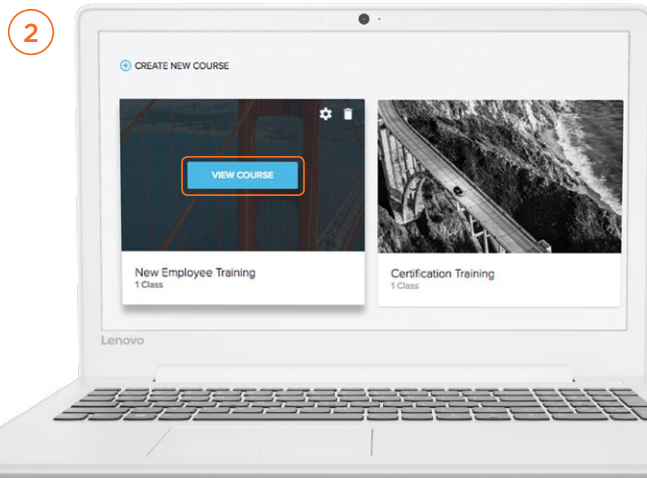
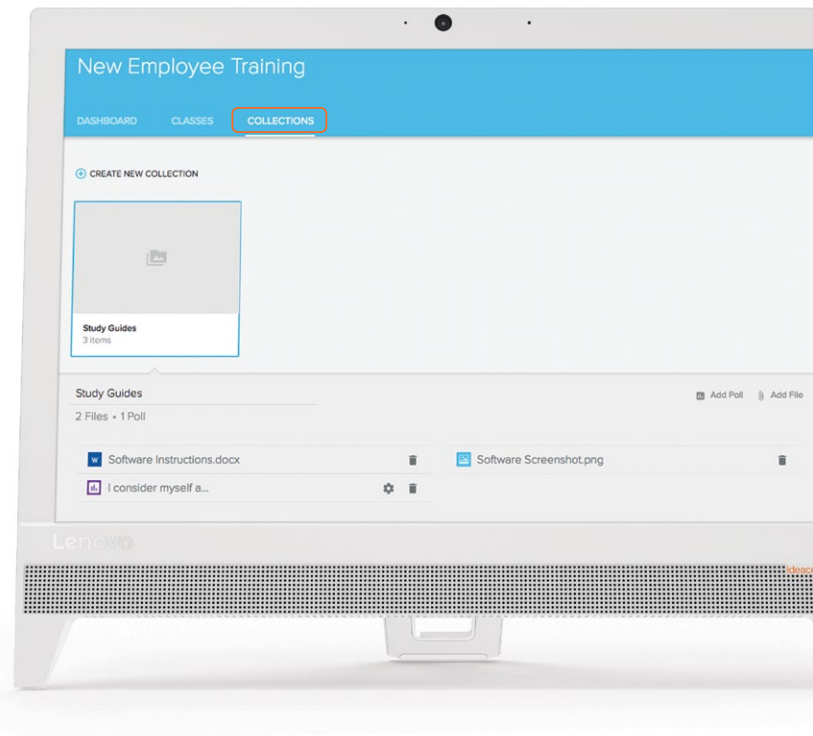


# Getting Started with AirClass: Stage Virtual Course Content

In AirClass, you can pre-stage course content using the Collections feature.

- 1 Collections allow you to group together all of the content you'll need to share, both during and after your live event, such as:

- Slideshow presentations
- Spreadsheets
- Word documents
- PDFs
- Images and videos
- Polls

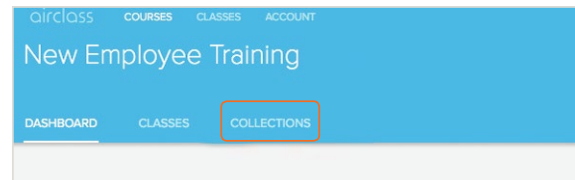


One of the great things about AirClass is the ability to reuse Collections. Once you've staged content, you can repurpose it for multiple classes. No more reinventing the wheel or uploading the same documents again and again.

