

## **E-CAMPUS STUDENT PRESENTATION TOOL**

### **File Types:**

You must upload web-compatible file types. For most projects, you will upload HTML files (xxx.html or xxx.htm), JPEG image files (xxx.jpg), and GIF image files (xxx.gif) onto the Course Website.

### **File Names and Naming Conventions:**

It is very important that you follow standard file naming. Use only lower case alphabet and numbers in your file names and be sure to use the proper file extension (.htm, .jpg, .gif). Do NOT include spaces, capital letters or punctuation characters in your file names.

### **HTML Files**

The main page for your student presentation must be named and saved as: “**index.htm**” or “**index.html**”. The title of your presentation must be put between the Title tags in the html code (<TITLE>Presentation Title</TITLE>) in order for the title to display correctly in the Student Presentation tool. Additional web pages may be named anything, but stick to lower case letters, numbers, and replace spaces with underscores.

### **Image Files**

Make sure that your image files (JPG or GIF) are named the way they are linked in your html pages. You also need to make sure that you use screen resolution, which is generally 72 or 96 pixels per inch (vertically and horizontally). After setting the screen resolution, you can then set the image dimensions (in inches, cm or pixels) accurately for screen display.

### **Uploading Files in the Student Presentation Tool**

1. Login to the class website and click on the “**Student Presentations**” icon.
2. Click the “**Edit Files**” link next to your name, which will take you to the “Manage Files” page.
3. Click the **Upload File** button under File Options.
4. Click the Browse button to find the file you want to upload.
5. Select the file you want and click **Open** in “File name” dialog box (dialog box then disappears).
6. Back in the Ecampus Upload File screen, click the **Upload** button.
7. Your file is now uploaded into your own folder in the Student Presentation Tool of the course website.
8. Repeat Steps 3-6 until all of your files are uploaded.
9. To leave the “Edit Files” mode, click the link for “Homepage” or “Student Presentations” towards the top of the web page.
10. When you are done, look at the presentations of you classmates.

**Troubleshooting:** If you need to fix a file, edit it and upload the file again, overwriting the older version. Or, if you are familiar with html code, you may edit the file directly using the edit command when you are in the student presentations tool.