

Collaborative PowerPoint on SharePoint

You, and the students, can create and collaborate on PowerPoint presentations simply by placing them into the Shared Documents area of your SharePoint site. Follow the steps below to learn how to set up, edit, and save collaborate PowerPoints.

Step 1: Creating Folders on SharePoint

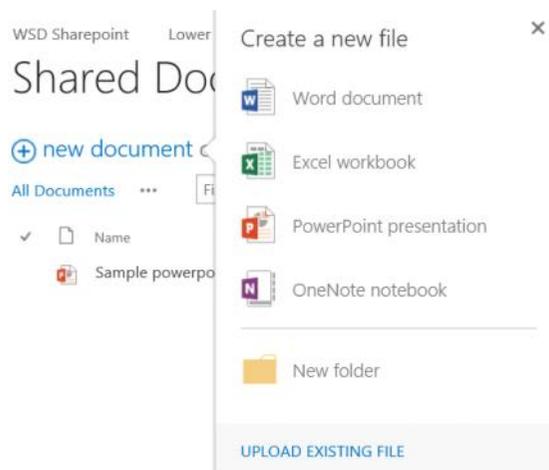
In order for your SharePoint page to stay organized, it is recommended that you first create a folder for "Student Work" in the Shared Documents Area of your SharePoint site. Then, create folders within that folder for the specific projects that the students will be working on. Click this link to learn how to create folders on your SharePoint site: [Creating Folders and File Management on SharePoint](#)

Step 2: Setting Up a Blank PowerPoint

This may be done by the teacher or the students, but the next step after creating the folders is for one person (teacher or one student in group) to create a blank PowerPoint presentation and save it to their desktop for uploading. Be sure the file name is unique!

Step 3: Uploading to SharePoint

Navigate to the folder created in Step 1 and upload the PowerPoint. You can drag and drop the PowerPoint into the correct folder or you can click "New Document" and then click "Upload Existing File" to browse to get it. Delete the original file from the desktop - no longer needed!



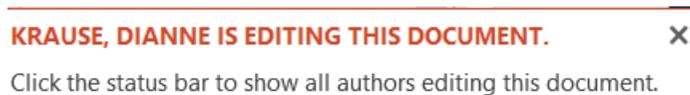
Step 4: Opening & Editing the PowerPoint

Once the PowerPoint is uploaded to the correct folder, group members/students can navigate there and open it up. When it is first opened, it opens in Read Only mode, so go ahead and click "Edit Presentation" at the top of the screen.

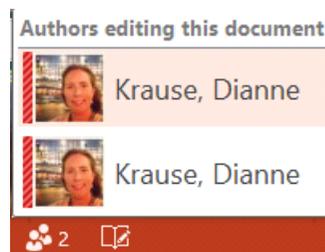


Step 5: Collaboration & Syncing

There are a few items of note when it comes to working on a collaborative PowerPoint and syncing it correctly. When there are other collaborators in the document with you, you will firstly see a pop-up window on the bottom of the screen that alerts you to who has started editing the document:



You will also see a "people" icon on the bottom of PowerPoint. Clicking it will show you who is collaborating on the document with you:



PowerPoint does NOT automatically sync. In order to sync your changes and see the changes your collaborators made, click the save icon on the top-right of the screen:



When there are changes that your collaborators have made and synced, you will see "Updates Available" show up on the bottom of your PowerPoint document. Click it to sync to see the changes.



- ★ It is recommended that each student work on their own slide, but more than one student can collaborate together on a slide. If there are conflicts, PowerPoint will alert you and conflicts need to be worked through. Follow the on-screen directions to do so.

Step 6: Saving & Re-Opening

Every time you sync, the changes are saved to the document on SharePoint. When you are finished working, simply click the save/sync icon and close the document. To re-open the document to continue editing, navigate back to the folder on SharePoint and open it up as you did before in Step 4.

- ★ **IMPORTANT: Do NOT File-Save As...!! This will break the collaboration and changes will not sync to the group document!**