

# **Create your e-presentation for the Ketamine Conference**

Step by Step Guide Version 2.1

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This guide will take you through the steps needed to create your e-presentation in Learning Toolbox.

Your e-presentation is just a collection of the materials you want to present to and share with delegates. You will be able to add text, files (Powerpoint, Word, PDF, images, audio, video) and weblinks to your e-presentation.

There are just 10 steps to follow. However, you do not need to complete all these steps in one go. You can save your e-presentation at any point and return to continue editing it later. You can even edit your e-presentation after it has been added to the showcase website. The final page of this guide explains how to return to your e-presentation to continue editing it and also tells you what further support is available.

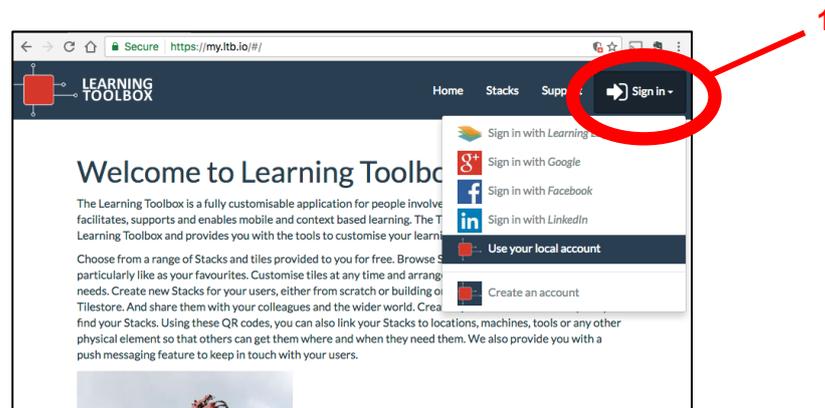
## Step 1: Follow the invite link you were sent

- You will have been emailed an invite link from the Learning Toolbox system
- Find that email, click on the invite link and follow the instructions to sign-up

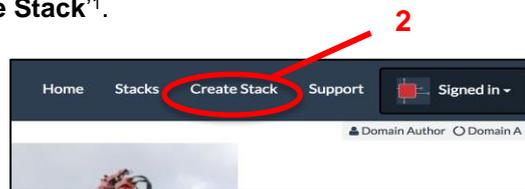
## Step 2: Login to the Learning Toolbox to create your e-presentation

You only need to follow the invite link once

1. The next time you can go directly to the Learning Toolbox site <https://my.ltb.io> and click on **'Sign in'** and sign in using whichever route (social media or a local account) that you used when you followed the invite link.



2. Click on **'Create Stack'**<sup>1</sup>.

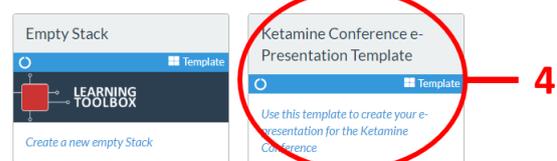


3. You will be asked which conference invite you want your e-presentation to be linked to. Choose the Ketamine Conference invite and click on the blue **Create Stack button**.



4. You will be asked which template you want to use for your e-presentation. Choose the **Ketamine Conference template**.

