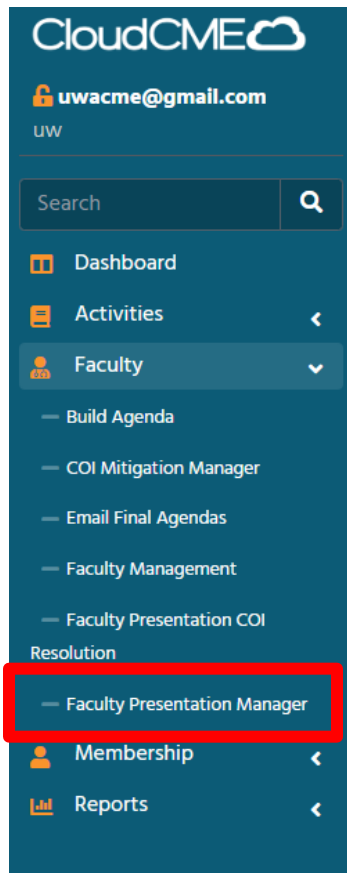


## Upload Presentations in CloudCME

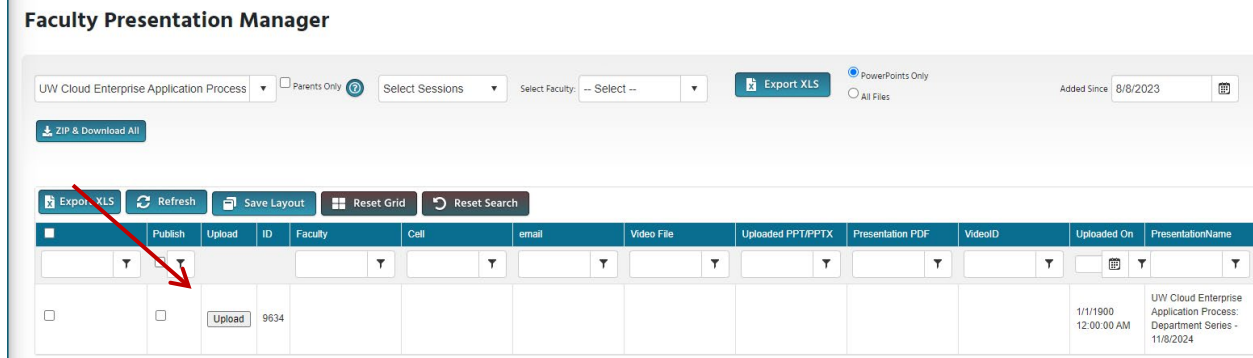
Uploading presentations is a functionality used for department courses, enduring materials, and other activities. For department series (RSS), you will use the RSS Dashboard function. Uploading presentations can be useful for reviewing course materials, making materials available for registered participants, and completing the peer review process.

### Uploading Presentations

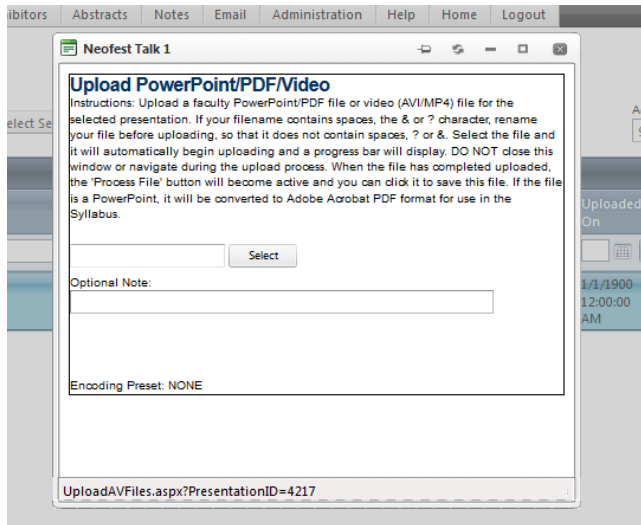
- To upload presentations or view what presentations have been uploaded by your speakers, click on Faculty Presentation Manager under the Faculty drop down menu.



- Select your activity. Your full list of presentations with assigned speakers will appear.

