

## Combining Keynote Presentations into One Project

A class can create a collaborative presentation in Keynote. Each student creates one or more slides, then all of the slides are put together into one presentation.

1. Create, edit, and save the individual student presentations. Each student can choose different themes if they wish depending on the look you want for the collaborative presentation. It is important that each student save their Keynote with a different file name.
2. Put a copy of each student Keynote file into the groups folder for the teacher. (If the teacher is going to combine the projects)  
Groups > Teachers > teacher name > Hand IN  
OR  
Copy all the Keynote files to the Groups folder for the grade level (if a student is going to combine the projects)  
Groups > Grade 5
3. One person will be the "team manager" who will put the slides all into one presentation. Copy the Keynote files from the Groups folder to the desktop of the "team manager" or teacher.
4. Create a new Keynote and save it with a title that reflects the collaboration.

5. Open the first student Keynote presentation and drag the slides into the collaborative project. Close the first student Keynote.
6. Open the second Keynote and drag the new slides into the collaborative Keynote, Continue with all the student Keynotes.
7. Save the finished combined project.

