

Deleting and Inactivating Presentations

What if you no longer need to have people watch a Brainshark presentation? Should you inactivate it or delete it? What if you don't want people to view it but you might need the content for something else later? This document will help you decide what to do and then give you the steps to get it done.

When a presentation is inactivated, the content in the presentation (slides, audio, video, attachments) stays on Brainshark. This means that you can reactivate the presentation at any time and you can reuse and repurpose the content, copying it into another presentation or changing the existing presentation to fit future needs.

When you delete a Brainshark presentation, everything about the presentation is deleted: all slide images, audio files, video files, attachments are removed from Brainshark. And since Brainshark presentations cannot be downloaded into PowerPoint, once a presentation is deleted, it cannot be restored except to start all over again by uploading the slides and adding audio, video attachments, etc. Therefore, it is important to determine whether you want to delete the presentation or just inactivate it for potential future use of its content.

Reporting about views and the existence of the presentation remain whether you delete or inactivate the presentation. See the [last page of this document](#) for reporting information.

There are two ways to inactivate a presentation.

In Detail View, uncheck the box correlating with the presentation you want to inactivate and confirm your selection. To reactivate the presentation, re-check the box.

Title	Modified ▼	Active	Login Required
Media Library	2009-09-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Animation Best Practices	2009-09-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Guest Authoring	2009-09-17	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Delete or Inactivate? That is the question.

In Thumbnail View, click to Edit the presentation and navigate to the Security tab; uncheck the Presentation is active box and hit Save or Apply to save your changes. To reactivate the presentation, re-check the box.

Presentation properties
Security
Options
Attachments

Require User ID and password to view presentation

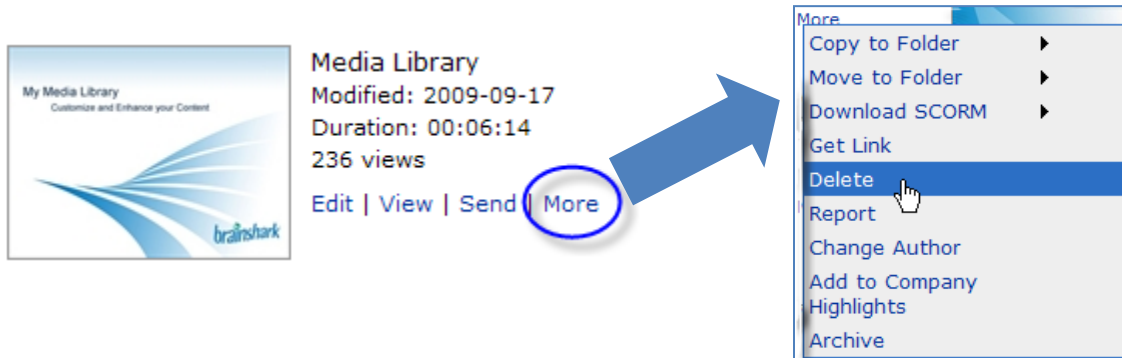
Set a password for this presentation

Set an expiration date

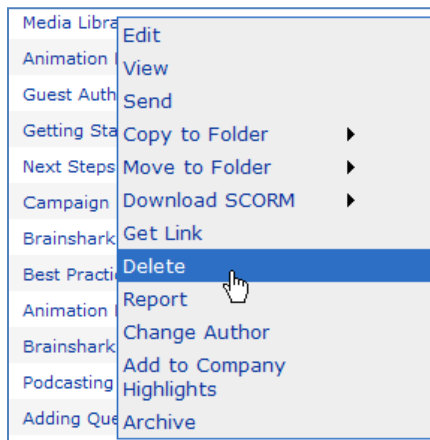
Presentation is active

To delete a presentation, you have two options:

- 1) Log into Brainshark
- 2) Locate the presentation in your Content area (what you see when you log in – either in Detail view or Thumbnail view – see images in Steps 3 and 4)
- 3) In Thumbnail view, click the More link and select Delete



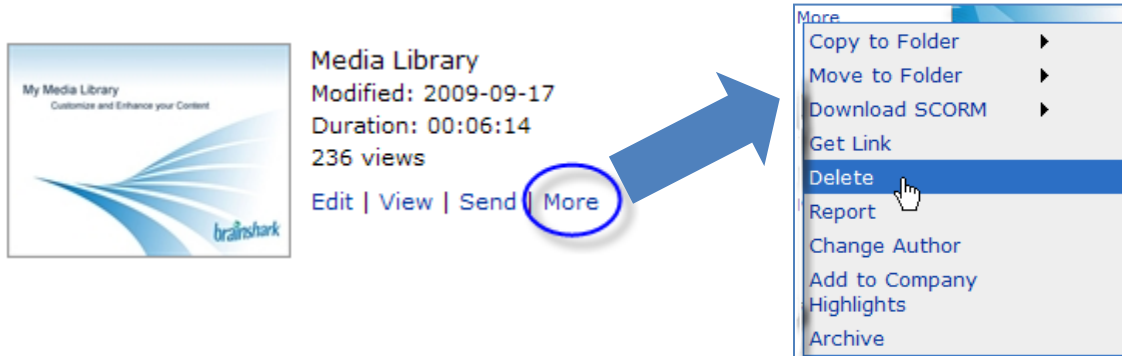
- 4) In Detail view, click the Title of the Presentation and select Delete



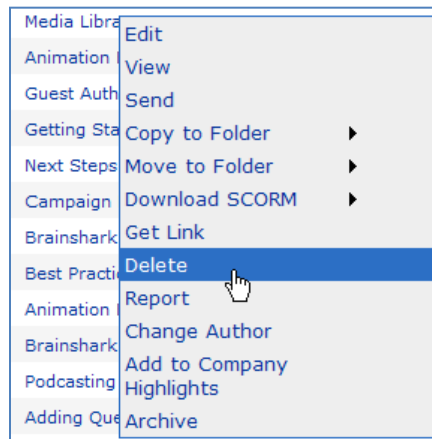
- 5) Confirm the desire to delete the content (See Note above about deleting presentations).

Alternatively, you can delete a presentation while you are editing it. To do this, follow these steps:

- 1) Log into Brainshark
- 2) Locate the presentation in your Content area (what you see when you log in – either in Detail view or Thumbnail view – see images in Steps 3 and 4)
- 3) In Thumbnail view, click the More link and select Delete



- 4) In Detail view, click the Title of the Presentation and select Delete




- 5) Confirm the desire to delete the content (See Note above about deleting presentations).

Reporting about views and the existence of the presentation remain whether you delete or inactivate the presentation. The image below shows the notation difference for inactive, deleted and archived presentations. Active presentations do not have a notation; this is also shown below. All report information is accurate to

See [this document](#) for assistance in locating reporting information on inactivated and deleted presentations.

Report Catalog: Brainshark Reports > Presentation Reports > Viewing Summary by Presentation

Report Tools: << < Page 1 of 1 >> >>  Print (PDF)

Viewing Summary by Presentation

Presentation Title	Author	# of Views	# of slides	Total Duration	Average % Complete	Average % Duration	Average Score
Adding Questions, Polls & Surveys (#64590399) [inactive]	Patrick Kelly	965	8,401	147:23:21	46	51	
Adding Questions, Polls & Surveys (#803832187)	Shannon Hayward	19	184	2:48:07	51	54	
Adding Slides (#650941391) [archived]	Audrey Polce	4	8	1:11	66	20	
Admin Tutorial (#62188) [deleted]	Customer Success	5	18	2:41:40	18	0	