







## ARCHIVE CHECKLIST

RECORDING A PRESENTATION USING POWERPOINT

1. Plug in your headset .
2. Open your PowerPoint.
3. Login to **Blackboard**  
<https://elearning.uams.edu>
4. Enter the appropriate course
5. Under the Teach Tab,  
select Your **Wimba Classroom**
6. Select **Enter this Room** 
7. *OPTIONAL RUN WIZARD*
8. Select **Options < LockTalk**
9. Start **AppShare** 
10. Select **Begin Sharing**
11. Select **Full Desktop** and **OK**
12. Start **Archive** and **OK**  **Archive**
13. Begin PPT **Presentation**
14. Stop **Archive** and **OK** 

print, cut & take it with you

