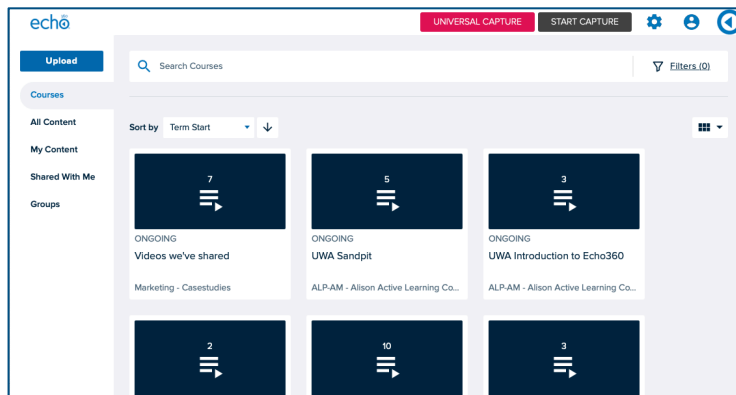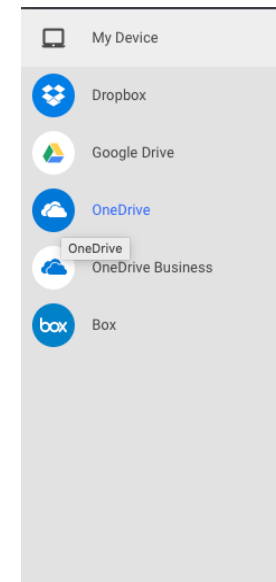# Uploading External Media to the Personal Library

Upload and manage presentations and/or videos created using other tools.

Navigating to the Home page

1. Login with your **instructor credentials** or **access the platform** via your **Learning Management System (LMS)**

2. If you are not on the Home page, navigate there by clicking the Echo360 logo at the top left-hand side.

3. The Home page contains icons for all of your courses, search functionality and a navigation bar on the left-hand side to access other specific pieces of content.

Uploading content

1. Click on the blue Upload Content, located at the top of the left-hand navigation bar and a new dialogue box will launch.
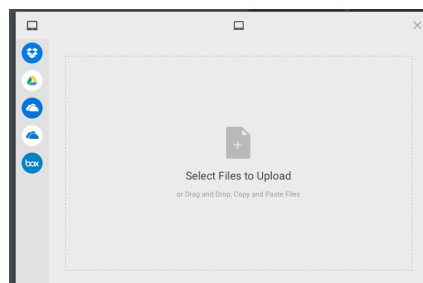

2. The dialogue box will allow you to select the files you wish to upload by drag and drop, selecting from your device or from a cloud storage solution.

3. You can upload multiple files at once and you will see a message as soon as your file has uploaded and begins to process. You can then close the dialogue box.
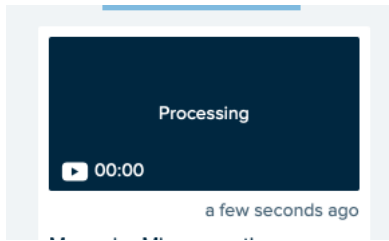

4. We recommend that you save any presentations as pdf documents before uploading.

Media Processing

1. Your media will begin processing immediately. The length of time it takes to process will be dependent on a number of factors including the size of the file.

Note: If it appears to be taking more time than expected, try refreshing your page.

2. Once completed, your media will appear under the My Content tab and can be found by using the search and/or sort functionality.

3. Double click on the media and you will be taken to the media details page where you will find a range of functionality including editing, copying and sharing.