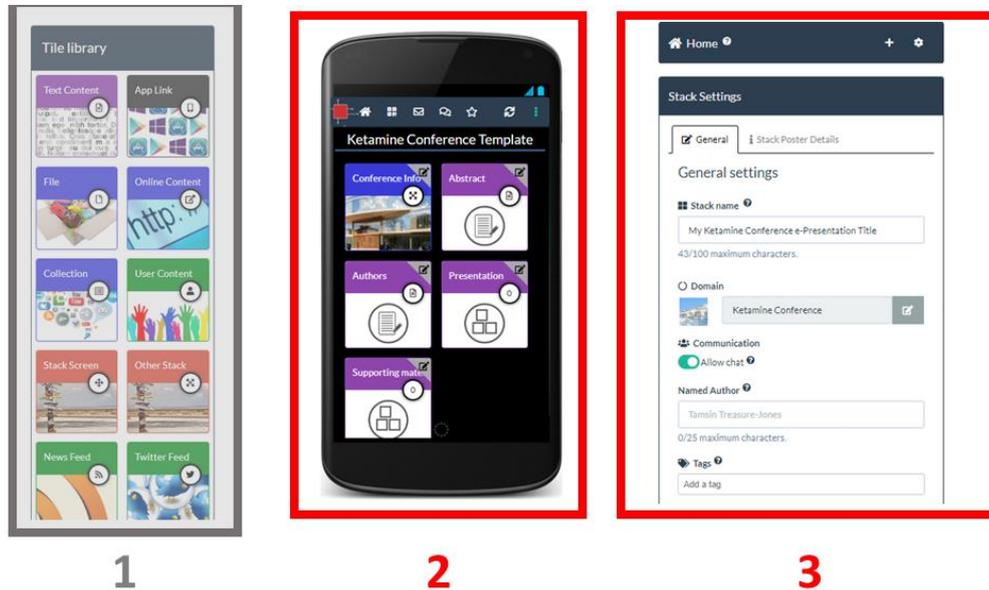
Choose a template



<sup>1</sup> Learning Toolbox allows you to create a Stack of material that can be used as an e-presentation or e-poster. The Ketamine Conference is using these stacks as e-presentations.

## The main areas of the Learning Toolbox e-presentation editing screen

There are three main areas to the Learning Toolbox editing screen:



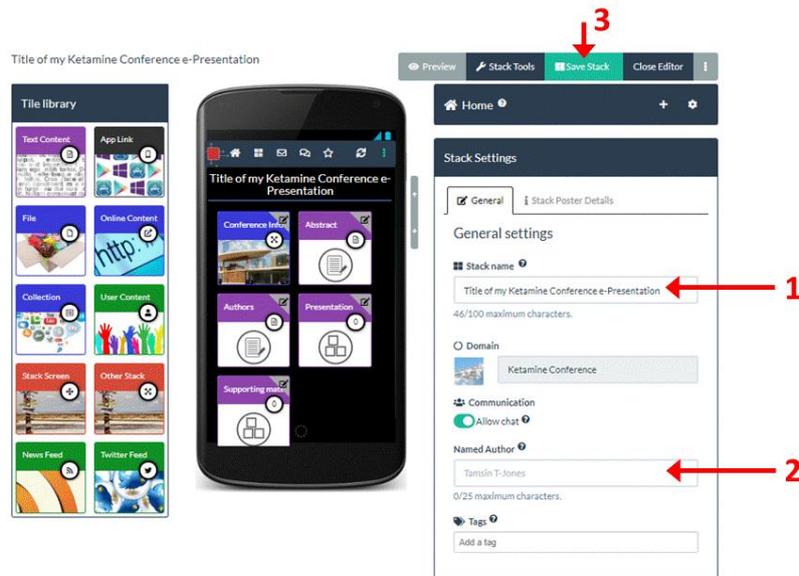
1. **The tile library.** This shows all the different types of content that you can add to your e-presentation. **As you are using the Ketamine Conference template then the Tiles you need are already in your e-presentation. You will not need to use the Tile Library.**
2. **Your e-presentation.** Your e-presentation is shown here as it would appear on a mobile phone. As you are using the Ketamine Conference template then you will see these 5 Tiles (Conference Info, Abstract, Authors, Presentation, Supporting Material) showing in your e-presentation.
3. **The settings.** The settings area changes dynamically depending on which part of the e-presentation you are editing. This is where you will add the content to your e-presentation.

The way you add content to your e-presentation is that you click on the edit icon (top right hand corner) of the relevant Tile in your e-presentation and then add your content to that Tile in the settings area. The following steps show you how to do this for each of the Tiles in your e-presentation.

### Step 3: Check your e-presentation's name and named author

When you first open your e-presentation you will see the **general settings screen**.

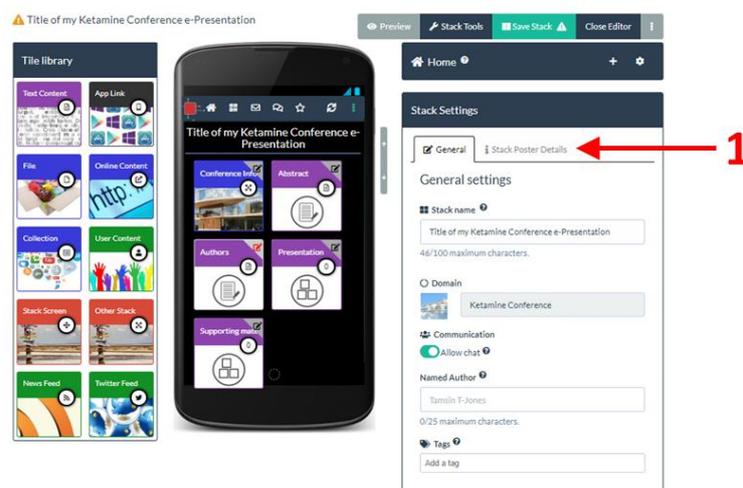
1. Your **e-presentation's name** will appear here and you can edit it if you need to change it.
2. The **named author** is the name that will appear next to the e-presentation's summary on the showcase website. You can change this here if needed. You do not need to add all the authors' names here, they will be added to the Stack Poster Details and Authors Tile later.
3. **Save** your e-presentation. We recommend that you save your e-presentation regularly to ensure that work does not get lost if you lose your internet connection.