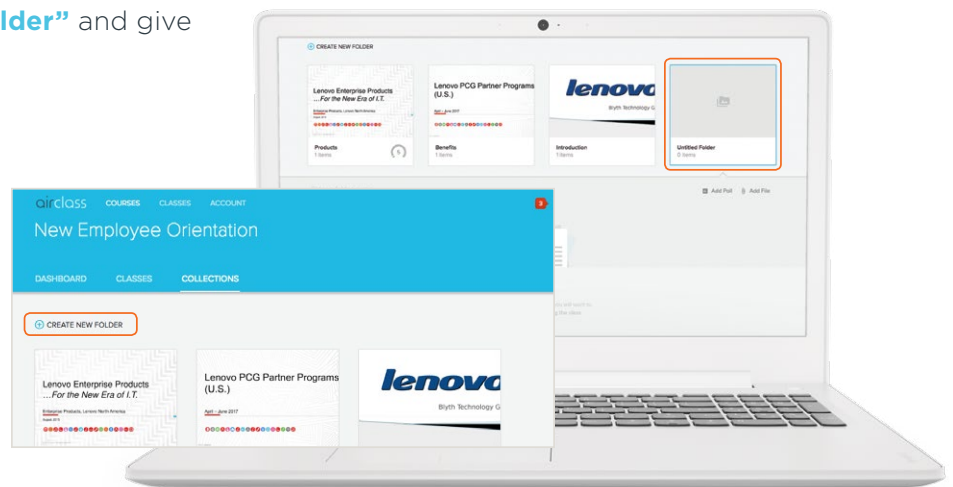
To create a new collection, first navigate to the course you're preparing for, and then click the **"View Course"** button:

3 Once you're in your desired course, select the **"Collections"** tab:

i Multiple collections can be attached to each course.



4 Then click **"Create New Folder"** and give it a name:



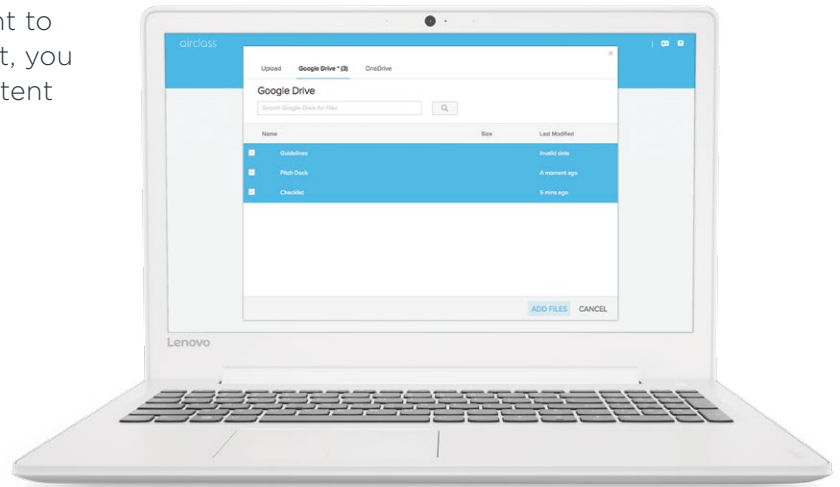
5 Now you can begin adding files. To add a file, click **"Add file:"**



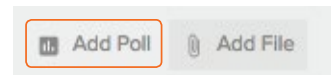
6 From here, simply choose the item you want to add to your collection. You can drag and drop files from your computer:



- 7 Or, if you've connected your account to a Google Drive or OneDrive account, you can use your integration to pull content from your cloud service:



- 8 To increase collaboration and engagement during a live event, you can also use your Collections to stage polling questions. To add a polling question, click **“Add Poll:”**



- 9 First, you'll need to decide if you want to ask a multiple choice or true-false question:

What do you want to ask your class?

Enter question Multiple Choice ▾

Option 1

Option 2

Add another option

Multiple Choice ▾

True or False

CREATE POLL CANCEL

And then fill in your details:

What do you want to ask your class?

