HOW TO…

Add Content to Your Sessions

This document is intended for the following e-CLASSES users: leaders and co-presenters.

Engage Participants with Slides, Files, and More…

The Add Content Wizard allows you to upload PowerPoint slides, insert a file for downloading, and embed a URL or YouTube video to your session.

How to Add Content

Once your session is created and showing in your My Schedule page, you enter the session and add certain types of content ahead of time. The Leader and Co-Presenter roles can both add content.

**Mac and Mobile users interact differently with the Add Content options. Please note the user-specific references indicated throughout.

Click on either the "**Add content**" quick link in the grey Pre-Session welcome screen or directly on the *Add content* button to get started (note: click on the words **Add content**, not the green caret).
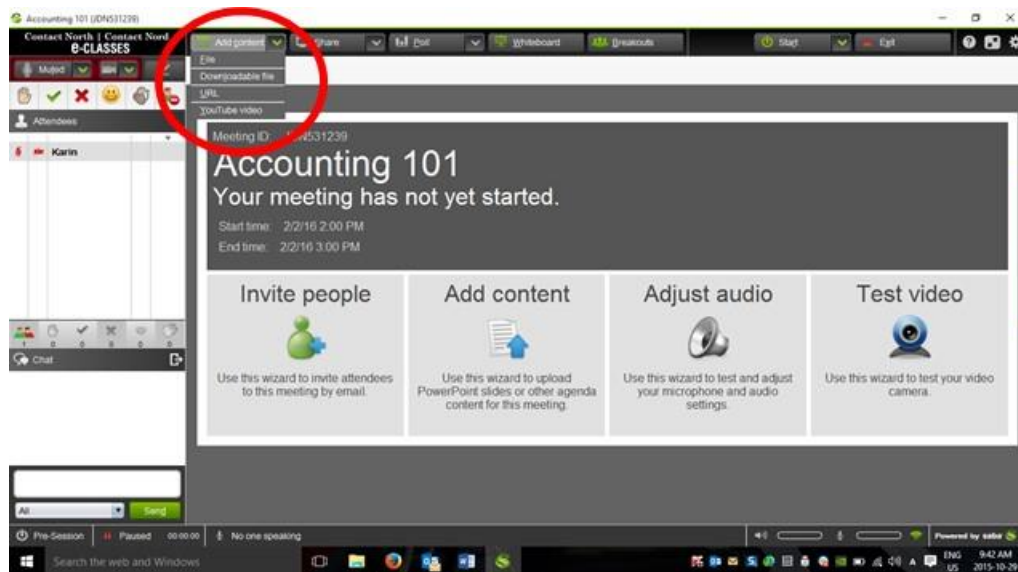
Adding Files

The most common files uploaded as content to the agenda are PowerPoint files, however content in various formats can be uploaded.

Allowable file types for Windows are: .txt, .html, .htm, .bmp, .gif, .jpg, .jpeg, .png, .tif, .tiff, .saz, .avi, .mov, .qt, .wmv, .mpg, .mpeg, .mpe, .mp3, .mp2, .wav, .au, .rpm, .ram, .ra, .rm, .asf, .asx, .dcr, .swf, .mp4, .ppt* and .pptx*.

Note that Mac users are unable to add .ppt or .pptx files directly. See page 8 for how to add PowerPoint files with a Mac computer.

> Caution: Although you are also able to upload other types of files (e.g. Word, Excel, and PDF documents), consider sharing them using the Appshare tool. Using *Add content/File* to add these types of files to the Agenda will result in the file being sent to each of your participants. They will not display in the media window as PowerPoint files do.

