

How to Import Slides from other Activities

Question slides, including all of the media within the slide, such as audio recordings and videos clips, can be copied from an existing activity and carried over into a new activity.

This action is completed in the Authoring interface, as you are creating a new activity within XpressLab. Importing slides from existing activities is a great way to save time, while also allowing you to re-use the content you create within your XpressLab account. To import question slides from other activities, follow the steps below:

1. Access the **My Courses list** by clicking on the **Courses** link, located within the main navigation bar in the top *right* corner of your screen.



2. Select the course in which you wish to create (or edit) an activity, using the **Course Name** column within **My Courses** list. Note: To create a new course, click on the **New Course** button located in the top *left* corner of the My Courses list. Then, complete the **Course Information** form, clicking **Save** when you are finished.

- This will direct you to the **Course Dashboard** page.

Dashboard / My Courses

NEW COURSE + IMPORT ? 🔍

8 result(s) found

Course Name	Activities	Students	Active	Course Access Key				
CEFR A1 - Au Restaurant*	9	8	🟢	SMSL	📄	📄	✎	✖
CEFR A1 - Au Restaurant*	21	0	🟢	47SJZ	📄	📄	✎	✖
FSF_Period3*	14	0	🟢	UUFQNRH	📄	📄	✎	✖
CEFR A1 - Les Directions*	14	0	🟢	A4FSCY	📄	📄	✎	✖
FSF 102_period2	0	0	○	QVPM	📄	📄	✎	✖
FSF 102	0	0	○	XNXC	📄	📄	✎	✖
French 101_period 2	0	0	○	RHUQV4	📄	📄	✎	✖
French 101	4	4	🟢	B475V	📄	📄	✎	✖

3. To continue authoring an existing activity, click on the activity's name from below the **Activity Name** column of the **Activity list** located on the *left* side of the Course Dashboard. Note: To create a new activity, click on the **New Activity** button, located in the *top left* corner of the Courses tab.

- This will direct you to the **Activity Dashboard** page.

Dashboard / My Courses / CEFR A1 - Au Restaurant*

Course **Students**

NEW ACTIVITY +      

Total 9 item(s)

<input type="checkbox"/>	Activity Name	Type	Status	Mark Out Of
<input type="checkbox"/>	Au Restaurant	Practice Exercise	Active	N/A
<input type="checkbox"/>	CEFR A1 - La nourriture	Practice Exercise	Inactive	N/A
<input type="checkbox"/>	CEFR A1 - La nourriture - Test d'ecoute	Standard Test	Inactive	14
<input type="checkbox"/>	ANGRY Family FOOD VOCAB REVIEW CLIPS	Practice Exercise	Inactive	N/A
<input type="checkbox"/>	CEFR A1 - La nourriture - Test d'ecoute (MODIFIED)	Standard Test	Inactive	14
<input type="checkbox"/>	REVIEW LINKS	Practice Exercise	Inactive	N/A
<input type="checkbox"/>	CEFR A1 - Au Restaurant test oral (TO))	Standard Test	Inactive	9
<input type="checkbox"/>	CEFR A1 - Au Restaurant test d'écoute (TE)	Standard Test	Inactive	15
<input type="checkbox"/>	La cuisson de dessert	Practice Exercise	Active	N/A

4. Access the **Authoring interface** by clicking on the **Authoring** button located on the *right* side of the **Activity Dashboard**, directly above the **Student Activity** graph.

 **AUTHORING**  **SETTINGS** **N/A**  **REPORTS**

5. To add a question slide to this activity from another activity, click the **Add Slide** button, located within the main navigation bar. Select **Import Slide** from the drop down list of options, and then select the **Import from Activity** option.

 Activity ▾ Edit ▾ **Add Slide ▾** Add Object ▾ Arrange ▾ View ▾

Import Slide ▸ Import from Library

Duplicate Current Slide

Import from Activity

Blank

Oral Question with Sample Answer

Multiple Choice Question (Oral)

Multiple Choice Question (Text)

True/False Question

6. Select the **course** that contains the activity with the slide you wish to import using the **Course** selector drop down list of options.



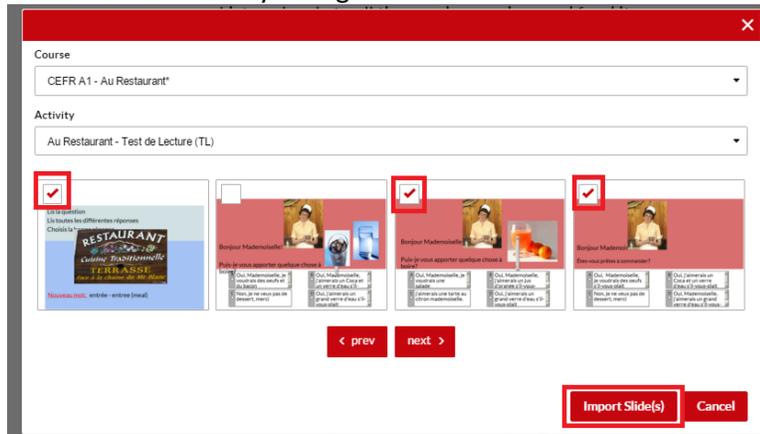
7. Next, select the **activity** that contains the slide you wish to import using the **Activity** selector drop down list of options.

