

Blackboard Podcast Tool

What is a Podcast?

A podcast offers a way for individuals to selectively subscribe to audio or video content over the Internet. Subscribing to a podcast is free as the term “subscription” refers to signing-up for new episodes rather than paying for content. The content that an individual subscribes to can then be automatically downloaded for viewing on a computer or a mobile device. Notification of new content is automatic, as the subscriber need not manually revisit a specific Web site to download new content.

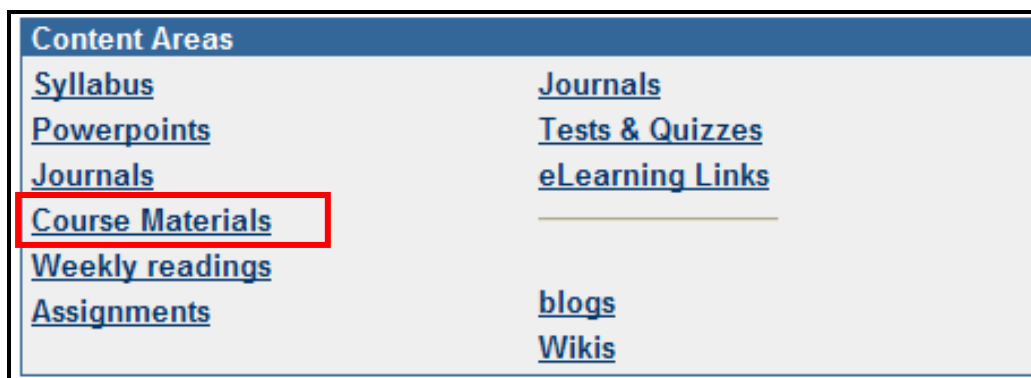
Preparing the files (Audio or Video)

To prepare your audio and video files, it is best to compress them as large files take longer to download take up more space on mobile devices. In naming your file, **do not use any unusual characters (e.g. backslashes) or spaces**. The following file formats are supported by podcasting:

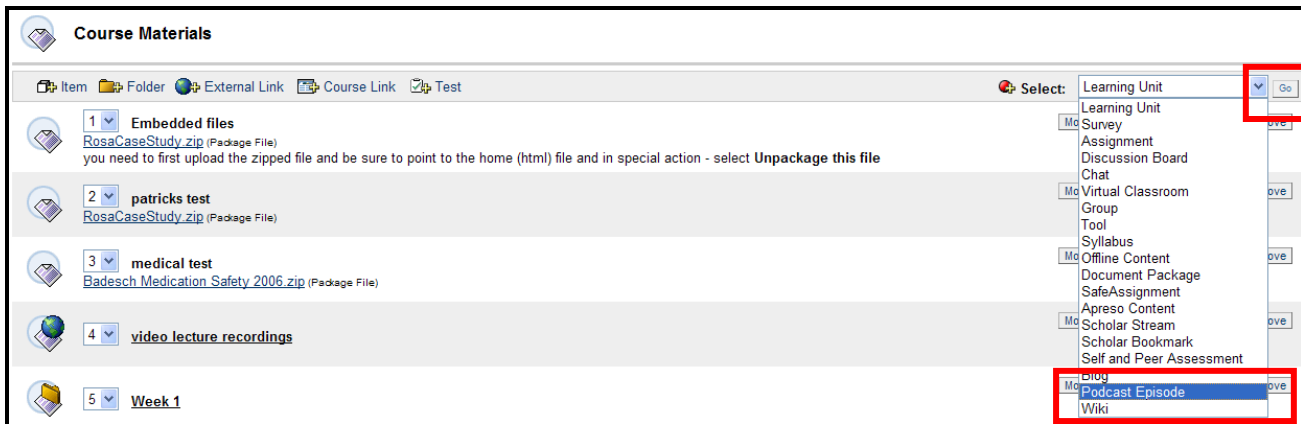
- .m4a
- .mp3
- .mov
- .mp4
- .m4v
- .pdf

Uploading Podcast Episodes

After preparing the podcast episode file(s), the next step is to upload them to Blackboard. First, decide which content area within the Blackboard course to upload the file(s) to e.g. **Course Materials**. Go to your **Control Panel**. In the Content Areas section select **Course Materials**.



