
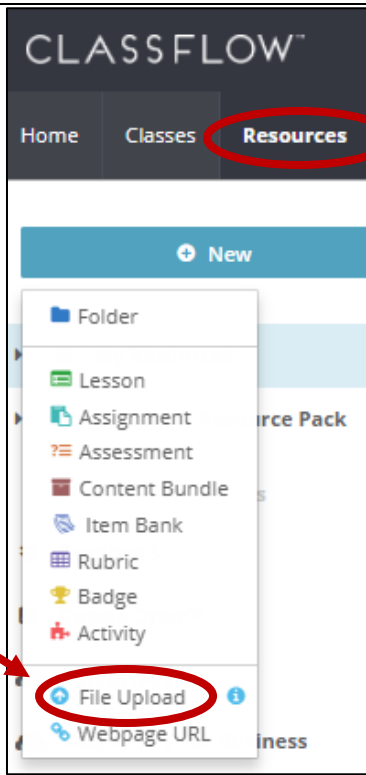
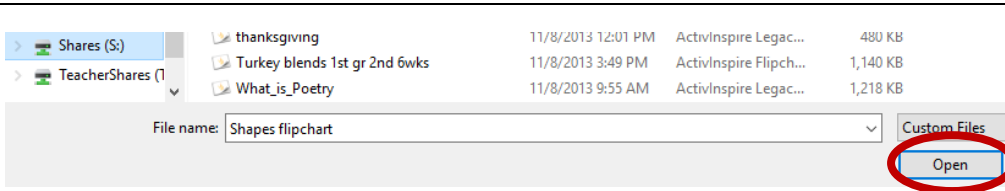
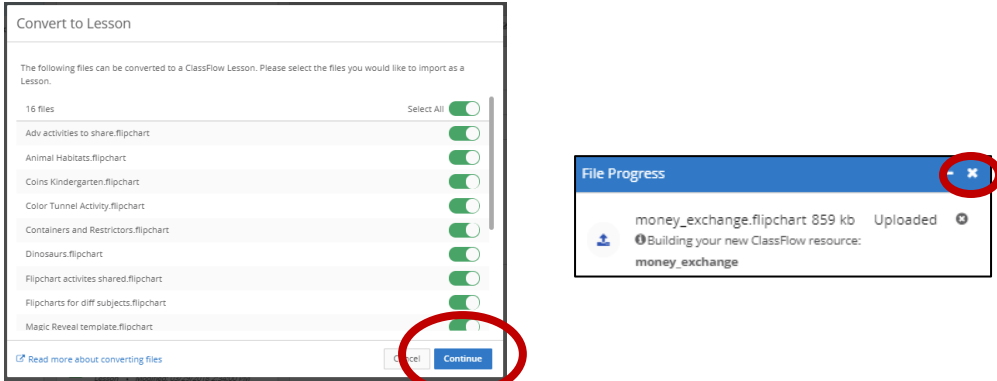


How to Convert a File to ClassFlow

<p>Go to https://classflow.com and log into your ClassFlow account.</p>	 <p>The screenshot shows the ClassFlow login page. The 'Log In' button is circled in red. The 'Resources' tab in the navigation bar is also circled in red.</p>
<p>Select Resources from the Global Navigation Bar.</p> <p>Select +New.</p> <p>Select File Upload.</p> <p>Browse to and select a file or multiple files with Ctrl A (Flipchart, PowerPoint or PDF) to upload from Shared Folders, My Documents or other location.</p>	 <p>The screenshot shows the 'New' dropdown menu in ClassFlow. The 'File Upload' option is circled in red. A red arrow points to the 'File Upload' option.</p>
<p>Select Open.</p>	 <p>The screenshot shows a Windows File Explorer window. The 'Open' button is circled in red. The file 'Shapes flipchart' is selected.</p>
<p>Select Continue for the file conversion process to begin.</p> <p>You will see the File Progress window. Once the file or multiple files are converted, click the "X" to close the window. You can now use your new ClassFlow lesson found in My Resources.</p>	 <p>The screenshot shows two windows. The 'Convert to Lesson' window on the left has a 'Continue' button circled in red. The 'File Progress' window on the right shows the file 'money_exchange.flipchart' being uploaded. The 'X' button to close the window is circled in red.</p>