Click on *Add content* and select *File* from the dropdown menu.
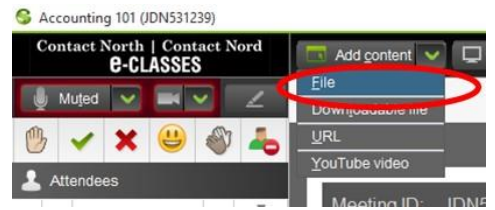
Find the file you wish to upload and Click *Open.*

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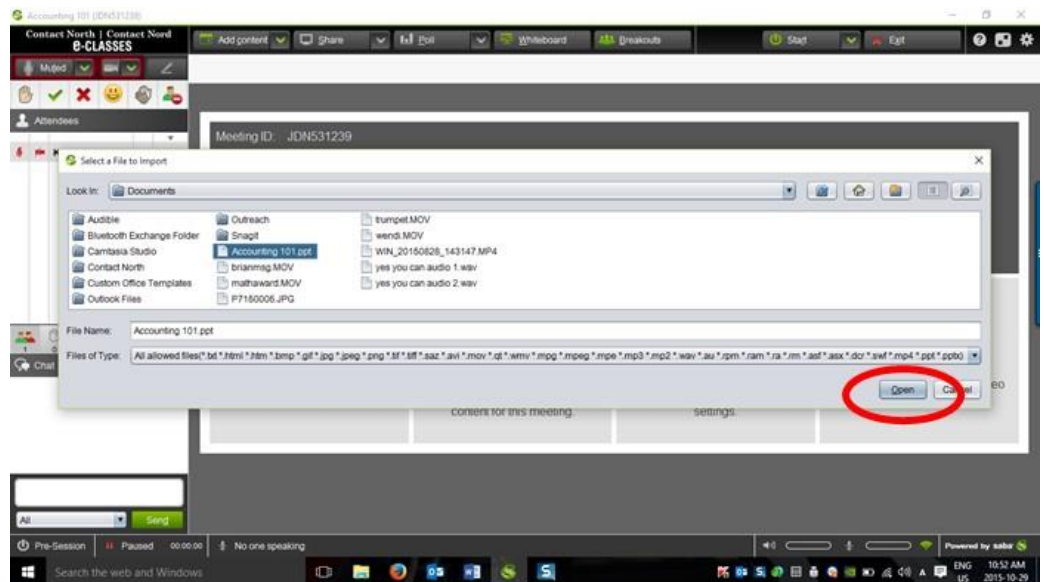
Depending on the file size and your network connection uploading the file may take a few minutes, and PowerPoint will open and close during the upload. Once the file has been successfully uploaded, an Agenda tab will appear above the media window showing the name of the uploaded file (you can hover over the tab to see its full name). Navigation arrows will also appear on either side of the media window, enabling you to go forward and back through your agenda content.
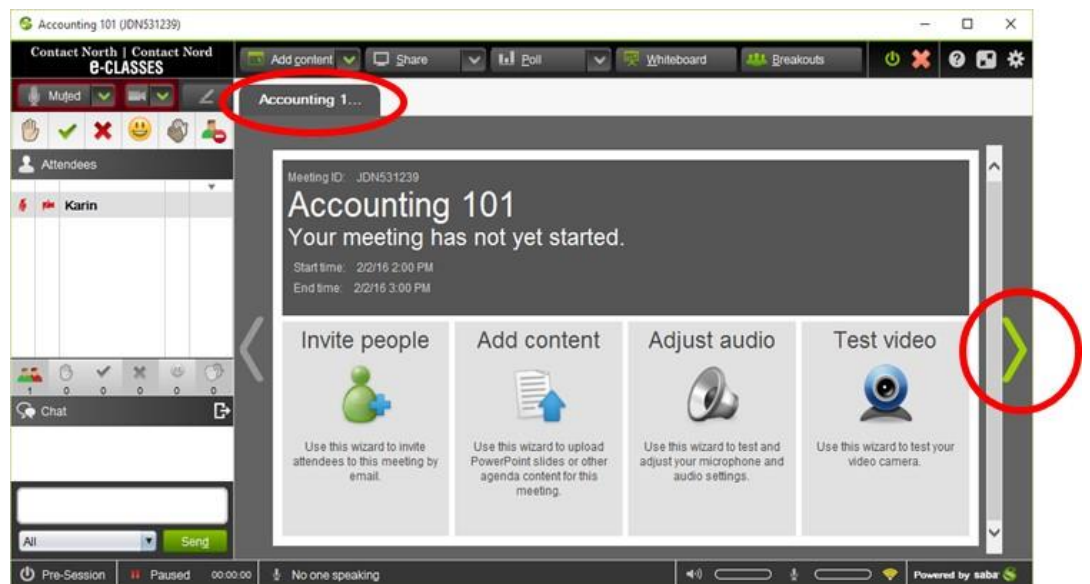
You can navigate through the agenda content in several ways. Clicking on the arrows will navigate sequentially forward or backward through the content. Clicking on the tab and then hovering over the content bars will open the agenda ribbon. Click on the content you wish to display. You can also use the smaller arrows on either side of the agenda ribbon.
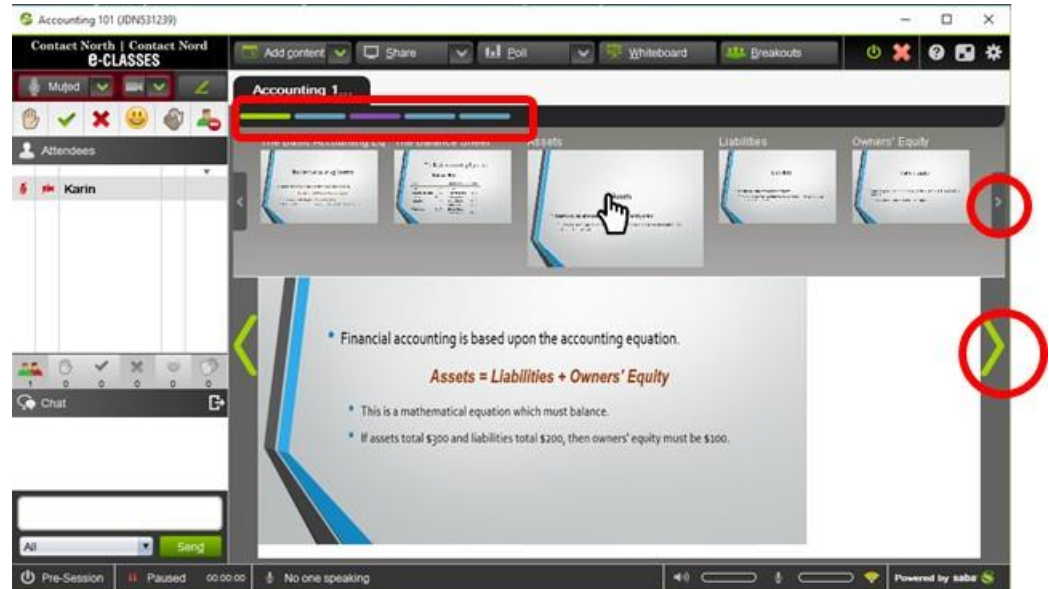

