

Creating Podcasts in Blackboard

Summer 2007

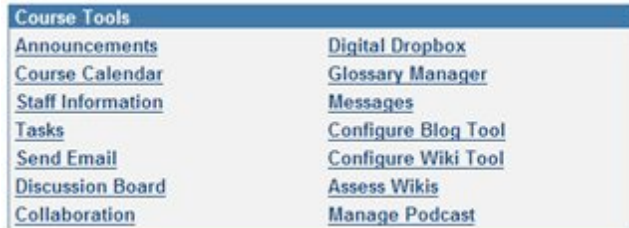
Rev 1.

Podcast LX™ is an application that has been recently added to Blackboard (<http://my.usf.edu>). This tool allows instructors to create and share podcast feeds and episodes within their USF Blackboard courses.

With this tool, instructors can insert podcast episodes within content areas in their Blackboard courses. Students can listen to or watch podcast episodes directly within the course by selecting the Play link that appears with the podcast episode or subscribe to the podcast and listen to or watch the content with their podcast software of choice.

Configuring Your Course Podcast

First, navigate to the Control Panel for your course or organization and select Manage Podcast and then continue with the following steps.

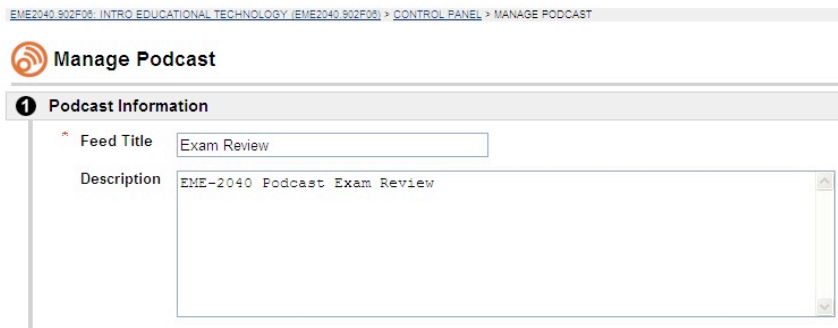


Control Panel link to configure the Podcast Tool.


Step 1: Podcast Information

Once you have accessed the Manage Podcast page, you need to complete some information to configure the course podcast feed.

Enter a name for your podcast feed and briefly describe it. This name and description will appear in the subscribers' aggregators when they access the feed (an aggregator is software specifically created for managing podcast subscriptions--iTunes, Juice or other software used for podcatching).



EME2040.902F08 - INTRO EDUCATIONAL TECHNOLOGY (EME2040.902F08) > CONTROL PANEL > MANAGE PODCAST

 Manage Podcast

1 Podcast Information

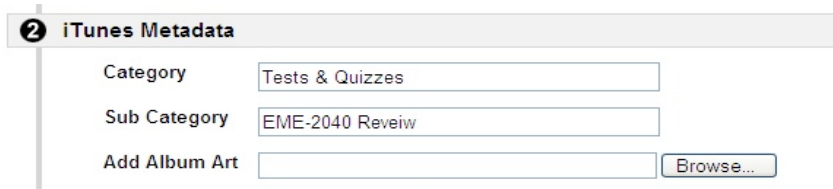
Feed Title

Description

Specify a name and description for your podcast.

Step 2: iTunes Metadata

Adding metadata to your podcast is optional. You can specify iTunes-specific metadata for your course feed by entering it in the iTunes Metadata fields.



2 iTunes Metadata

Category

Sub Category

Add Album Art

Specify iTunes metadata for the course feed.

Step 3: Options

Podcasts generally have an associated RSS feed that allows users to subscribe to the content. You have the option to make the RSS feed for your course podcast available to the public. If you choose to make the feed available to the public, anyone can subscribe to the course podcast by using the provided RSS link.

If you do not want to make course podcast content publicly available, the RSS feed can be disabled so that course members can only listen to or view podcast content within the course.

3 Options

Visibility: In Course Only (No RSS)
 Everyone. Available to the public.

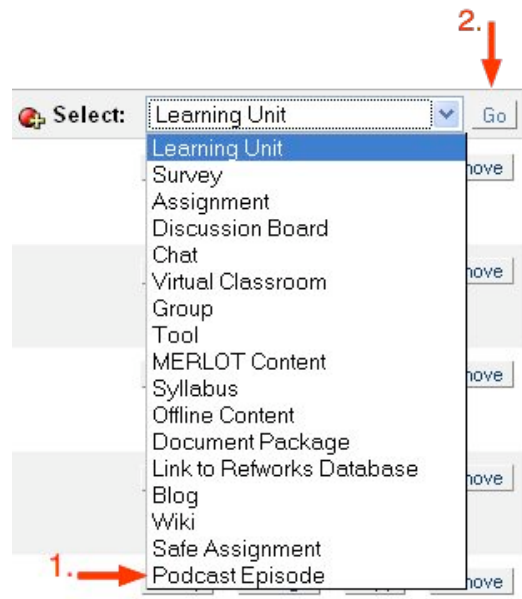
Select whether the podcast content should be publicly available or accessible only within the course.