### Step 4: Fill in your Stack Poster Details

We will use this information to print a summary of your e-presentation in the conference programme and also to print a mini-poster that will be displayed at the conference. The summary and mini-poster act as an advert for and a gateway into your e-presentation at the conference, helping to promote your work.

1. Click on the **Stack Poster Details** tab.



- Fill in all the information asked for in the **boxes** and click on the **set image button** to upload an image. Click on the question mark next to each box if you have any questions about what information to add there.

The screenshot shows the 'Stack Poster/Details' form with the following fields highlighted in colored boxes:

- Event or Context:** A text input field with a question mark icon.
- Authors:** A text input field with a question mark icon.
- Author Affiliations:** A text input field with a question mark icon.
- Stack description:** A text area with a question mark icon.
- Poster details image:** A button labeled 'Set Image' with a question mark icon.
- Tags:** A text input field with a question mark icon.
- Summary Text Heading:** A text input field with a question mark icon.
- Summary:** A text area with a question mark icon.
- Summary Text:** A text area with a question mark icon.

Below the form is a sample mini-poster titled 'Informal Learning @ Work Evaluation Study'. The poster content is color-coded to match the form fields:

- Event or Context:** Clinical Education Network Symposium, Leeds, May 23rd 2016
- Authors:** Tamsin Treasure-Jones
- Author Affiliations:** Leeds Institute of Medical Education, UK
- Stack description:** learning in the healthcare workplace. Working with 38 healthcare professionals in 4 different workplace settings, over a 5 month period, we studied the usage of these tools and the changes they brought about in practice.
- Poster details image:** A line graph showing usage over time from March 2016 to June 2016, with a QR code.
- Summary Text:** Take home message: We identified 3 ways in which the use of our tools led to changes in working and informal learning practices. Our study suggests that informal learning at the workplace is an important learning metaphor in healthcare and that tools can help staff to manage increasing learning demands.

Where this information will appear in the mini-poster

The picture above shows where the information you add in these boxes will appear on the mini-poster that we print. You can check how your mini-poster will look by clicking on the Generate Stack Poster button (remember to save your stack first).

The next steps show you how to edit the tiles in your e-presentation to add content.

## Step 5: Add your abstract to your e-presentation

- Click on the **edit icon** in the top right of the Abstract tile in your e-presentation
- The **settings area** will change and you can type (or paste) in your abstract text here

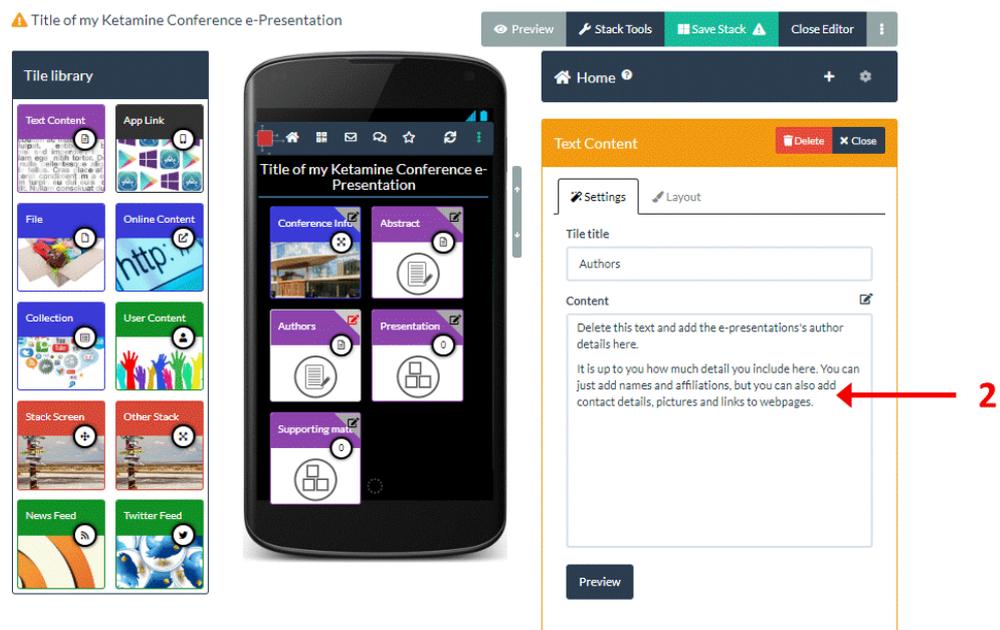
The screenshot shows the 'Title of my Ketamine Conference e-Presentation' editor. On the left is a 'Tile library' with various content types. In the center is a preview of the e-presentation with an 'Abstract' tile. A red arrow labeled '1' points to the edit icon on the 'Abstract' tile. On the right is the 'Text Content' settings panel for the 'Abstract' tile. A red arrow labeled '2' points to the 'Content' text area in the settings panel.