You can also display the "Agenda tree view" to select content to by clicking on the green caret to the right of the Add content button.
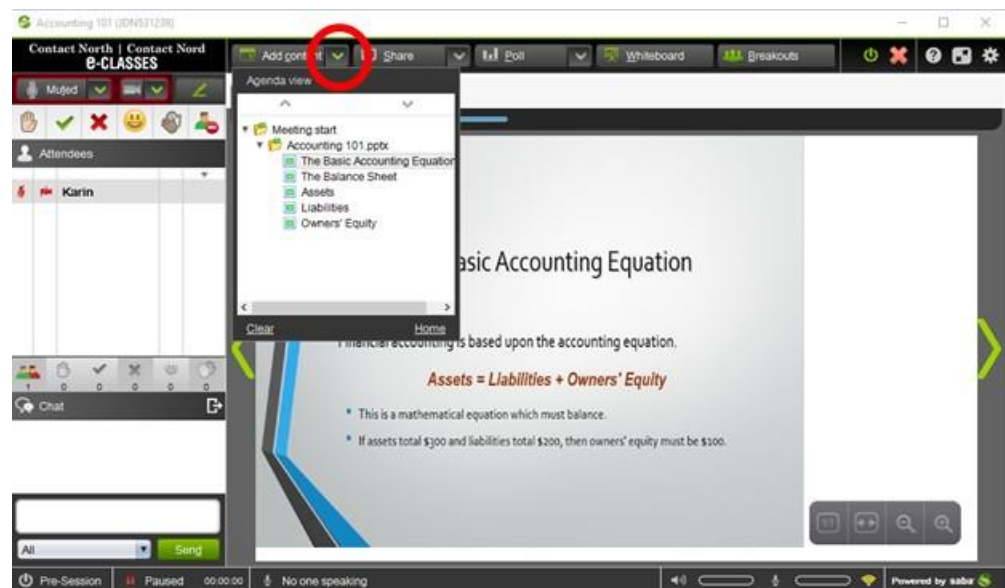
If you get an Agenda Importer error (see next page), wait a few minutes and try Add Content again.   Please call the Contact North Technical Help Desk if the error message persists:
1-888-850-4628.

