

# Adding a Presentation to a Class

## In Echo360

### How to Add a Presentation to a Class

You can add a presentation to a class by uploading, importing, or creating it.

- [Upload](#) - upload an existing presentation from your computer or other online source.
- [Import](#) - import a presentation from your personal library.
- [Create](#) - create a new presentation.

Once the presentation has been added, you can [make it available or unavailable](#), or [set an availability schedule](#), allowing the item to be viewed beginning on a certain date and/or for a set period of time.

**NOTE:** Each class can contain ONE presentation and ONE video. You can replace an existing item with a different one from your library, but all associated data, analytics, notes, etc., are deleted from the system. If you need to provide multiple presentations for a particular class, [create a new group](#) to hold the classes with related content, then [create a new class](#) to hold the media. Then [reorder the list](#) to move the new class into the group.

### Uploading a Presentation

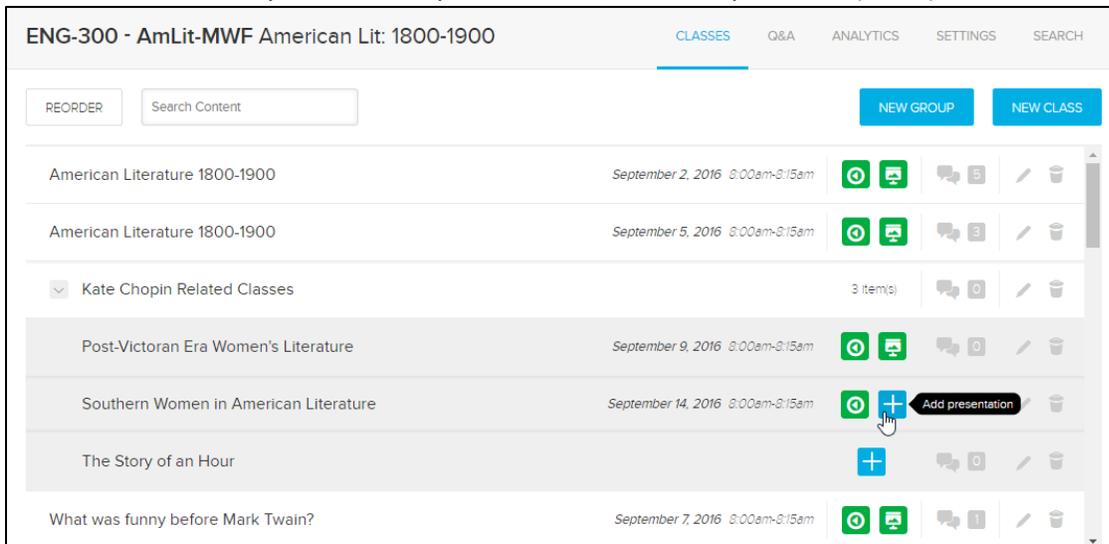
You can upload any file you have created outside of Echo360 into your course and use it as a presentation. You can upload files from your computer but also popular cloud options such as Dropbox, Google Drive, Box, and OneDrive.

