**Make a PowerPoint presentation file available for students in Blackboard**

1. In a content area on your Blackboard shell click the **Build Content** button and select **File**



2. In the **Create File** panel - give your file a **Name** and click the **Browse My Computer** button



3. Locate the PowerPoint file on your computer, select it and click the **Open** button.



4. The file will be uploaded into the Create File panel - click the Submit button and the file will be accessible to students via a clickable link in the content area.