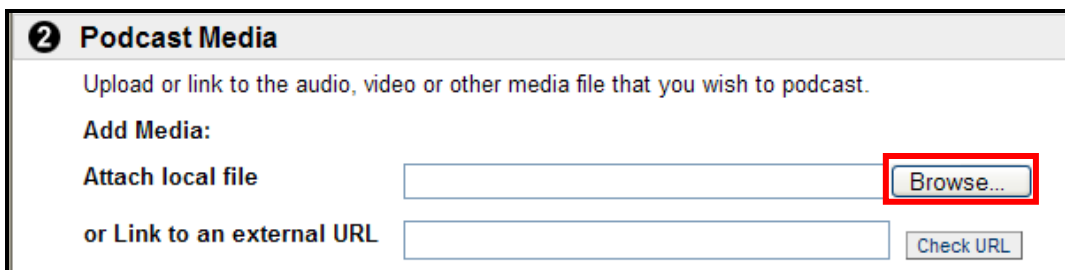
From the drop down box next to Select, choose **Podcast Episode**.



The **Add Podcast Episode** screen appears. Under **Episode Information**, enter the relevant details.

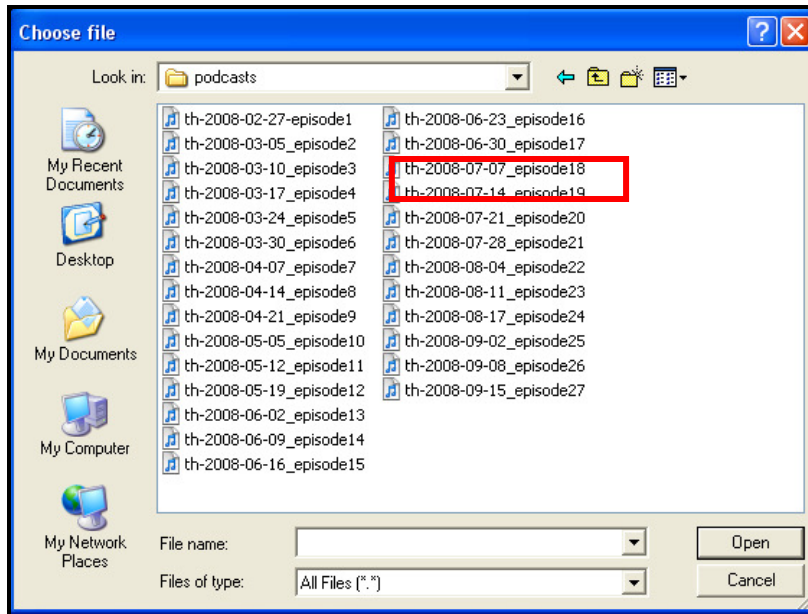


In the **Podcast Media** section click on the **Browse** button next to the Attach local file field to find the file on your computer. Alternatively, if you have a web link to the podcast episode (ie: the media file is hosted on a server outside of Blackboard), enter the URL in the Link to an external URL field.

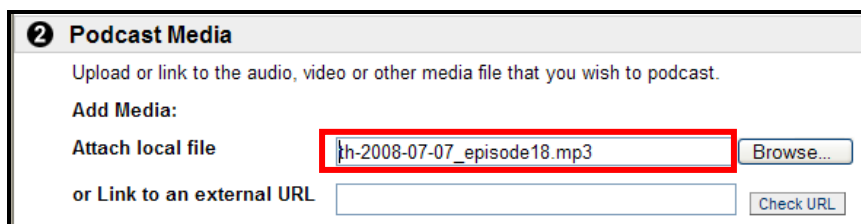


If you wish to also attach a local file with the podcast episode, a Choose file screen will open. Browse for the file, select it and click Open.