### To upload a presentation

1. On the [DASHBOARD](#), find the course containing the class you want and click **ALL CLASSES**.

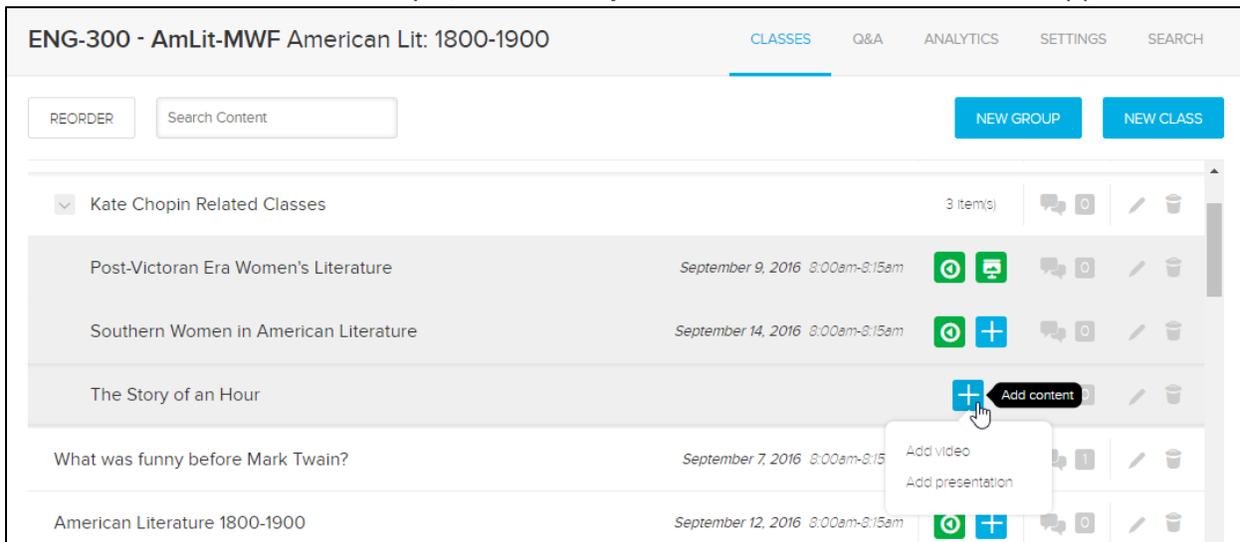
The icons (video  or presentation ) on the right side of a class entry, regardless of color, indicate what content already exists for the class.

2. If the class does not yet include a presentation, click the plus icon ()

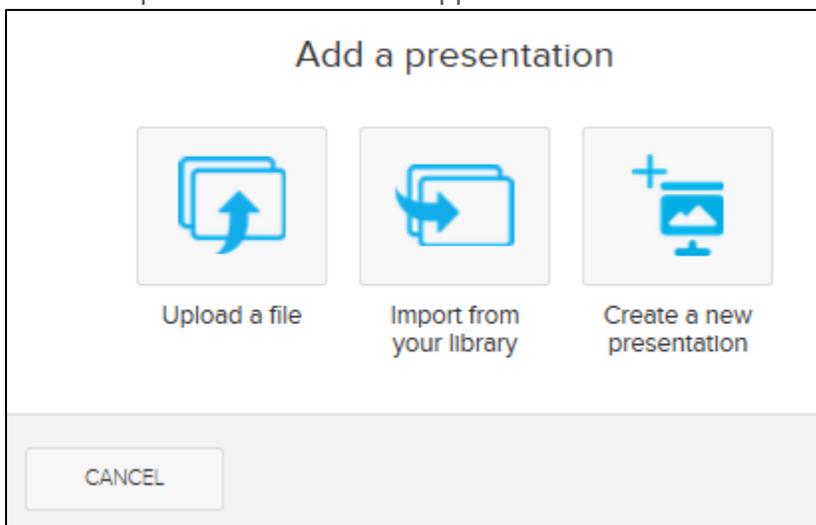


ENG-300 - AmLit-MWF American Lit: 1800-1900		CLASSES	Q&A	ANALYTICS	SETTINGS	SEARCH
REORDER	Search Content	NEW GROUP	NEW CLASS			
American Literature 1800-1900	September 2, 2016 8:00am-8:15am	 	 5			
American Literature 1800-1900	September 5, 2016 8:00am-8:15am	 	 5			
▼ Kate Chopin Related Classes		3 item(s)	 0			
Post-Victorian Era Women's Literature	September 9, 2016 8:00am-8:15am	 	 0			
Southern Women in American Literature	September 14, 2016 8:00am-8:15am	  Add presentation				
The Story of an Hour			 0			
What was funny before Mark Twain?	September 7, 2016 8:00am-8:15am	 	 1			

3. If the class contains *no* content yet, select **Add presentation** from the menu that appears.



The Add a presentation window appears.



4. Click **Upload a file**.
5. In the Filepicker windows, click **Choose File** and navigate to the content on your local computer or by connecting to a cloud storage option (listed on the left).

The presentation appears in the class content.

#### Importing a Presentation to a Class

If you have already added a presentation to your library, you can import it to a class and even edit within that class if needed.