## Step 6: Add the authors to your e-presentation

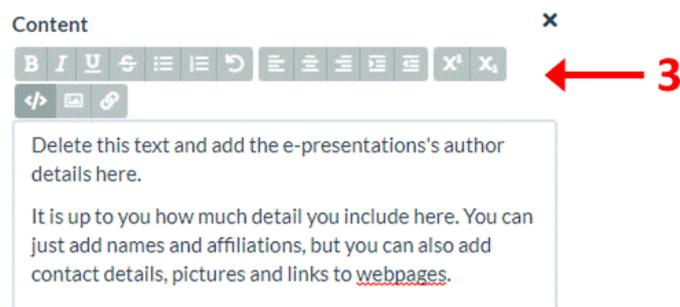
1. Click on the **edit icon** in the top right of the Authors tile in your e-presentation



2. The **settings area** will change and you can type (or paste) in your author details here.

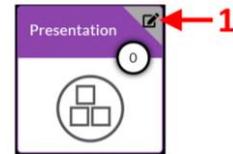


3. When you click in the text box then you will see that a **formatting bar** appears. You can use this if you want to add formatting to your text, add an image or highlight text and add a link to a webpage.



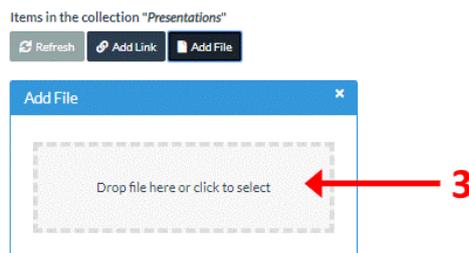
## Step 7: Add your presentation to your e-presentation

1. Click on the **edit icon** in the top right of the Presentation tile in your e-presentation

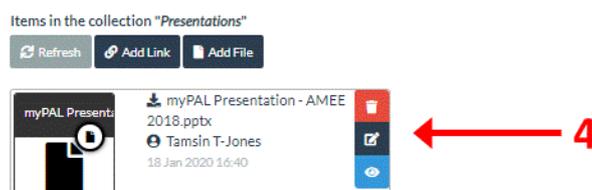


2. This opens your presentation collection. Here you can choose to one or more files or links (webpages) that clearly present your work. For example, this could be a Powerpoint file, a PDF file or a video. Click on the **Add File** button to add a file.

3. Add your file here. Please note there is a 50MB limit on file uploads<sup>2</sup>.

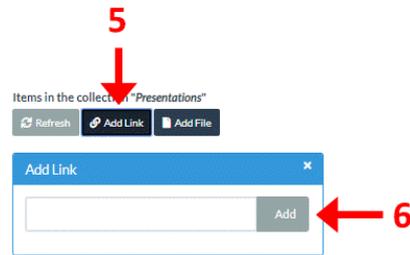


4. Once the file is uploaded then you will see its summary box appear in your presentation collection.

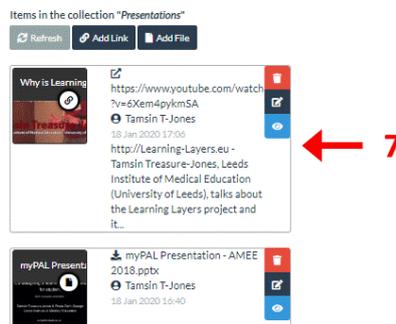


<sup>2</sup> If you want to add a video that is more than 50MB then please upload it to a video streaming site (such as YouTube or Vimeo) first and then use the Add Link button instead of the Add File button to add it to your Presentation collection.

