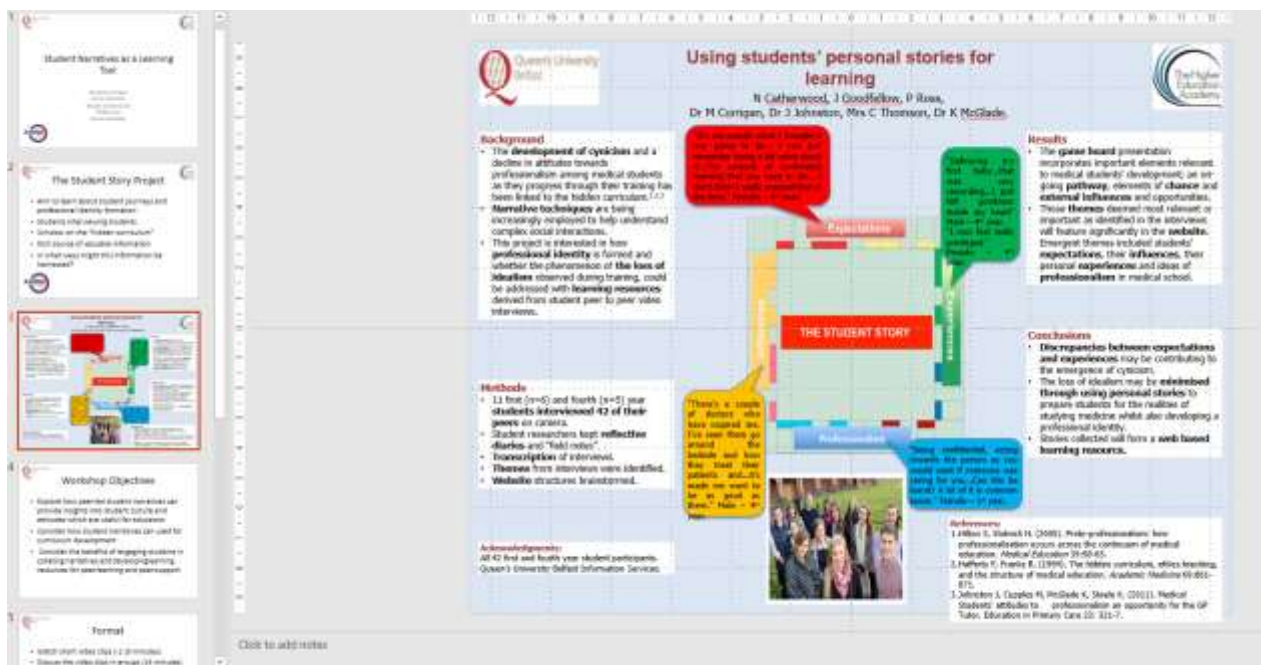# Guide to putting your conference presentation on Causeway®

This step by step guide will take you through the process of putting a conference presentation (either an oral presentation using PowerPoint or a poster presentation) on to the Causeway platform.   This means you can extend the reach of your brief conference presentation to a wider online audience and you will be able to expand on the materials you can share with them.

By way of an example I will use a previous presentation of mine about how students' own stories can be used for learning:

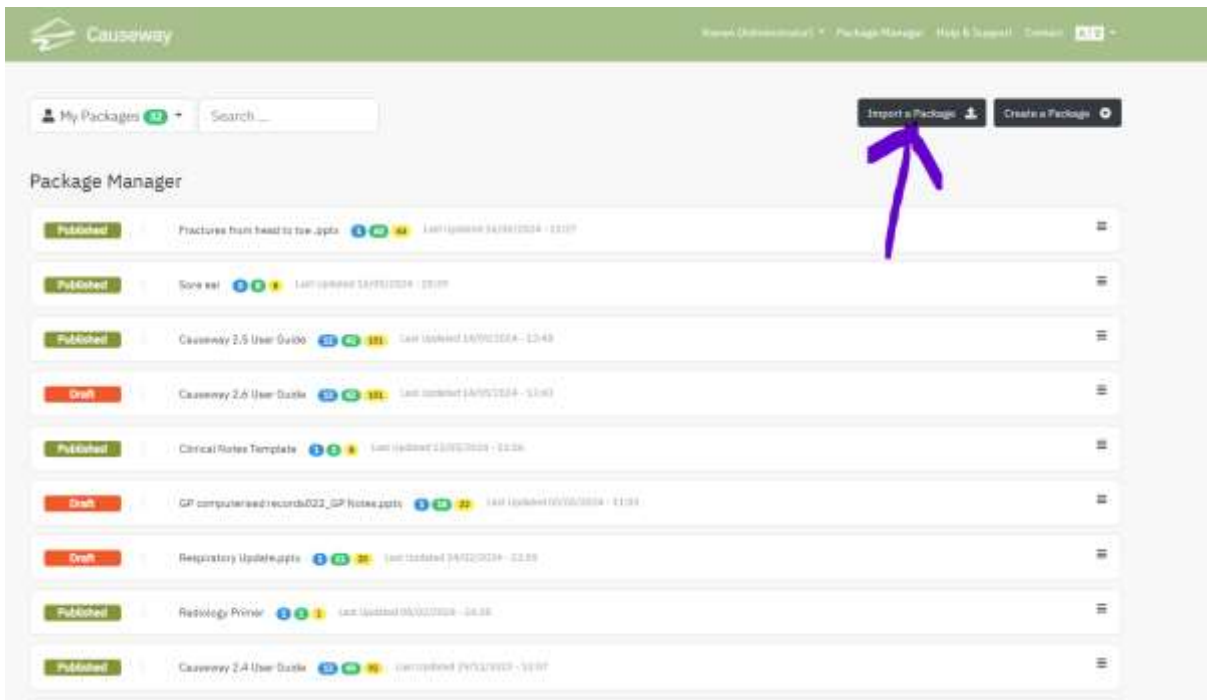Here is a screen shot of the original PowerPoint presentation:

To get this onto Causeway you first need to register for an account. If you have not already done so you can find the registration page at https://www.inishedtech.com/asme-2024-warwick/
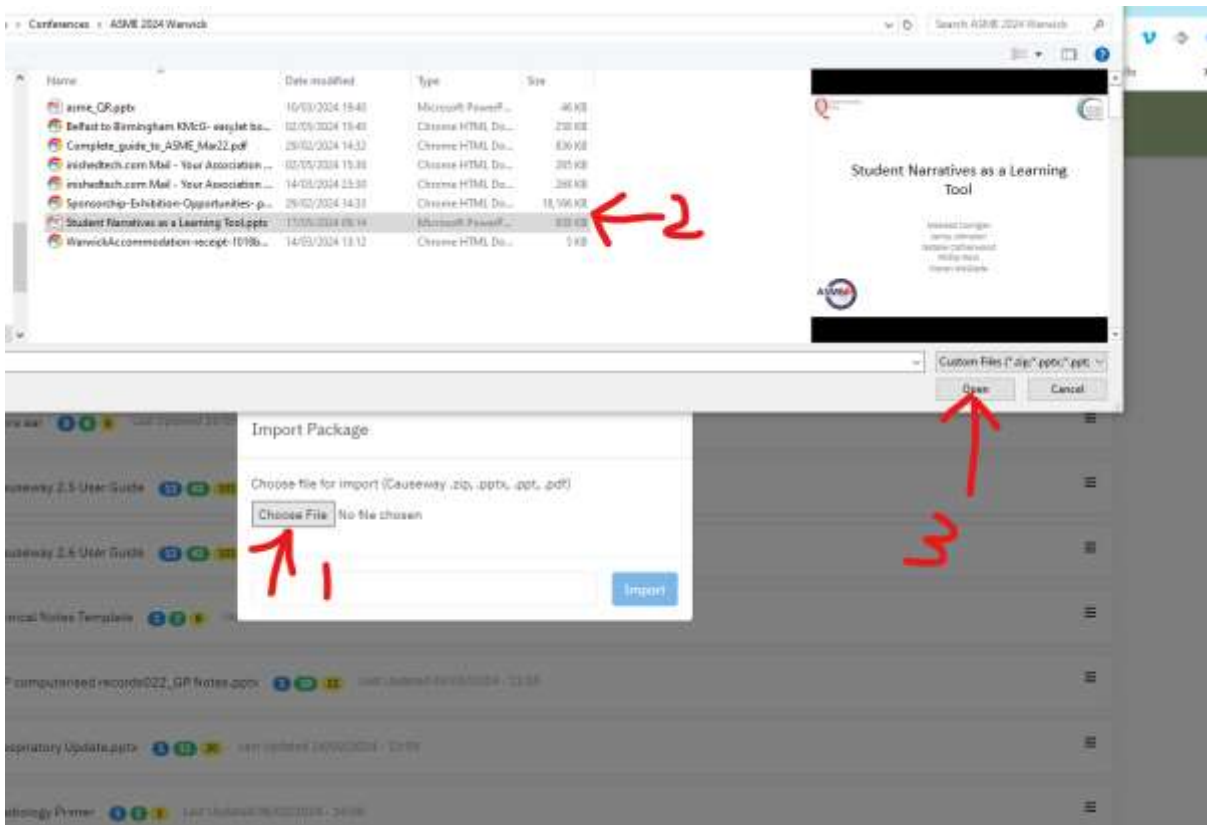
Once you have registered you will get an automatic email inviting you to set up your account and choose a password. Go to the log in screen and enter your details:

Once you have logged in you will be brought straight to "package manager". In your case there will be no files listed.

The first thing to do is to click on "import a package" (purple arrow).

A popup (1) will appear and in this "Import Package" dialogue click on "choose file" button (1) and then navigate to the PowerPoint presentation you wish to upload as shown below (2), finally click on the "open" button (3) to start importing your presentation to Causeway:
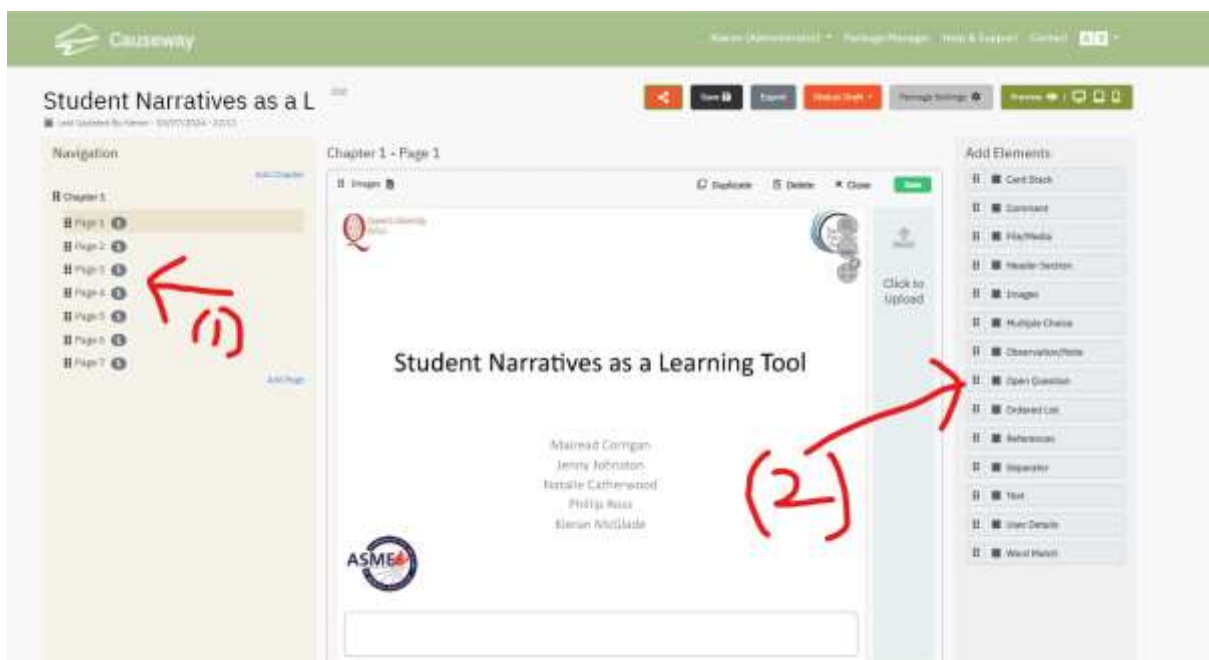
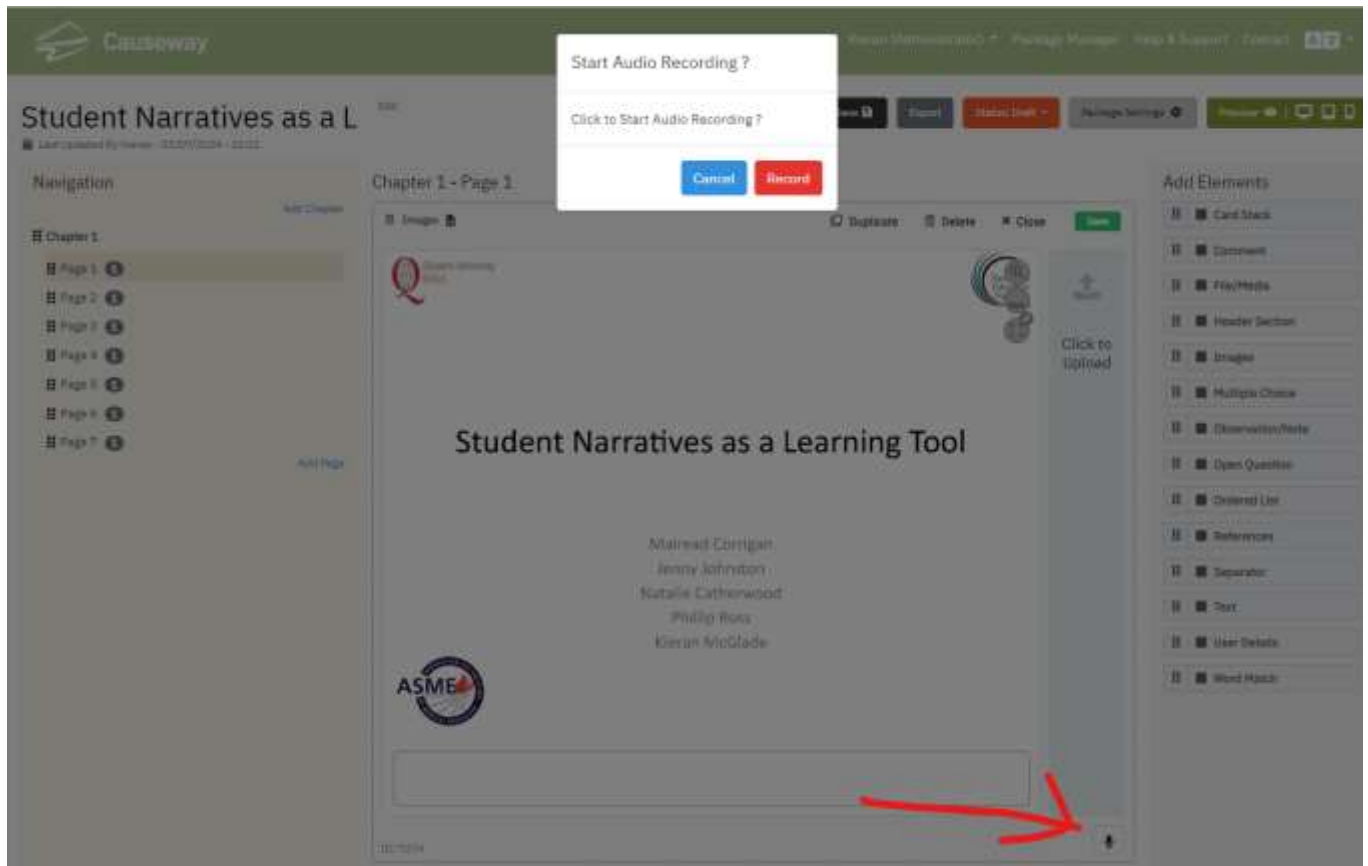Give it some time to load and you should see something like this:

The name of your new package will be the same as the file you have imported. You can change this later if you wish.

The "hamburger" icon on the right allows you to start editing your new learning package

You will see that each of your PowerPoint slides is given its own page. These are listed in the navigation panel on the left (1). The rightmost panel (2) is a list of all the different elements you can drag and drop into your learning package. In this way you can add text and video interleaved between your slides:
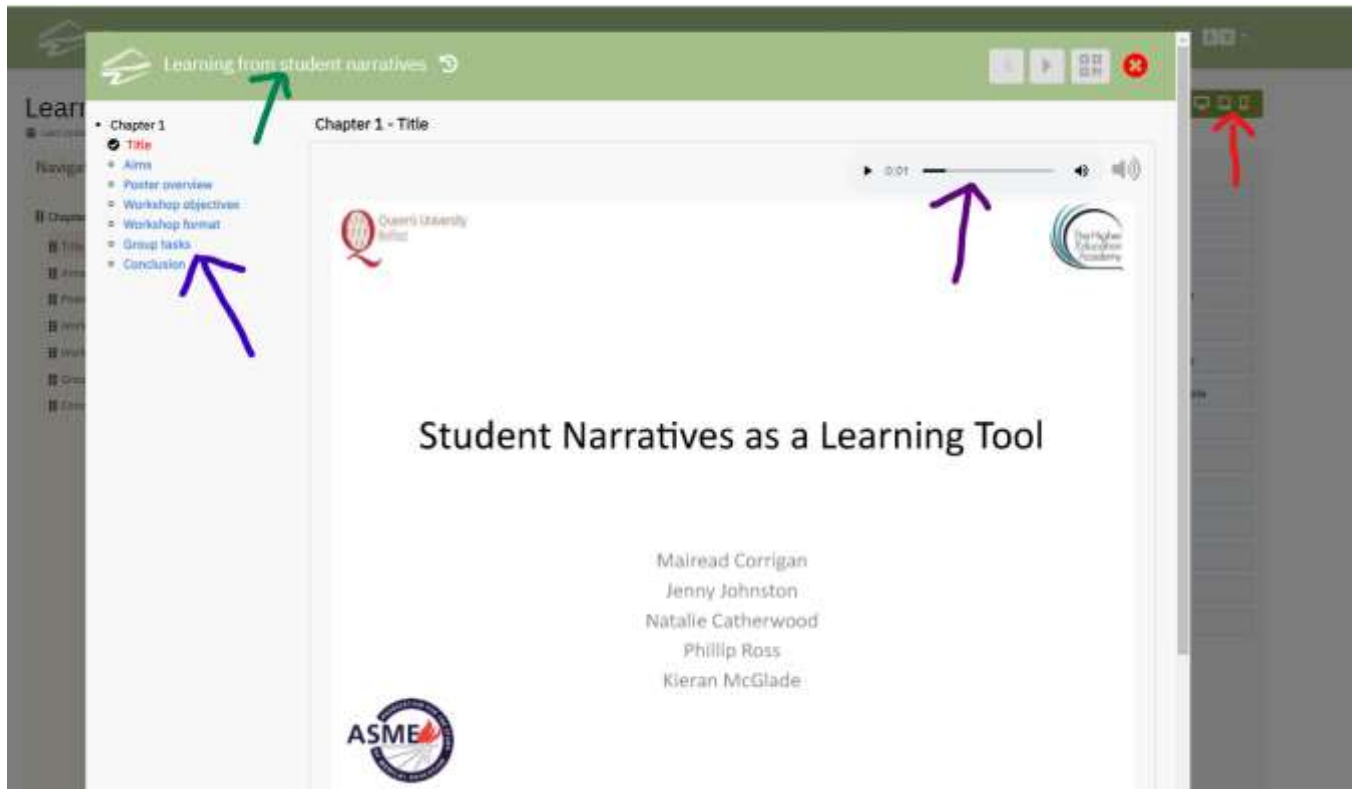
As you can see the scope of what you can add to your basic presentation is big – from supplementary videos to multiple choice questions. The first thing you may wish to do, however, is to add a "voiceover" narrative to your slides using the microphone near the bottom right (red arrow in picture below):
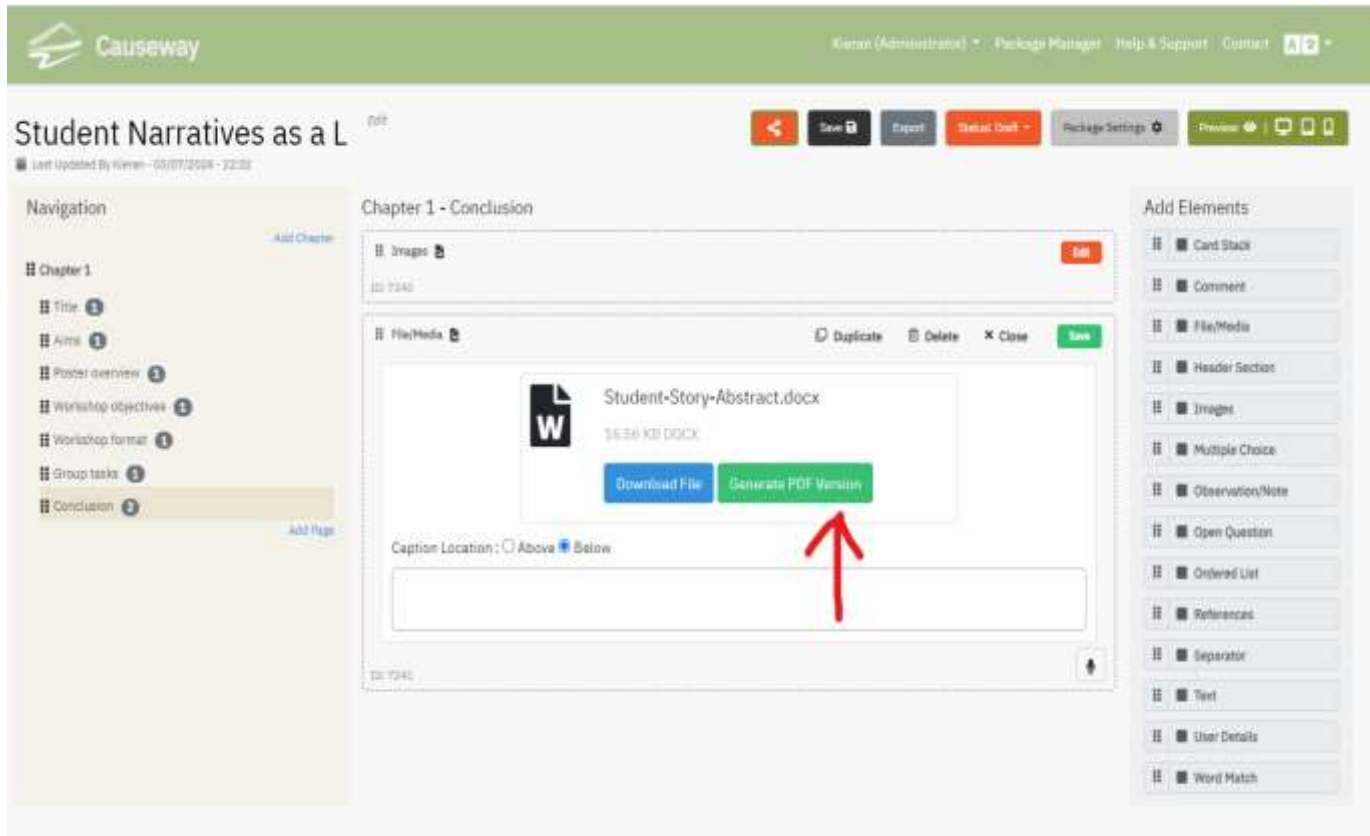