Once you have configured your podcast, click Submit to save the settings

Adding a Podcast Episode to a Content Area

After you have configured your podcast feed, you will need to add a podcast episode to a content area and make it available as follows:

1. Choose a Content Area in the Control Panel by clicking on its name.
2. Select Podcast Episode from the dropdown menu on the right.
3. Click Go to open the Add Podcast Episode page and enter the information for each step.



Step 1: Episode Information

Each podcast episode must have a title. The description is optional, but it will help your students know what the episode is about so it is recommended that you add one.

1 Episode Information

Title	<input type="text" value="Episode 1: Introduction to the Course"/>
Description	<input type="text" value="Discussion of Syllabus and Activity 1"/>

Enter a title and description for your podcast episode (the title is required).

Step 2: Podcast Media

This is where you add the audio or video files you want to share with your students. You have three options for the locations of the files (you can only have one file per episode):

- **Attach local file:** use this option to upload a file from your computer. Click on the Browse button and locate the file you want to upload, then click on Open.

2 Podcast Media

Upload or link to the audio, video or other media file that you wish to podcast.

Add Media:

Attach local file

or **Copy file from Content Collection**

or **Link to an external URL**

- **Copy file from Content Collection:** this will add a file you have already uploaded to Content Collection, a file storage area within Blackboard. Click on Browse to open Content Collection in a popup window. Choose a file by clicking on the radio button next to its name, and choose Submit to add the file to the podcast.
- **Link to an external URL:** this option allows you to enter the URL of a file you have already made available online.

Choose an audio or video file to include in the podcast episode.

Step 3: Attachments

In this section you can add links to supporting files you want to add to your podcast episode (a PDF with instructions, an image of a chart or graph, etc.). To add an attachment, enter a link name and click on the Browse button to locate a file on your computer. Click on the Add Another Attachment link if you want to attach more than three files.

3 Attachments

Attachment 1: Link Name	<input type="text" value="Instructions"/>	File	<input type="text" value="C:\Documents and Settir"/> <input type="button" value="Browse..."/>
Attachment 2: Link Name	<input type="text"/>	File	<input type="text"/> <input type="button" value="Browse..."/>
Attachment 3: Link Name	<input type="text"/>	File	<input type="text"/> <input type="button" value="Browse..."/>

[Add Another Attachment](#)

Add links to supporting files such as PDFs, MS Word documents, etc.

Step 4: Options

The final step in creating a Blackboard podcast episode is to make your podcast episode available to your students by clicking on the Yes radio button next to “Make the episode available”. You can also choose to make the podcast episode available only at certain times by using the Display After and Display Until options.

4 Options

Make the episode available Yes No

Choose date and time restrictions

Display After Display Until

May 17 2007 10 55 AM May 17 2007 10 55 AM

Make your podcast episode available..

Click on Submit to add the podcast episode to the Content Area.

Subscribing to a Podcast

Course members and students can subscribe to a course Podcast either in iTunes or in any other podcatcher from within the Podcast tool.

EME2040 902F05: INTRO EDUCATIONAL TECHNOLOGY (EME2040 902F05) > TOOLS > PODCAST

 **Podcast**

Exam Review

Feed URL: https://my.usf.edu/webapps/lobj-podcast-bb_bb60/feed/+RU1FMjA0MC45MDJGMDY=+/podcast.xml
Description: EME-2040 Podcast Exam Review

[Play All](#) | [Subscribe: + RSS](#) [+ iTunes](#)

Episodes:


5/15/07 [Final Review](#)
Review for the final in EME-2040

 **LEARNING OBJECTS**
Podcast LX - 1.0.3.5948
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Subscribe to the Podcast in iTunes or in another podcatcher.


Subscribing in iTunes

To subscribe to the Podcast in iTunes:

1. Navigate to the Course/Organization Tools area.
2. Select the Podcast tool link.
3. Select the iTunes button ().
4. Podcast LX™ will automatically launch iTunes (you may have to click on Launch Application in the popup window).
5. When iTunes opens the podcast subscription will be listed under Podcasts in the iTunes Library.

Subscribing in Another Tool

To subscribe to the Podcast in a tool other than iTunes:

1. Navigate to the Course/Organization Tools area.
2. Select the Podcast tool link.
3. Right-click (or Ctrl-Click on the Mac) on the RSS button ().
4. Select the "Copy Link Location" option if using Firefox or the "Copy Shortcut" option if using Internet Explorer.
5. Open your podcatcher application (e.g., Juice) and paste the copied link in the appropriate location.

Note: All podcatchers will have a field where RSS links can be inserted to subscribe to feeds. See the help documentation for your podcatcher to determine the appropriate location to paste the link to the feed.

The latest version of Internet Explorer (version 7) can be used to play content in RSS feeds. Safari, the default Web browser on the Mac, also has a built-in RSS reader. To play your podcast feed in one of these Web browsers, copy and paste the RSS link into the address bar and press Enter or Return.