

# Uploading and Displaying your presentations

Media Hopper Replay allows you to upload existing presentations created using a third-party application (e.g. PowerPoint), which can be shared with your students before or after your lecture. Uploading your presentations before your lectures allows your students to follow along with your presentation on their device, as well as take notes during your lecture which can be saved and downloaded.

## Part One: Uploading a presentation

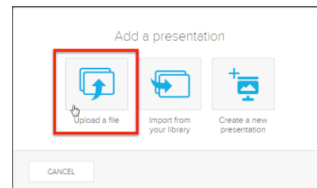
Please note: If you are uploading a presentation, any animations, transitions, or links will become inactive when it is played back. Additionally, if you have used non-standard fonts, Replay may substitute them for an alternative. This may result in the appearance of your presentation changing. To ensure it looks as it should, try saving your presentation as a PDF file and uploading this instead of the PowerPoint presentation file.

To upload a presentation:

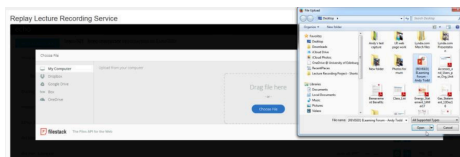
1. Access the your course via the link from your Learn or Moodle course;
2. When the course opens, locate the class that you wish to upload your presentation to and click on the blue **Add presentation** button;



3. When the **Add a presentation** box appears, choose **Upload a file**;



4. Click on the **Choose File** button, locate and select your presentation, and click on **Open**. Presentations saved as PDF files can also be uploaded using this method;



Your presentation will be uploaded to the class you selected and will begin processing.

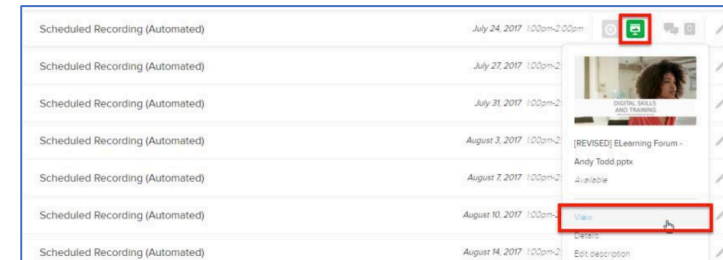
When it has finished processing, the Presentation button will turn green. From this point on, it will be available for yourself and your students to view (unless you make it unavailable or change its availability settings manually.)

## Part Two: Displaying your presentation

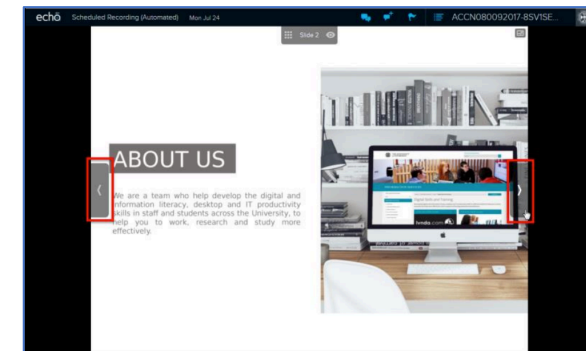
You can view it within Replay by clicking on the green Presentation button and choosing View. It's always recommended that you preview your presentation before your lecture to ensure it has processed correctly.

To display your presentation using Media Hopper Replay:

1. Click on the green Presentation button and choose View;



2. Hover over your presentation slide and use the left and right arrows to move forward and backward through your presentation. The option at the top of your presentation allows you to view all or hide slides;



3. Click on the Full Screen mode button to open your slides in full screen within a new tab;