If you are live in session and get this error, another option is to use the Appshare tool to share your PowerPoint.
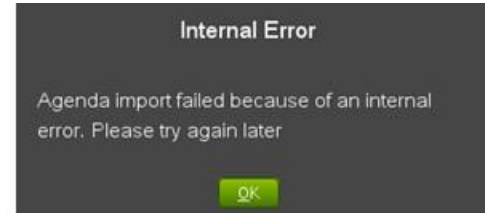

Some Important Notes about your PowerPoint Content
- Links and videos embedded in a PowerPoint will no longer be live or clickable once imported into the Saba Meeting Agenda.   Use *Add content*'s *URL* and *YouTube video* tools to set these up.
- PowerPoint transitions and animations are not supported in this version of Saba Meeting. For animations, consider splitting the animations into individual slides.
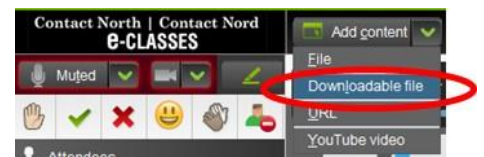
Removing an Imported PowerPoint

- To remove a PowerPoint file from the Agenda, hover the mouse over the agenda tab to be removed and click the tiny red x.   Click Yes on the pop-up Alert.
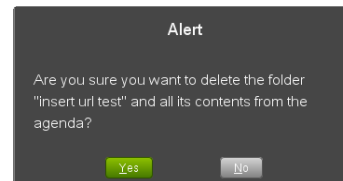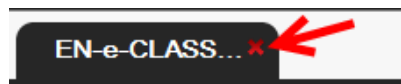
## Adding a Downloadable File
You can add files for your participants to download by clicking on *Add content* and selecting *Downloadable file*.
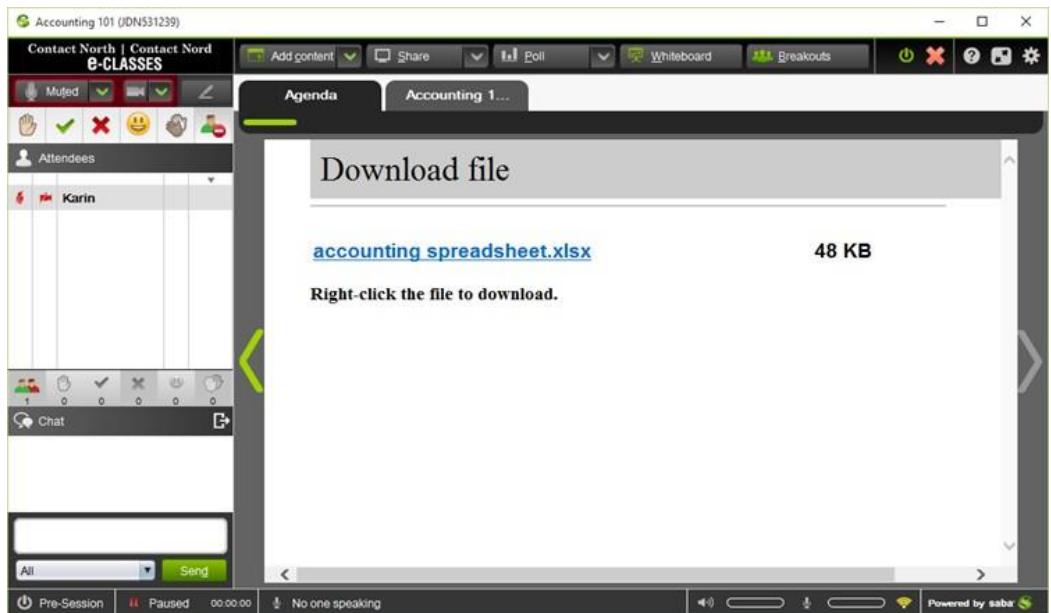

