **Content** or click **Content** on the main navigation bar.

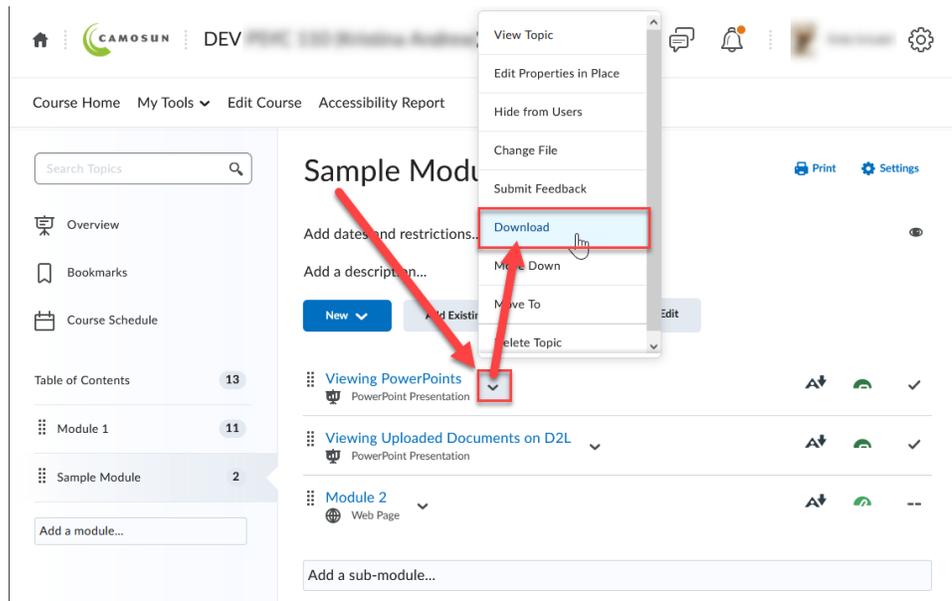


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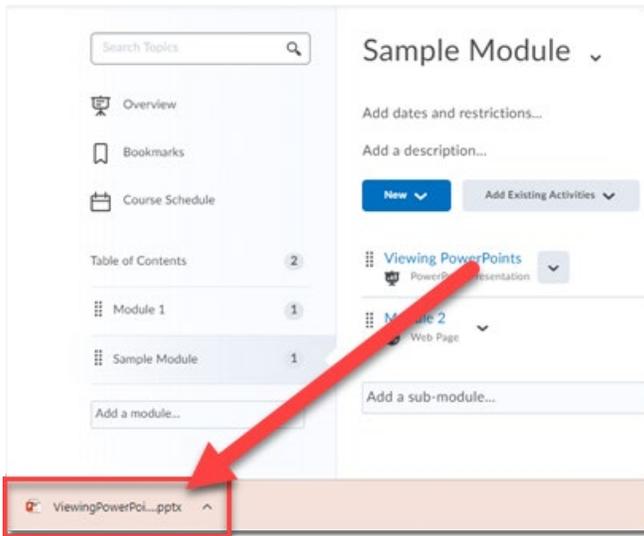
2. Once you are in the Content tool, click **Table of Contents** to see all the content listed on the right-hand side of the page, or click on a Module title to see the content for that module only. For this tutorial, we will click on the Module “**Sample Module**” to begin.



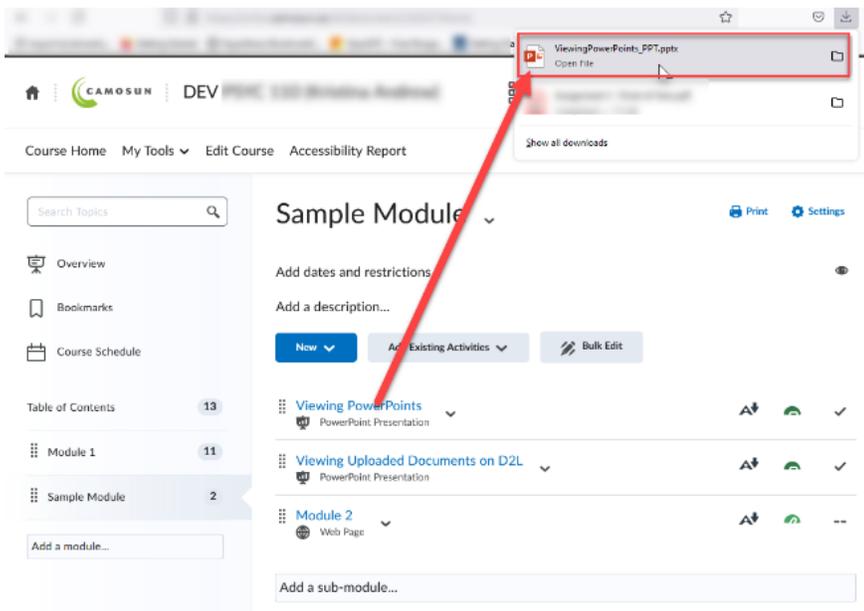
3. Click on the arrow next to the title of the PowerPoint presentation you want to view and select **Download** from the drop-down menu. For this tutorial, we will click on the arrow beside “**Viewing PowerPoints.**”



