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 **inactive**, the content in the presentation (slides, audio, video, attachments) stays on Brainshark but it cannot be viewed by anyone other than its Author. This means that the Author can reactivate the presentation at any time and 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. Remember a Brainshark presentation cannot be downloaded into PowerPoint, so 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.

To Delete, or to Inactivate? That is the question.

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.

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

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Viewing Summary by Presentation

Presentation Title	Author	# of	# of	Total	Average %	Average %	Average
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	

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Inactivating Presentations

From the *My Content* tab, you have two options where you can inactive a presentation, Details and Thumbnails view.

Click *View* and select the option from the dropdown menu:
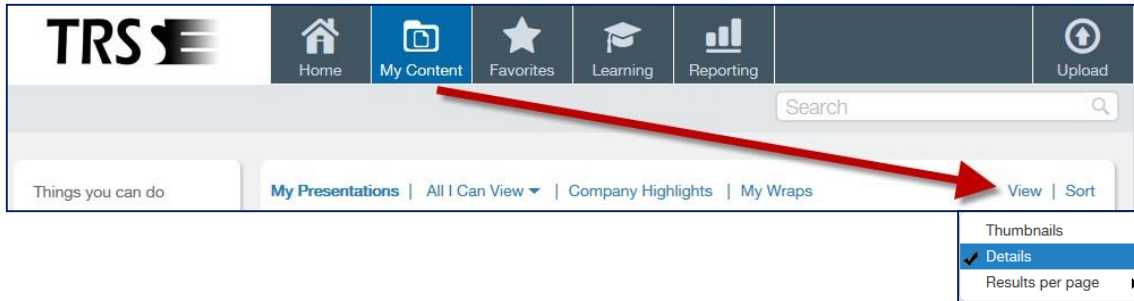
1) In the *Details* view, **uncheck the box** correlating with the presentation you want to inactivate and confirm your selection. To reactivate the presentation, re-check the box and confirm.
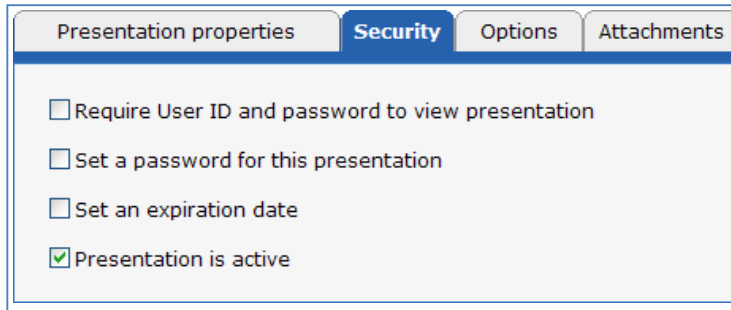

2) In *Thumbnail View*, click *Edit* next to the presentation

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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 and hit Save or Apply.
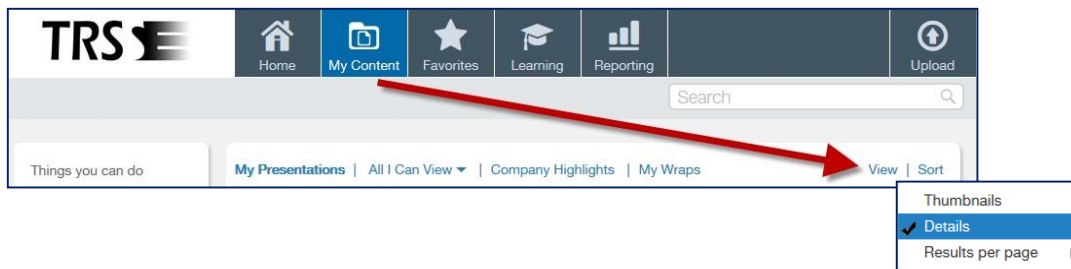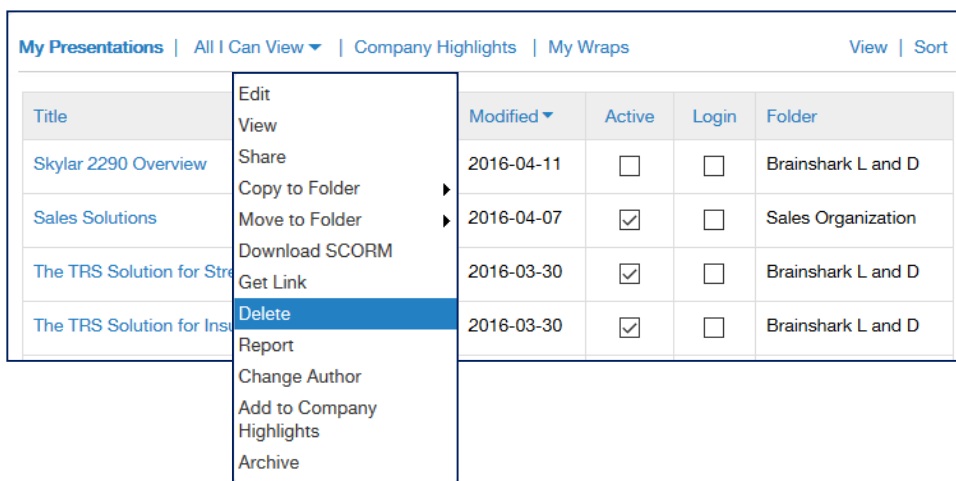

Deleting Presentations

There are three options to delete a presentation.

From the *My Content* tab, you have two options where you can delete a presentation, Details and Thumbnails view.
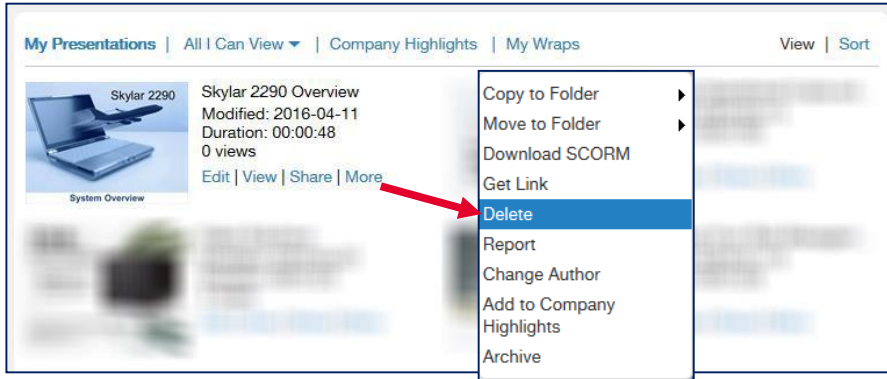
Click *View* and select the option from the dropdown menu:

1) In *Details* view, click the **Title** of the Presentation and from the menu select **Delete:**

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2) In *Thumbnail* view, click **More** and select **Delete** from the menu:

In both cases, you will be prompted to **confirm** that you want to delete the content.

Note: When you **delete** a Brainshark presentation, **everything about the presentation is deleted**: all slide images, audio files, video files, attachments are removed from Brainshark. Remember a Brainshark presentation cannot be downloaded into PowerPoint, so 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.

3) *Edit the Presentation*

Select **Delete** from the Things you can do menu at the left side of your screen: