This window will show you the upload progress of the file and will let you know if the Conversion settings are on (to convert the file format to a corresponding Google Doc format).

Generating Embed Code from a Google Doc

To get the code for embedding your slides:
1. Choose **Publish to the web** from the **File** menu.
2. From here, you can select the checkbox for **Require viewers to sign in with their Pima Community College account** so that you are ensuring only your PCC students will see the slides.
3. Select the **Start publishing** button.
4. A warning box may display asking if you are sure you want to publish this to the web. Select **OK.**

You will now be provided with a link to the presentation document as well as the Embed code. You can change the **Presentation size** (specified with pixel dimensions) and change the slide advance time setting.
Note: Always choose the **Small (480x386)** size as your embedded presentation size or D2L will not display your slides in their entirety in some browser windows.

5. Choose **Start slideshow as soon as the player loads** and **Restart slideshow after the last slide** if you want those features for your slides.
6. Copy the embed code provided and save it in a text editor where you can access it later for your HTML page. Choose **Close**.

The **Embed code** appears in this window.

Choose all of your settings here. When you are done, place your cursor in the window to highlight the Embed code. Copy and paste it in a text editor so you can use it in your html page.

Your embed code will look similar to the following:

```
<iframe src="https://docs.google.com/a/mail.pima.edu/presentation/d/1imPKh6l-
XUMIOEPdFQFa4tg5YkLx3l_FULiCvglUQtY/embed?start=false&loop=false&delayms=3000"
frameborder="0" width="480" height="389" allowfullscreen="true" mozallowfullscreen="true"
webkitallowfullscreen="true"></iframe>
```

Placing Embed Code on an HTML Page

In your D2L course, follow these steps to create a new HTML page:

1. Select **Content** from the navbar.
2. Select **New Topic**.
3. Select **Create New File**.
4. Choose a module to place your new page in, or select **[add module]** to create a new module.
5. Enter your page's **Title** and **File Name**.
6. Select **Choose destination** to change the location of your new page in D2L's **Manage Files** area.
7. Place your cursor in the **Content** window and select the **Insert Stuff** icon.
8. From the left column, select **Enter Embed Code**.
9. An empty box will appear where you can paste the embed code you got from Google Docs. Select **Next**.

10. You will probably get a message saying **Content Blocked**. Select **Allow**.
11. Select **Insert**.
12. You should now see your presentation in the **Content** window. Select **Save**.
13. At this point you should <u>add this presentation in an additional format for accessibility</u>. If you have already saved it as a plain text or pdf document you can now use the ▶‖▷▷**Insert Stuff** icon again to include a link to an additional file for your students within your presentation content page – be sure to name the link clearly.

Note: The presentation will prompt your students to enter their MyPima login credentials in order to view it if it is shared to People at Pima Community College (which is explained in the following section).

Sharing Your Slides with Students

To share your presentation with your students:
1. In Google Drive, go to the File menu and select **Share…**
2. The default setting for access is **Private**. Select **Change…** to change this.
3. From the **Share settings** window, choose how you want to save this presentation.
   a. For example, selecting **People at Pima Community College with the link** will allow anyone at Pima who you have shared the presentation link with to view it.
   b. Next to the line showing **Access** ensure that **Can view** is selected to allow the people who visit your presentation to view it only (the other options are **can comment** and **can edit)**.
4. Choose **Save**.
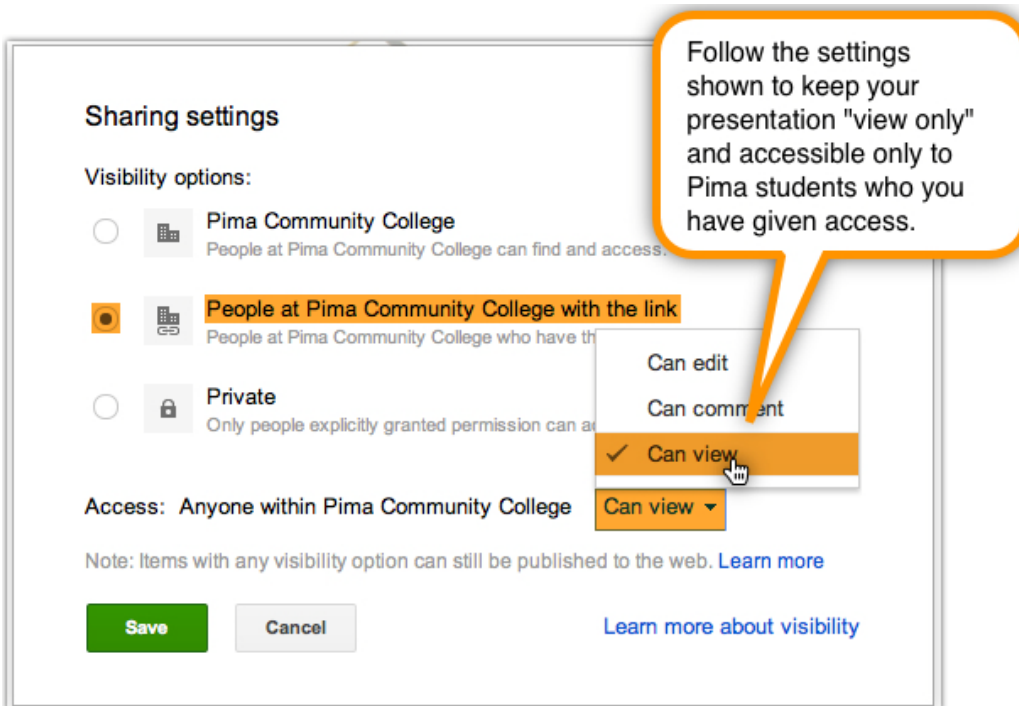
5. Enter the email addresses of your students under **Add people** (use the **Choose from contacts** link to do this quickly) and decide if you want to share the direct link of the presentation with them via email.
6. Select Share **& save**.

Note: By providing the link that appears in the **Share settings** window to students, they will have an alternative way to access the presentation in case they have trouble viewing the embedded file in D2L.

Providing Fully Accessible Content: Alternative Formats You Can Provide Your Students

To provide additional formats for your students, you should download your presentation as a PDF or as plain text and then include a link to it in the same page you embed your presentation into in D2L. **Note:** Any text to speech software can easily access Plain Text files.

To download a PDF:
1. Select **File** and choose **Download as…**
2. Select **PDF Document (.pdf).**
The file will download to your computer.

To download as plain text:
1. Select **File** and choose **Download as…**
2. Select **Plain Text (.txt).**
The file will download to your computer.