**Importing an Existing Presentation into your ePortfolio**

If your instructor has a sample presentation they want you to use for their class this would be one way they could give it to you. If you came from another university that used the Desire2Learn ePortfolio system, you would be able to import your presentations from the other campus.

1.  In the ePortfolio area, click on the **My Items** link.
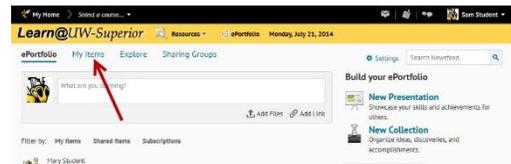
2.  Click on the **More Actions** dropdown menu and select **Go to Import/Export page**.
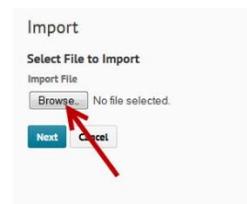
    **Note:** Using Add -> File Upload will not import the zipped sample presentation file properly. Instead of converting the file into a working presentation, it will stay a zipped file.
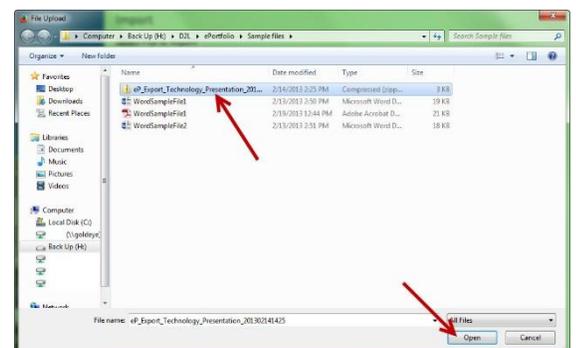
3.  On the Import/Export ePortfolio Content screen, click on the **Import** button.
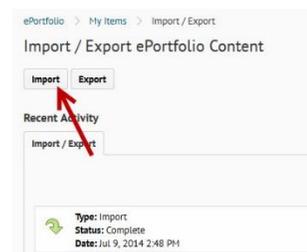
4.  On the Import screen, click on the **Browse...** button to find the import package on your computer.

5.  Navigate to the file location on your computer and select the presentation zipped file you would like to upload. Click the **Open** button.

6. Back on the Import screen, the file name will appear next to the Browse button. Click the **Next** button.

7. On the Preview screen, you will see the name of the presentation you are importing and how much space it will take up. If this is the correct file, click the **Import** button.

   **Note:** If this wasn't the file you wanted to import, click on the red X next to the file name and it will be removed.
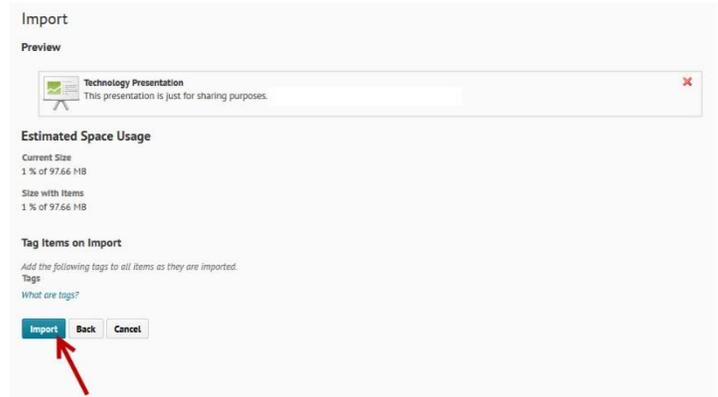
8. On the Import in Progress screen, you will need to click on the **View progress of the import package** to verify it has been successfully uploaded. Once it has been uploaded, click the **Done** button.
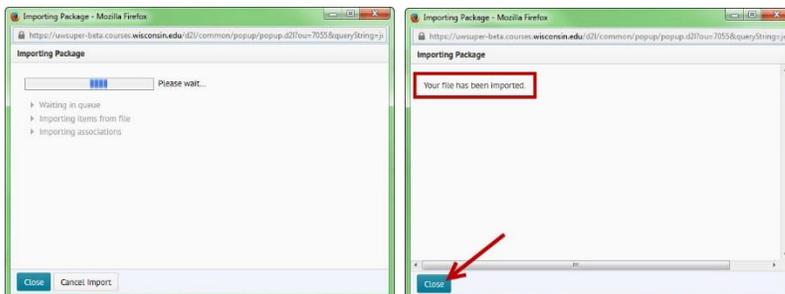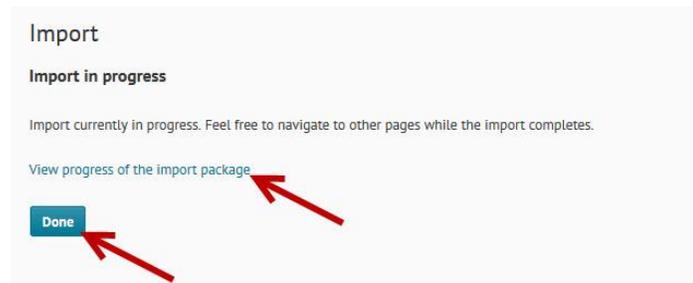
9. On the Import/Export ePortfolio Content screen, you should see the file you just imported in the Recent Activity area. Click on the **My Items** link to return to that screen.



10. On the My Items screen, you should see the presentation you just uploaded.