I consider myself... Multiple Choice ▾

An active learner ×

A passive learner ×

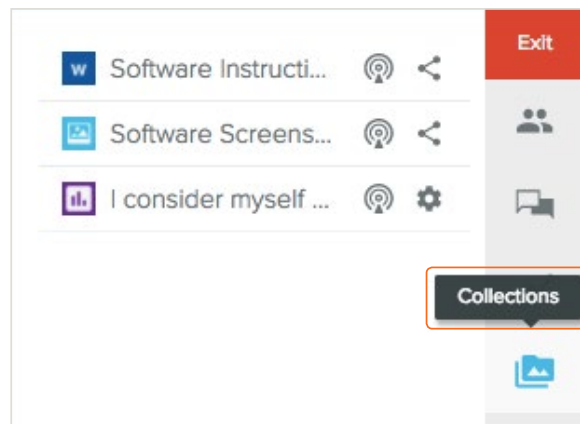
A visual thinker ×

A critical thinker ×

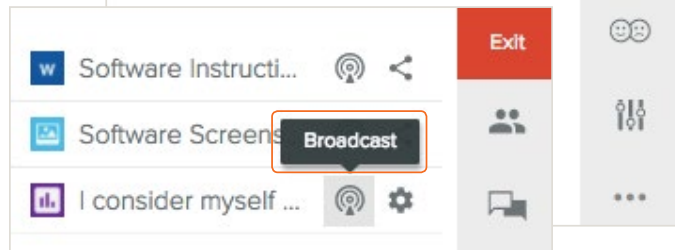
Add another option

UPDATE POLL CANCEL

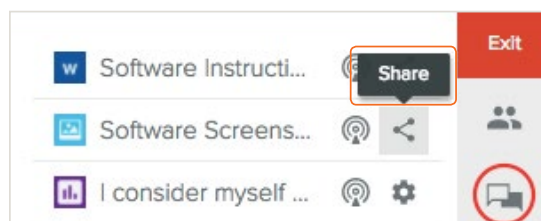
- 10 When you're ready to begin your live event, all of your files and polling questions will be ready and waiting. At any time during your live event, simply click the **"Collections"** tab in the upper right-hand corner to access your staged content:



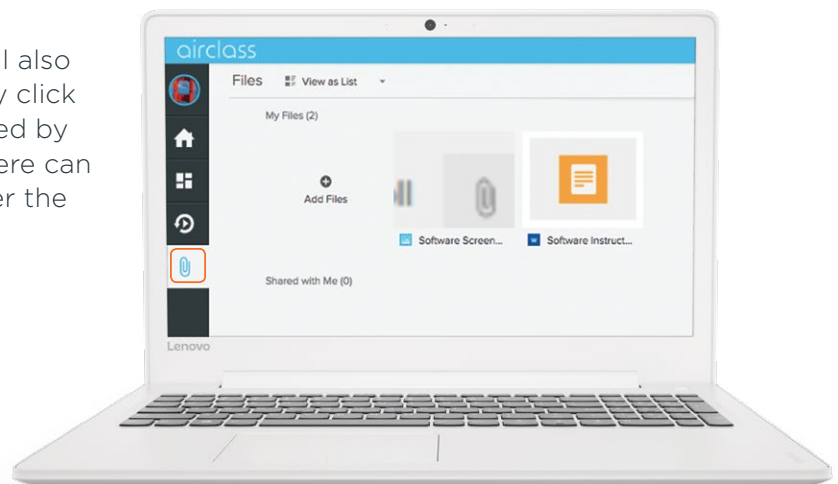
- 11 You can select the broadcast button to present a polling question or have a file shared on your screen:



- 12 Or, if you'd like to share a file, select the share icon to have it appear in the chat. It will also share it to the Activity Stream.

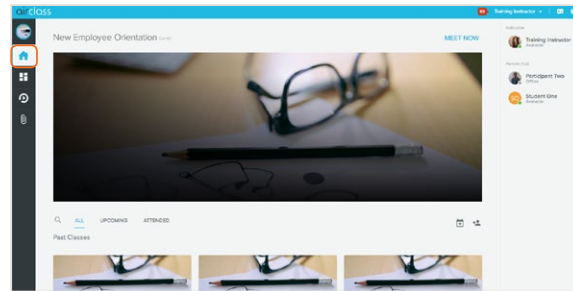


- 13 When you use Collections to stage content ahead of time, your files will also be available to attendees when they click on the left-hand **"Files"** tab (denoted by a paperclip icon). The files stored here can be accessed before, during and after the live event:

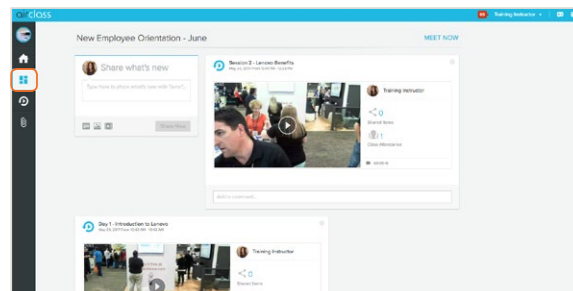


## Class View for Meeting Leaders and Attendees

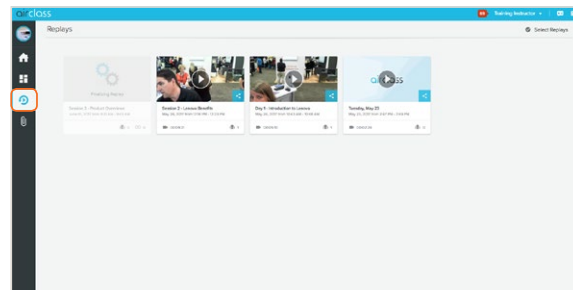
- 14 **Home:** upcoming and past session schedule.



- 15 **Activity Stream:** place where people can collaborate before and after live events; replays and shared files are posted here.



- 16 **Replays:** the complete experience of the recorded live event.



- 17 **Files:** any files that you upload or that are shared with you.

