Wimba Classroom : Adding Content

1. Access the WIMBA classroom home page

2. Click "Add and Manage Content"

3. Choose " Add and Manage Room Content"

- By default, two empty Content Folders are created in a new room: The **Default Content Folder** is automatically selected in the **Presenter's Console** at the beginning of a live presentation.

- The **Snapshots** Folder will contain published poll data and any annotated **eBoard** content that is saved during a live presentation.

- These 2 default Content Folders cannot be deleted, but you are able to delete the content that you have added to them. New Content Folders can also be added to your room and accessed from the Content section in the room.

5. Once the folder is named and created, it will appear in the screen in step 4, under the "Default Content Folder."

Modify Folder: **Autism: Intervention**

You then have 3 options to add content:

   1. To Upload, (use PowerPoint, PDF, image files: Word Documents cannot be uploaded) by selecting **Browse** to search your hard drive or network for the file you want to add. Once you have selected the file you want to add, click the **Add** button directly below.

   2. Add a URL: This option is used to add a website as a slide. Type the full URL (web address) and click the **Add** button.

   3. Create a New Poll: This is used to create multiple-choice and short-answer questions, questionnaires, and bullet list slides. Select the type of poll you would like to create.

- Multiple files may be uploaded if they are "zipped" using a compression utility (i.e., WinZip or StuffIt). The files should be placed directly within the zipped file (and not stored within folders).

6. Once you have added or created content for the selected option, your new content is added to the folder and you are taken to the **Slide List** page:

Modify Folder: **Autism: Default Content Folder**

7. Select where you want the slide to appear under the Display Options dropdown:

- **eboard** is the editing board within the Wimba classroom, that has PowerPoint and image files are automatically displayed in the eBoard. If you do not want your content to display in the eBoard, uncheck the Display this content in the eBoard check box.
- **Content Frame** is the window where the images are displayed without the editing board.
- **Branding Frame** is where you can add a picture of yourself or a logo to be shown when you first log in to WIMBA classroom and at the bottom of the screen during a presentation. To use this feature the default dimensions of the image must be 135 pixels wide by 145 pixels high (If this has been changed you will need to contact your WIMBA Classroom System Administrator.

To add an image to the branding frame: First upload the image as a slide to a Content Folder then set the target of the slide to "Branding Frame." If you want the image to be the default picture when they first enter the room: upload the image to the Default Content folder.

- New Windows A &B: Content will open in a new window

When you upload a PowerPoint presentation, each PowerPoint slide is converted to an individual Wimba Classroom slide. The title of the PowerPoint slide automatically becomes the title of the Wimba Classroom slide.

8. After you have added content to your folders, you can add additional items. Simply select the **New Content** button to the right of the **Slide List**.

For More information on WIMBA: Adding Content:

http://webhelp.wimba.com/WC/v6_0/RoomAdmin_Guide/