5. If you want to add a weblink rather than a file then you click on the **Add Link** button...
6. ... then type or paste in the web address that you want to add and click on **Add**



7. Again you will see its summary box appear in your presentation collection once it has been added



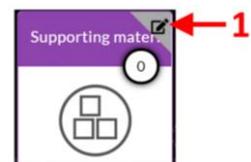
8. If you want to add more files or links then just click on the Add File or Add Link button again.

## Step 8: Add any supporting material to your e-presentation

You can use the Supporting Material Tile to add files or links (webpages) that you think will give delegates more background on your work and help them to understand it better. This might include a link to a project website, a copy of a publically available report or paper, further details of the research tools or methods that you used or links to publically available research data.

You can include a wide variety of files including Powerpoint files, Word documents, PDF files, audio files, videos and images. Again please note that there is a 50MB limit on file uploads.

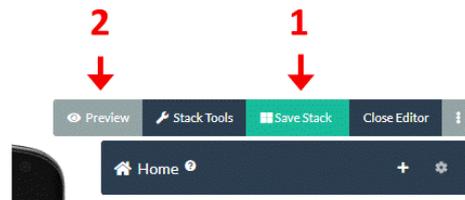
1. Click on the **edit icon** in the top right of the Supporting Material tile in your e-presentation



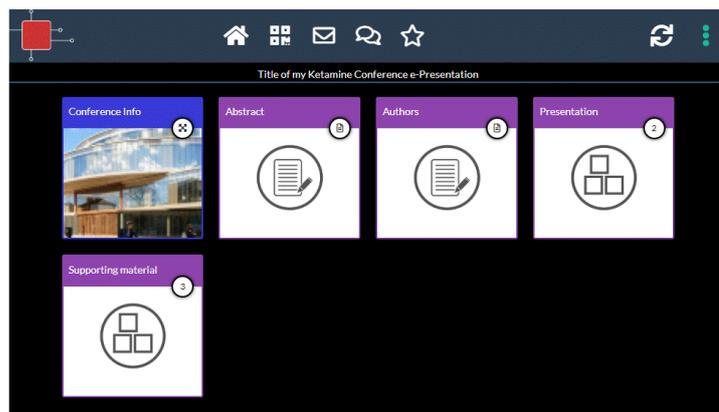
2. This opens your supporting material collection. You can add files and links here in the same way that you did in the Presentation tile by clicking on the **Add File** or **Add Link** button.

## Step 9: Save your e-presentation and preview it

1. **Save** your e-presentation.
2. Click on **Preview**



3. This opens your e-presentation in a new tab in your web browser. You can explore the e-presentation by clicking on each of the Tiles. What you see here is what viewers of your e-presentation will see when they open it.



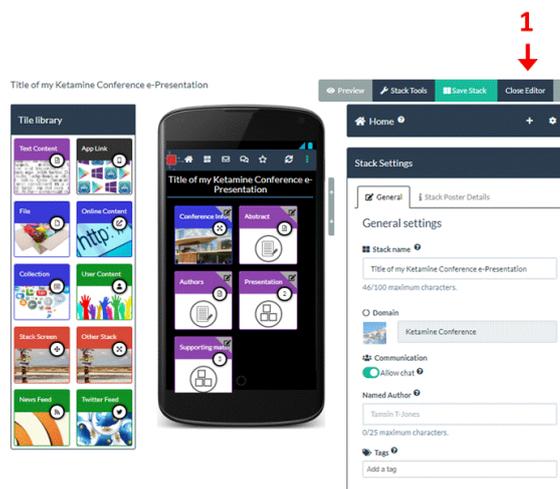
4. To exit the preview then just close this browser tab and this should return you to the browser tab where you were editing your e-presentation