Keep in mind that the participants will need to have the same document software (and compatible version) for the downloadable file to open on their computer (e.g. a PDF format usually works).

Select the file you wish to make available for download and click *Open.*
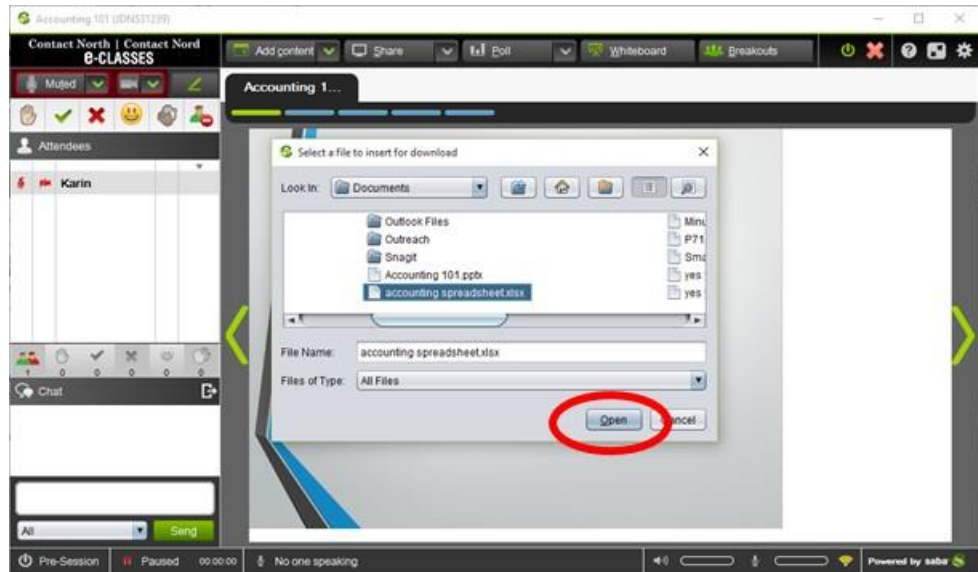
The file will be added to a new Agenda tab that will appear on the Agenda Ribbon. When the content is selected from the Agenda, participants should be able to click directly on the blue link to open or save it to their own computers (see notes below). It is always a good practice to be prepared to send these resources out to any participant who has trouble downloading directly from the session.
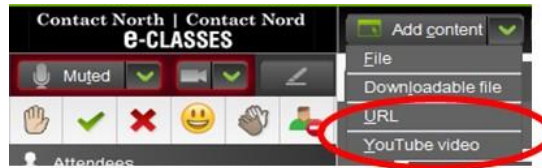
- *Mac users may need to right-click or Control-click over the blue link. From the pop-up menu choose Copy Link to Clipboard, then paste the link in the browser to view.*
- *Mobile users are able to tap on the downloadable file link and view.*

Adding a URL or a YouTube Video

You can insert a URL or a YouTube video into your Agenda in much the same way.

