

## Upload Presentations with Tags (Video Tutorial)

This tutorial show how to group your presentations in your presentations library by tagging them at the time of uploading. This is suitable if you maintain a long list of presentation files and need an easy way to find them.

Already existing items can be assigned different tags (re-grouping them) using the LMS web interface. To do so log into your LMS account and click Management -> Virtual Classrooms.

Click the red options button next to the room and open the room library. Then use the regrouping options to assign new groups/tags to already uploaded files.

Electa Live Virtual Classroom, LMS - Help & Support Portal

<https://support.e-lecta.com/Knowledgebase/Article/50087>