## Step 10: Finalise your e-presentation

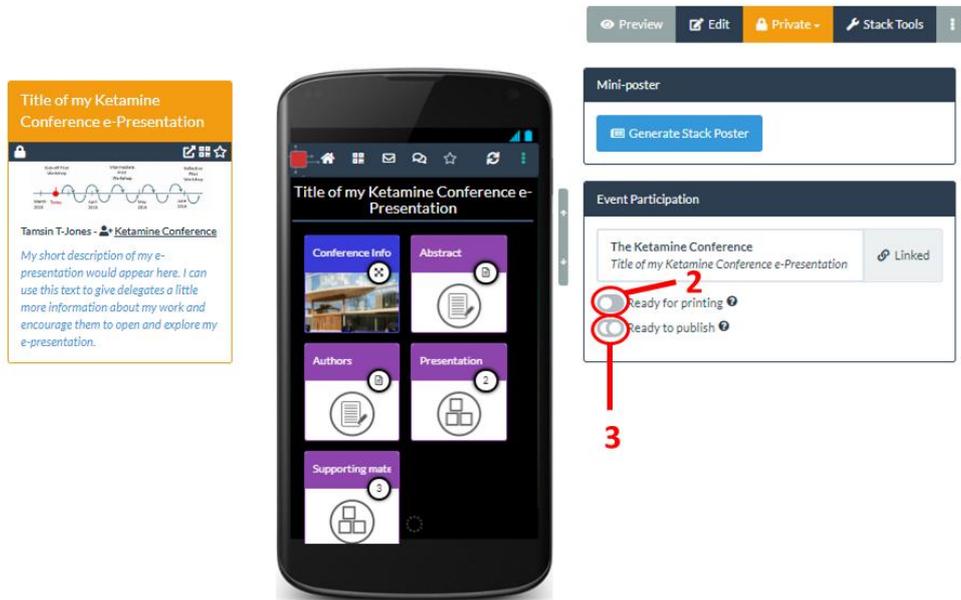
When you are happy that your e-presentation is finished and ready to publish on the showcase website then you should mark it as ready (see steps below).

The **deadline** for your e-presentation being ready is the **17<sup>th</sup> March**.

1. If you are still in the editing view, then click on **Close Editor**



2. Click on the buttons to mark it as **ready for printing** (we will print its summary in the conference programme and print & display its mini-poster at the conference)...
3. ... and **ready to publish** (we will add it to the showcase website when it opens)

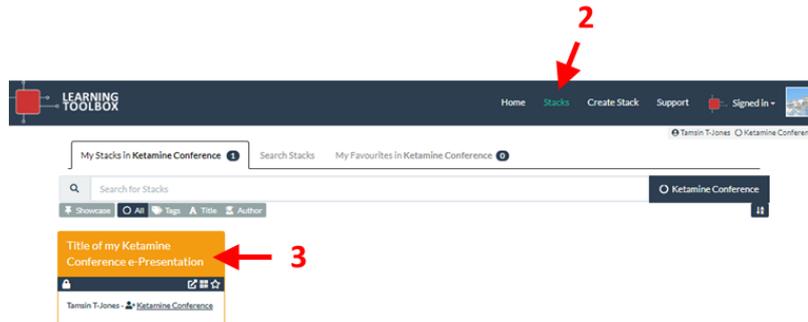


**Congratulations** when you have reached this point then you have successfully created your e-presentation for the Ketamine Conference.

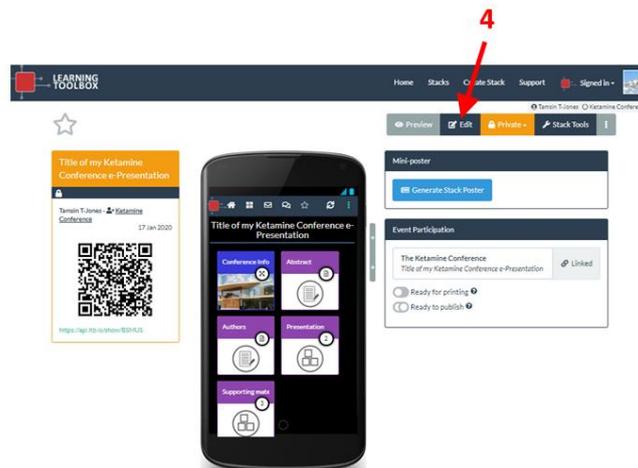
## Return to edit your e-presentation

If you have left Learning Toolbox and want to return to edit your e-presentation then just follow these steps:

1. Go to Learning Toolbox <https://my.ltb.io/> and sign-in
2. Click on the **Stacks** menu.
3. Click on the **title bar of your e-presentation**



4. Click on **Edit**



## Further support

You can find further support on the Support page, which you can reach by clicking on Support in the Learning Toolbox menu or following this link: <https://support.ltb.io/faq-ketamine/>

If you cannot find the answer you want there then please email us at [support@stack.services](mailto:support@stack.services)