



## **WESTERN STATES CONFERENCE 2025 ENDURING CE PRESENTATION FILE UPLOAD INSTRUCTIONS**

**The deadline for file uploading is Friday, May 30th, 5pm PDT.**

**Note that you will be uploading your Enduring CE file to the same Sharepoint that you used previously to upload your WSC presentation file.**

**Do not alter the written content of your PowerPoint presentation from your final WSC version**

As detailed in the separate WSC Enduring CE Presentation Production document, you will be uploading an audio-embedded PowerPoint presentation saved as an .mp4 video file. Please do not save your file in a different format. If something is not working, before you ask for help, **READ THE INSTRUCTIONS!** If you still need help, contact Michael Katz at [mdkatz@arizona.edu](mailto:mdkatz@arizona.edu).

**Before you start, make sure you know the name of your assigned presentation room and session (e.g. Mon AM, Tues PM).**


All files will be uploaded to a SharePoint site Western States Conference 2025, folder Enduring CE 2025.

To access the folder from your computer (Windows or Mac) click on:

## [Upload My File!](#)












If you have access problems, email me. Based on past experience, SharePoint shared folder access can at times be iffy.

You should see a list of folders for each presentation room (list of files in the folder will vary):

 **Western States Conference** [Home](#) [Documents](#) [Pages](#) [Site contents](#)


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[Documents](#) > **Western States Conference 2025**

	 <a href="#">Name</a>	<a href="#">Modified</a>	<a href="#">Modified By</a>	<a href="#">Document ID</a>
	Bayview	February 28, 2023	Katz, Michael - (mdka)	
	Dockside	February 28, 2023	Katz, Michael - (mdka)	
	 Enduring CE 2025	2 hours ago	Katz, Michael - (mdka)	
	Garden	February 28, 2023	Katz, Michael - (mdka)	
	Island	February 28, 2023	Katz, Michael - (mdka)	
	Pacific	February 28, 2023	Katz, Michael - (mdka)	
	Palm 1&2	February 28, 2023	Katz, Michael - (mdka)	
	Palm 4&5	April 22	Katz, Michael - (mdka)	

Click on the Enduring CE 2025 folder and you will see files already uploaded:

Documents > Western States Conference 2025 > Enduring CE 2025



	Name ▾	Modified ▾	Modified By ▾	Document ID ▾
	221Katz.mp4	About a minute ago	Katz, Michael - (mdka	

The easiest way to upload your file is to simply drag and drop in into the window

If drag and drop doesn't work, click on Upload at the top left of page, click on Files and choose your file to upload. The time it takes to upload will depend on the file size and speed of your internet service.

Once the file is uploaded, you should see it listed.

Documents > Western States Conference 2025 > Enduring CE 2025

	Name ▾	Modified ▾	Modified By ▾	Document ID ▾
	161Bestresidentever.mp4	A few seconds ago	Katz, Michael - (mdka	
	221Katz.mp4	4 minutes ago	Katz, Michael - (mdka	

**SUCCESS!!** While not necessary, feel free to click on your file to make sure it opens. You will not receive any separate notification of your upload. If you see your file in the SharePoint folder, you are good to go!

If you run into any problems with uploading while following the directions, don't be anxious, just email M Katz and we will figure it out!