Go ahead and record a voiceover for each of your slides. Note you can delete and redo as you wish. It is easy because you only need to narrate one slide at a time. Note you can also edit the name of each slide to something more meaningful in the navigation panel.
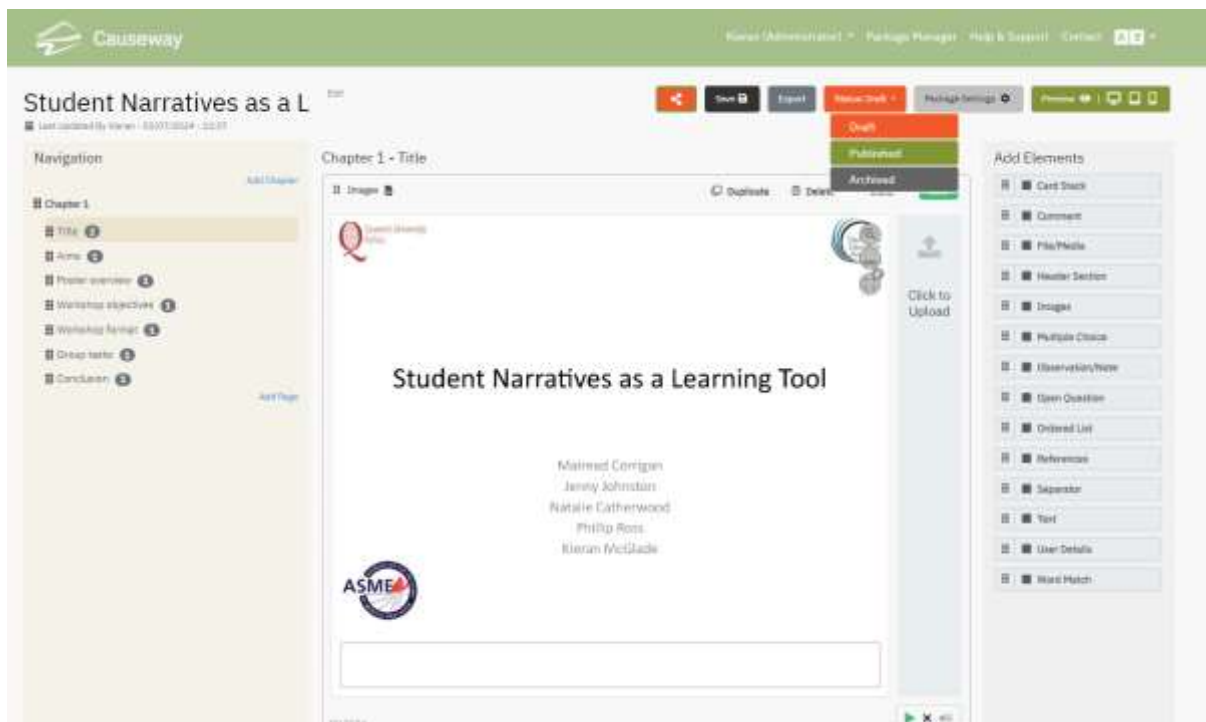
The composite screenshot below shows a preview of the package. I have clicked on the preview icon (red arrow) and in the resultant preview screen you can see the loudspeaker icon and playback slider (purple arrow). Notice also I have changed the name of the package from the original PowerPoint filename to something more attractive (green arrow). Finally the blue arrow shows where I have given the slides more meaningful names:
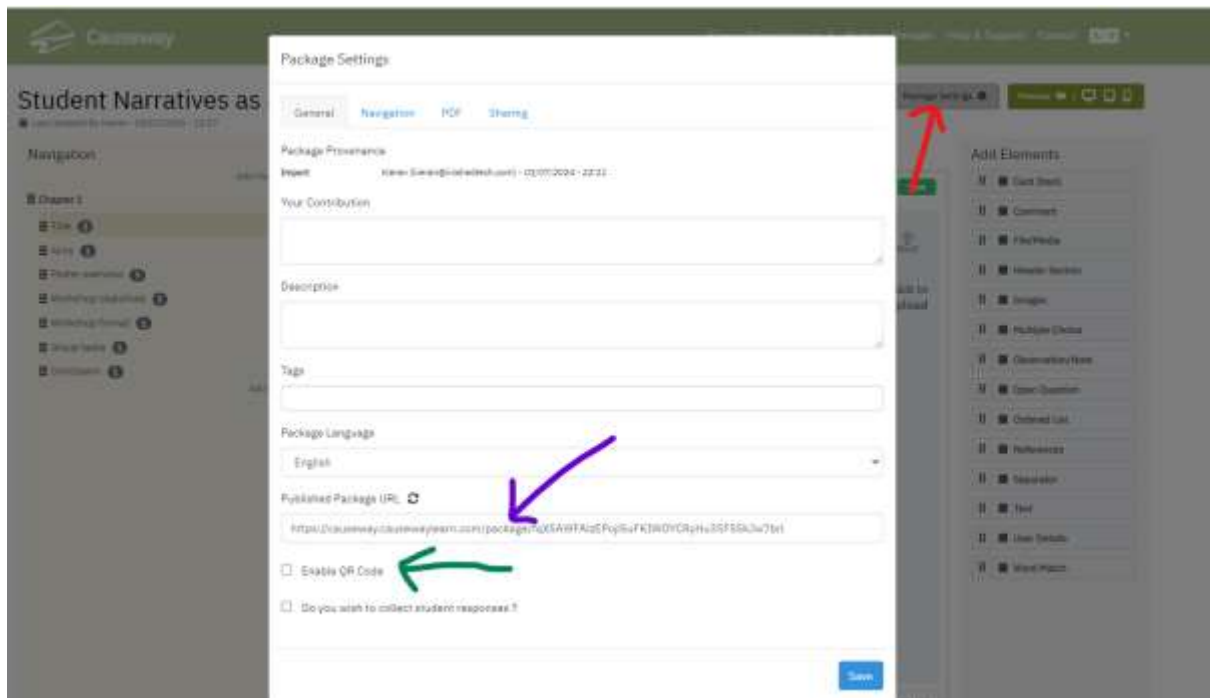
You can now click on any of the elements in the right panel to add other media to your package. In this example I have clicked on "file/media" and have simply uploaded the abstract. The screenshot shows how I can generate a pdf from this:

Once you have completed all your changes simply click on "publish" as shown below

Click on "package settings" (red arrow) to get the popup shown below. The URL of your package can be copied from the box (purple arrow) and you can even create a QR code by checking the box at the green arrow.

That's the basics! The final package should look like this

Click on the QR icon (purple arrow) and you will get the QR icon onscreen which you can also print out for your audience

You can see the actual package by scanning the QR code above or by clicking on the url

https://causeway.causewaylearn.com/package/fqX5AWFAlzEPojl5uFKIWOYCRyHu3SF5SkJw7brl

Only please note this is for illustration purposes only and I have only narrated the first slide!!!