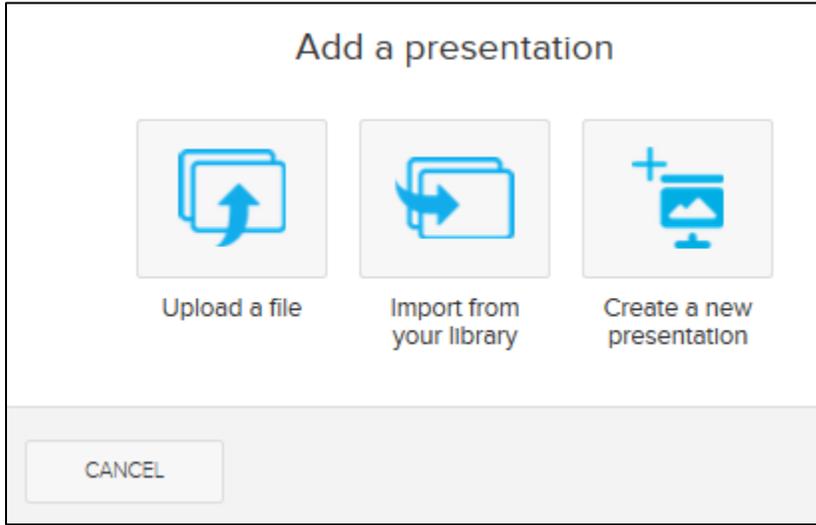
Alternately, you can select to [Publish content from your LIBRARY page](#) to a class. If the class you want to import the presentation to already contains a presentation (that you are replacing with a different one) you *must* publish the content from the LIBRARY page.

#### To import a presentation from your library

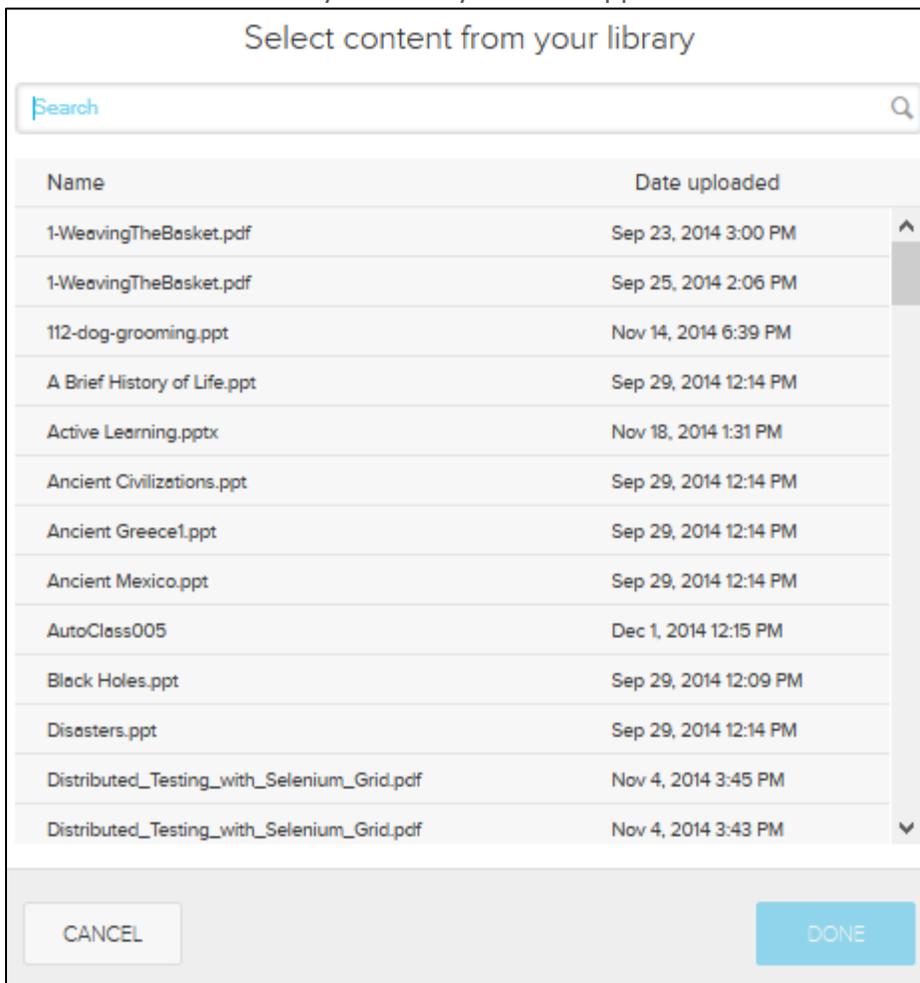
1. On the [DASHBOARD](#), find the course containing the class you want and click **ALL CLASSES**.