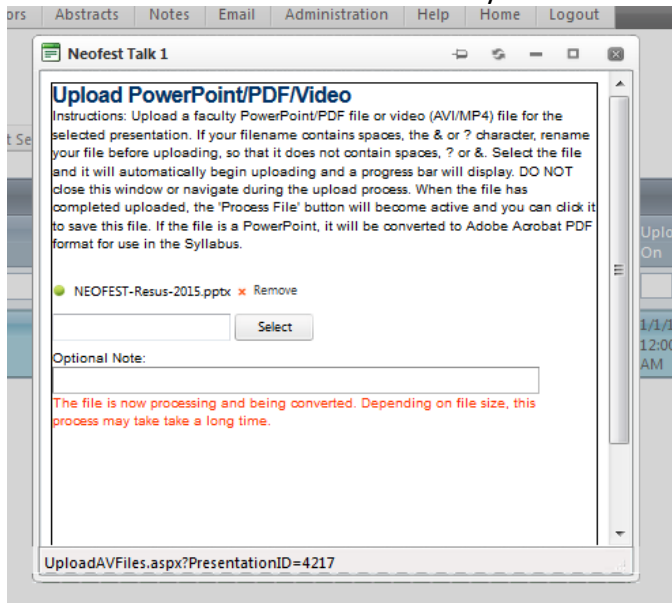


- To upload a presentation, click “upload”
- Click “Select” to find the presentation to upload. (only .ppt, .pdf, and .mp4 files are accepted)

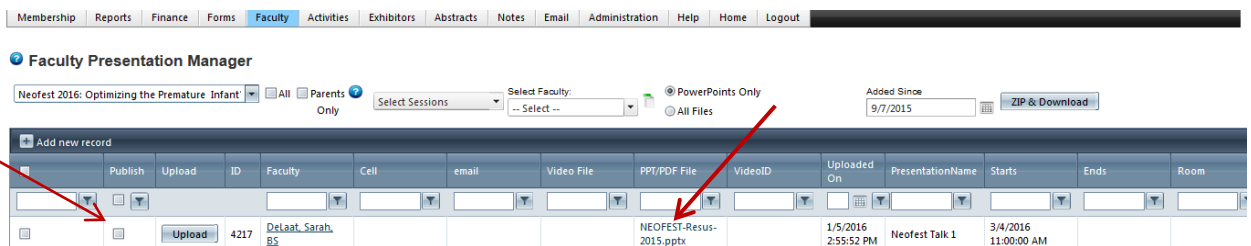


- Once the presentation had been uploaded, click “Process File”
- Note: DO NOT move away from this window until it is complete.

- During this process, the system will be converting the ppt presentation into a PDF. The PDF will be what is available on the syllabus

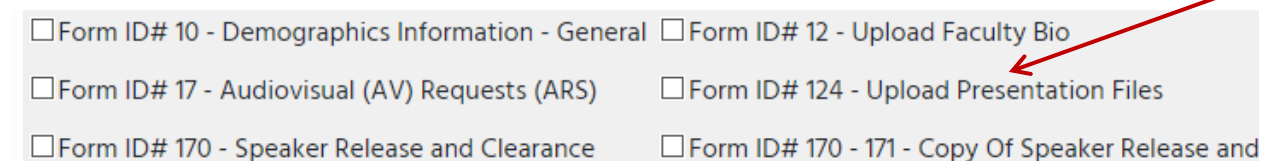


- Once your file is uploaded, it will return to the list of presentations and speakers.
  - On this screen you will be able to:
    - Publish or un-publish presentations to the attendee portal
    - View the name of the presentation uploaded
    - View presentations uploaded by other speakers



### Asking Faculty to Upload

- If you would like your faculty to upload their own presentations, add this option when assigning Faculty Forms
  - In Default Forms, select “Upload Presentation Files”



- When a faculty member enters their portal on the AP, and they click on the form “Upload Presentation Files” this is what it will look like for them.

- There is an option to select which presentation you are uploading a PPT for. You also have the option to indicate when you have completed uploading.

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Global Tasks Activity Tasks **1** Upcoming Presentations

Upcoming Presentations

UW Cloud Enterprise Application Process Test 1 : Case Conf- 12/6/2024 - 12/06/2024 12:00 AM

📅 UW Cloud Enterprise Application Process Test 1 - 12/6/2024  
🕒 12/06/2024 12:00 AM

Upload Presentation

- To gain access to the files that the faculty have uploaded, go to Faculty Presentation Manager
  - You will need this to have the PPT files for presentations at the conference
- Select the file name under the column named “Uploaded PPT/PPTX” or “Presentation PDF”