- Depending on the type of internet browser you are using, the downloaded PowerPoint file will appear in either the bottom left-hand corner of your window or the top right-hand corner of your window in the downloads folder. Click on the downloaded PowerPoint file to open the file in PowerPoint.

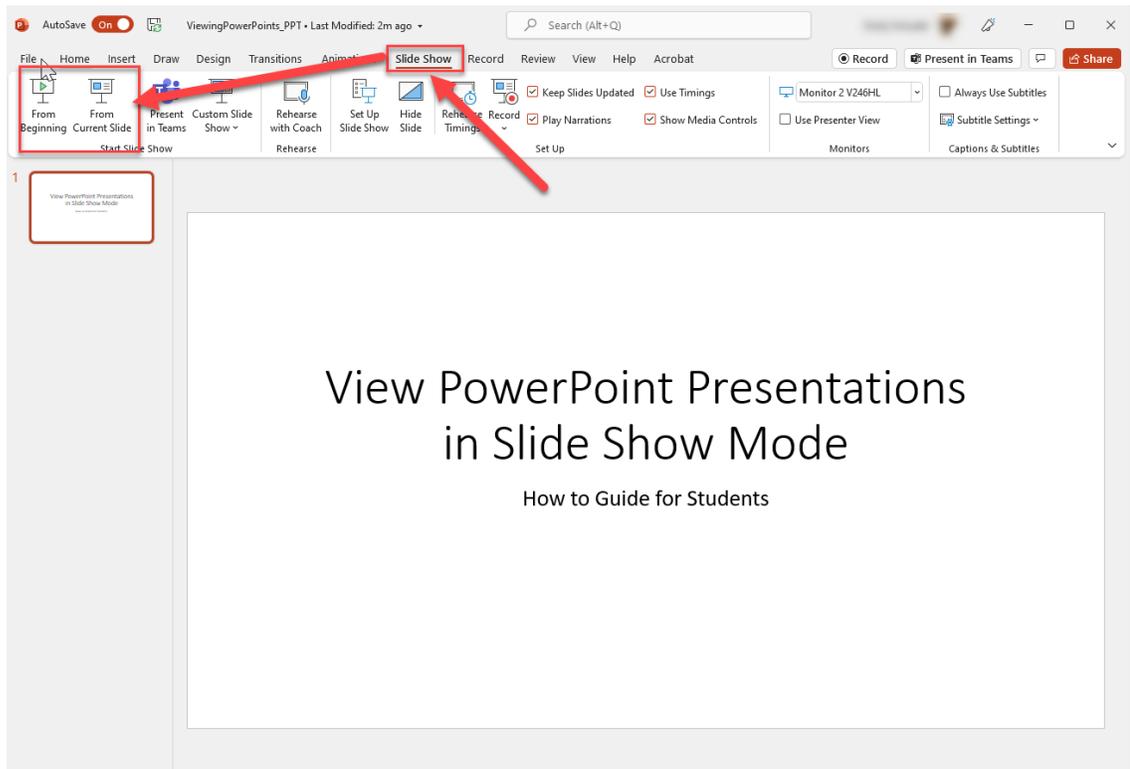


OR



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5. Once the file is open in PowerPoint, click the **Slide Show** tab at the top of the page, then click either **From Beginning** (to view the presentation starting at the first slide) or **From Current Slide** (to view the presentation starting at the current slide).



6. The presentation will launch in Slide Show mode. While viewing a PowerPoint in Slide Show mode, you can navigate through the slides using your mouse or keyboard:
- To go to the next slide: Press the right-arrow key on your keyboard or click once anywhere on the slide with your mouse.
 - To go to the previous slide: Press the left-arrow key on your keyboard, or right-click once anywhere on the slide with your mouse, then select **Previous** on the shortcut menu.
 - To exit Slide Show mode: Press the ESC (Escape) button on your keyboard, or right-click once anywhere on the slide with your mouse, then select **End Show** on the shortcut menu.

Things to Remember

In order to view PowerPoint presentations on your device, you will need to have PowerPoint installed first. If you do not have PowerPoint, and are a Camosun student, you can use it as part of [Office365](#).



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