Use *URL* to show a website that your participants can each click through and explore or to show a non-YouTube video, such as a video from Vimeo (each user will need to click Play).

** Mac and Mobile users will not see video content through the URL tool. Mobile users will not see website content through the URL tool.

Inserting URL's

Click on *Add content* and select *URL*. Enter the link information where indicated and add an optional title. Check where indicated if you would like the content available to participants out of the session.

Caution: The Insert URL window has a default **http://** already in the field. If your copied link also has http:// the link will not set up. Delete the default http:// or don't copy the one in your link.

Inserting YouTube Videos

Click on *Add content* and select *YouTube video*. Enter the link to the YouTube video.

The *Autoplay video* is an important consideration. Leave *Autoplay video* checked if participants will be watching the content asynchronously or in Pre-Session mode (leader will not be there to click Play). Uncheck *Autoplay video* if you are presenting live and wish to speak about the video before opting to click Play.

**Mac and Mobile Users:

- *Mac users will not see YouTube videos in the media window. A work around is to paste the YouTube URL into the Text Chat window and direct Mac users to copy the link and paste it into their browser to view. (Reminder: in Saba Meeting, Mac users must use Control+C to copy a link from the Text Chat).*

- *Mobile users can now view YouTube videos but will need to tap Play themselves; autoplay is not supported on mobile devices.*
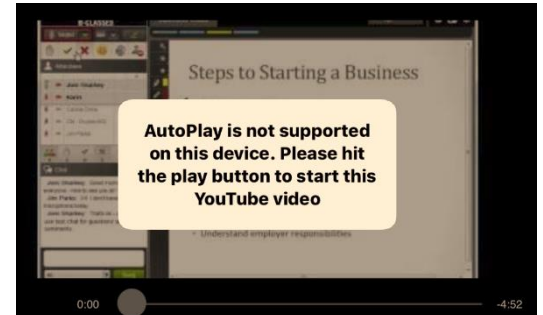
URL's and Videos will be added as content in both the Agenda tree view and the Agenda ribbon. When selected, they will appear directly in the media window. With an inserted URL website, participants will be able to navigate and control the website from their own computers.
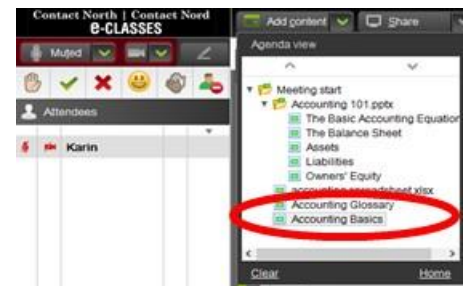
How to Add PowerPoint Files with a Mac

Note that .ppt and .pptx are not allowable file types for adding content using a Mac computer.

Convert .ppt slides to .jpg images

Open your PowerPoint presentation and select Save As Pictures from the File menu. Choose JPEG format. Each slide of your presentation will be saved as a .jpg file in a folder with the same name as your presentation. Upload each image file one at a time, in order, to the Agenda using Add content/File. See also the video tutorial "Mac – How to Import PowerPoint in Saba Meeting v8.2" at http://teachonline.ca/training-opportunities/contact-north-web-conferencing-training-resources

Mac users may wish to have Contact North upload their PowerPoint by emailing contactnorthsupport@contactnorth.ca and webconference@contactnorth.ca at least **two business** days prior to their scheduled session, using the subject line: ***UPLOAD: class date, time and course code or name.***

Agenda Builder

If you would like to learn more about Agenda Builder, please go to: *www.teachonline.ca/training-opportunities* for the Contact North Learning Platforms Training Schedule.

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