The icons (video  or presentation ) on the right side of a class entry, regardless of color, indicate what content already exists for the class.

- If the class does not yet include a presentation, click the plus icon ().
- If the class contains no content yet, select **Add presentation** from the menu that appears. *The Add a presentation window appears.*



- Click **Import from your library**.  
The Select content from your library window appears.



- Select the presentation to add to this class.

6. Click **DONE**.

The presentation appears in the content for the class.

### Creating a New Presentation

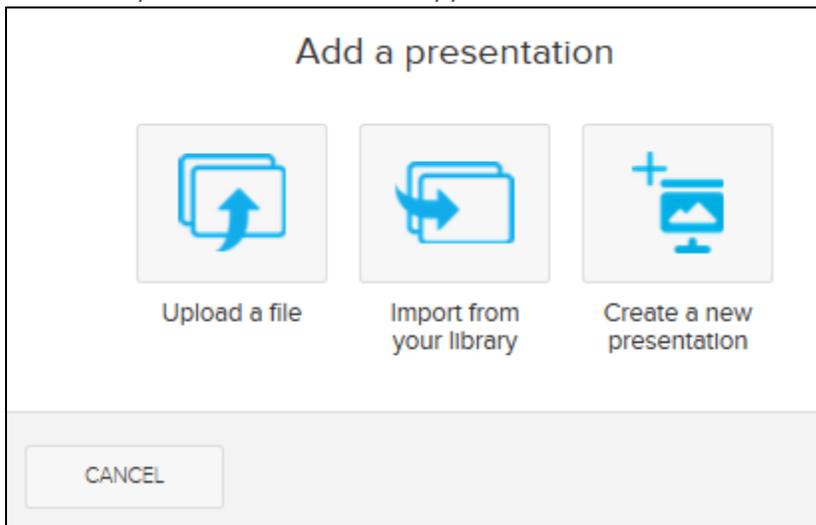
A class can only have one video and one presentation. If that class already includes a presentation, you can choose to first [remove](#) the current one, then create a new one to replace it.

### To create a new presentation

1. On the [DASHBOARD](#), find the course containing the class you want and click **ALL CLASSES**.

The icons (video  or presentation ) on the right side of a class entry, regardless of color, indicate what content already exists for the class.

2. If the class does not yet include a presentation, click the plus icon ()  
3. If the class contains no content yet, select **Add presentation** from the menu that appears.  
*The Add a presentation window appears.*



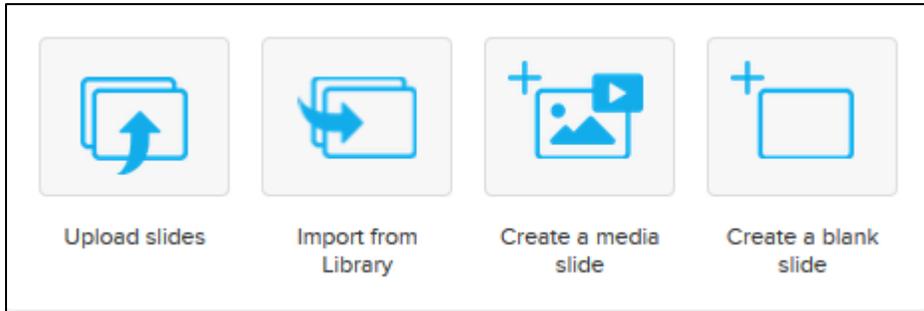
4. Click **Create a new presentation**.

A blank slide deck appears.



5. Click **ADD SLIDES**.

Available options for adding a slide appear.



6. Select one of the available options.

For instructions on using each option, see the following topics:

- [Upload a Slide to a Presentation](#)
- [Import a Slide to a Presentation](#)
- [Create a Media Slide](#)
- [Create a Blank Slide](#)

7. Click **ADD ACTIVITY**.

[Available options for adding an activity slide](#) appear.

8. If necessary, edit the title of the new presentation by clicking on the existing title (the Class Name) and replacing the text.

9. When finished, click the return Arrow located to the left of the title.

*The presentation is automatically saved and appears both in the class and in your library.*