

Wimba Tutorial – Uploading Content to Wimba Using the Add & Manage Content Link

Introduction

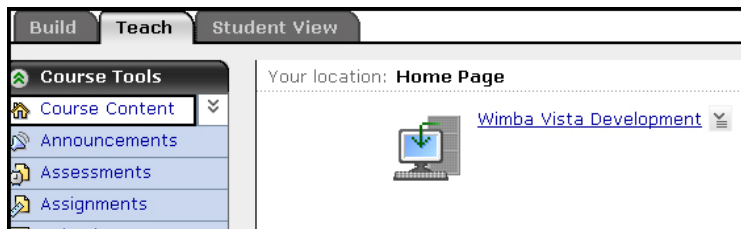
In Wimba there are two ways to add content to your Live Classroom. The first way is with the **File Manager** in Vista, the second is by using the **Add & Manage Content** link in Wimba. The second method is quicker but, it does not provide you with a back up of your files. Content stored in Wimba will be lost at the end of the semester; content stored in the file manager in Vista will be saved for use in future semesters.

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Getting Started

1. Sign on to Vista and in the **Teach** tab, open your Wimba homepage.



Adding Content

1. Click on **Add & Manage Content** at the top right of the page.



2. Click on **Add & Manage Room Content**.



3. This will open a new window that shows all of the files and folders that you have uploaded to your Wimba Course; we will call this the **Content Room**.

Modify Room: Wimba Vista Development

Presentation Content

Select a folder from the list to modify its contents:

Folder Title	Slide Count	Get Info	Edit Title	Delete
<u>Default Content Folder</u>	0 slides			*
<u>Snapshots</u>	0 slides			*
<u>Week1</u>	1 slide			

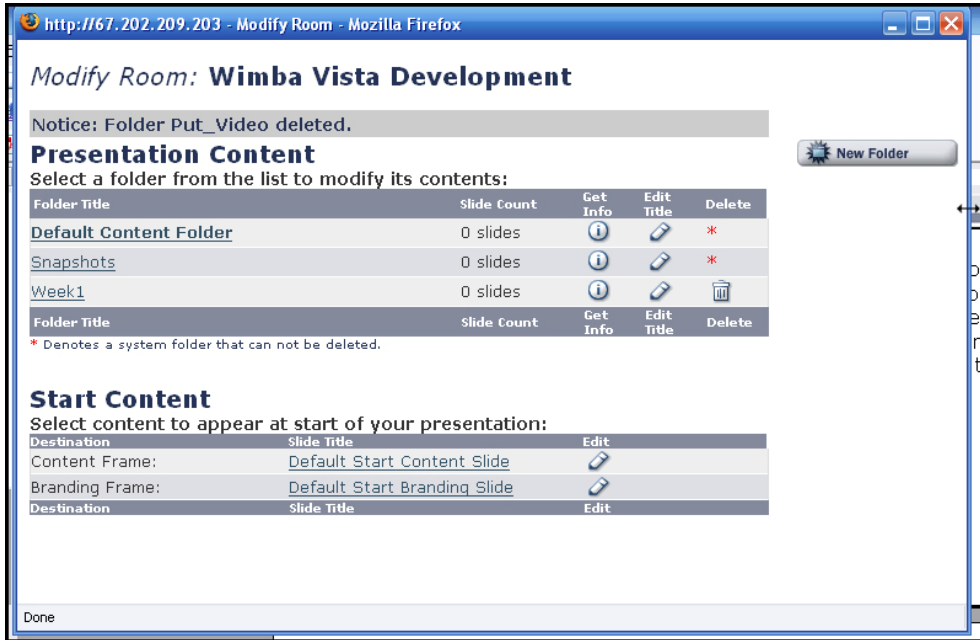
* Denotes a system folder that can not be deleted.

Start Content

Select content to appear at start of your presentation:

Destination	Slide Title	Edit
Content Frame:	<u>Default Start Content Slide</u>	
Branding Frame:	<u>Default Start Branding Slide</u>	

- For this example we are going to make a **new folder**. To do this, you have to enlarge the **Content Room** window so that you can see the button **Make Folder** on the right side. Click on this, add a folder name, and click **Create**.



- Click on your new folder to open it. Then click **Browse**. You will see a file upload window. From here, locate your file and click **Open**. Click **Add** and your file will be uploaded to Wimba.



- If you would like to add more, on the very far right click on **New Content**, and repeat step 5. Click on **Folder List** to go back to the **Content Room**.



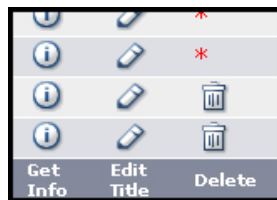
Warning: Be sure to click **Save Changes** after every time you add a new piece of content to assure that you don't lose anything.

Deleting Items

1. If you decide that you don't need a file any longer, click the check box on the left side. Now click **Delete Selected Items**, and then **Save Changes**.



2. If you want to delete a folder, go back to the **Content Room**. To do this, exit the current room and click on **Add & Manage Room Content**. Now click on the **trash can icon** that corresponds to the folder you wish to delete.



Warning: When you delete a folder, any items that were left inside of it will also be deleted.