- The question slides within the selected **activity** will automatically begin loading within the **Import from Activity** dialogue window. Note: It may take a few moments for the slides to fully load.

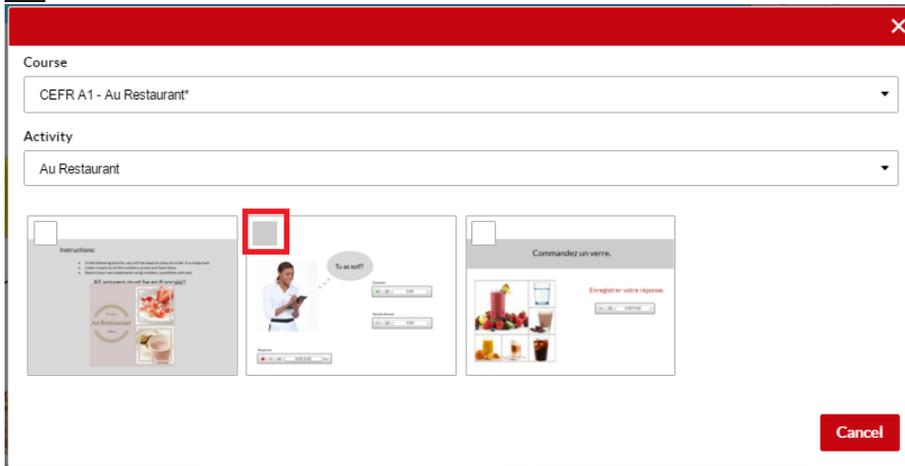


8. Review each of the questions slides within the activity, using the *thumbnail previews*. Click the **Previous** and **Next** buttons to scroll through *all* of the question slides.

- Select each slide you wish to import by clicking on the **selector checkbox** located in the *top left* corner of each thumbnail. When you have selected *all of the slides* you wish to import, click the **Import Slide(s)** button, located in the bottom *right* corner of the Import Slides from an Activity dialogue window.

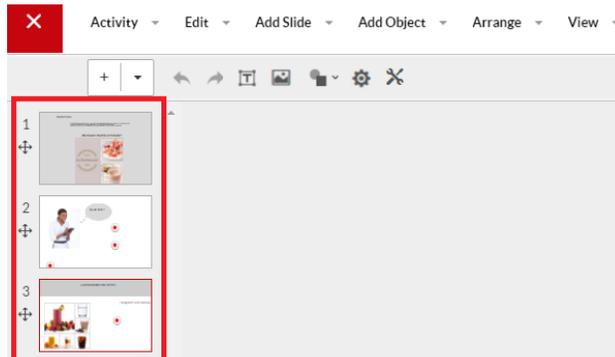


9. Note: When the activity you are importing from is **different than the activity type you are currently authoring**, you may find that some slides are *not compatible*. If a slide is *not compatible* with the activity you are currently authoring, the **selector checkbox** will be greyed out and a notification will indicate that the slide is **not available**.



10. Imported slides will appear within the **Slide Thumbnail Preview** list, located along the *left* side of the Authoring interface.

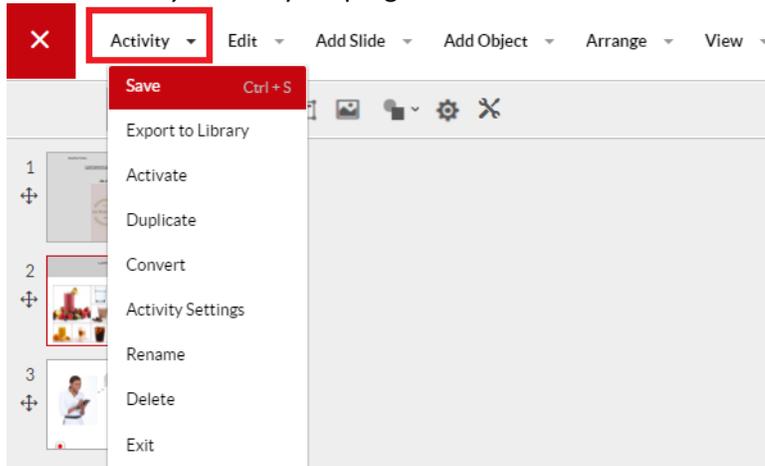
- Click on a slide thumbnail within the Slide Thumbnail Preview list to edit any of the content within the slide.



- To *change the order* of question slides within the activity, click and hold the **reposition icon** directly below the slide number, and drag the slide thumbnail either above or below the remaining slide thumbnail. Then, drop the slide thumbnail in the appropriate position.



11. To save the activity, click the **Activity** link located within the main navigation bar and select **Save** from the drop down list of options. Alternatively, click the **CTRL** and **S** buttons on your keyboard *simultaneously* to save your progress.



12. To assign the activity to your students, click the **Activity** link located within the main navigation bar and select **Activate** from the drop down list of options.