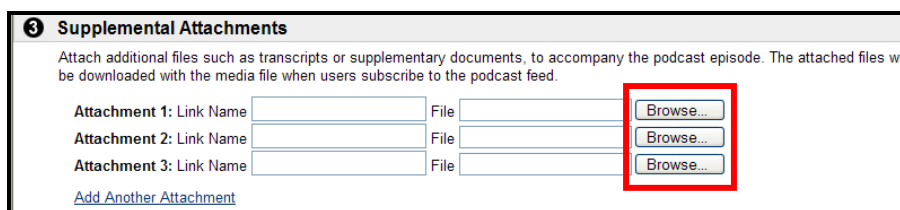
NOTE - attachments to a podcast episode can only be viewed in Blackboard as they are not syndicated with the episodes for automated downloading.



The file path now appears in the Attach local file field.



If you have an accompanying document such as a PowerPoint presentation or a PDF file that your students can utilize with the podcast episode, you can add it in the **Supplemental Attachments** section. Click on the Browse button to locate the file on your computer.

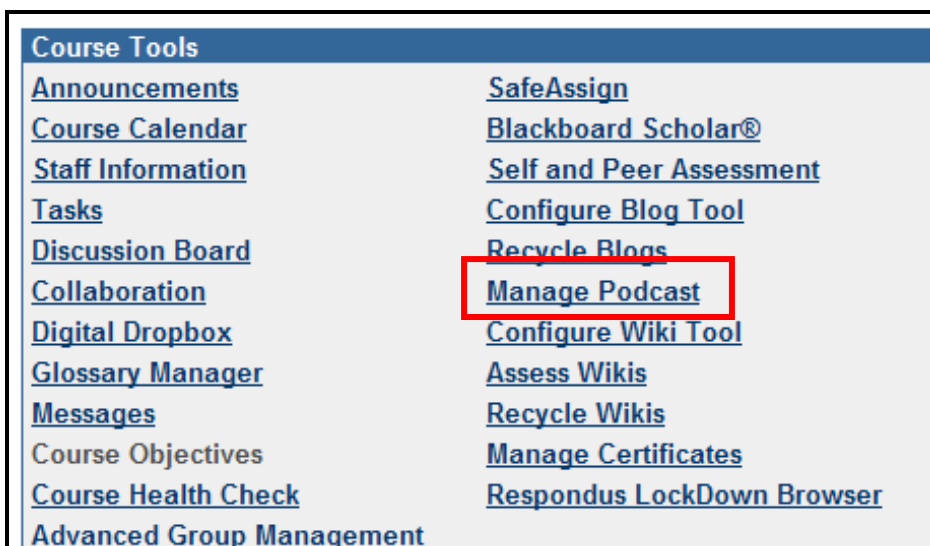


You have now added your podcast episode to the **Course Materials** area. Verify that the episode is functional by clicking on **Listen**.




Enabling the RSS Feed

To allow students to subscribe to your course podcast to have access to all episodes, you will have to create an RSS feed in Blackboard. Go to the **Control Panel** and select **Manage Podcast** from the Course Tools section.



In the **Manage Podcast** section, fill in the relevant details and determine whether to make your feed only accessible to the users of your course or to the public. Select **Everyone** in the Options section in the Manage Podcast area in order to enable Blackboard to create an RSS feed for your course podcast. Click **Submit** and **OK**. You have now created the feed for your podcast.



3 Options
 Visibility: In Course Only (no RSS)
 Everyone. Available to the public. (URL: http://blackboard.cuonline.edu/webapps/lobj-podcast-bb_bb60/feed/Bb7_Training_Course/podcast.xml)

4 Submit
 Click **Submit** to finish. Click **Cancel** to quit.
 * Required Field

Student Access to the Podcast Episodes

If you have not enabled an RSS feed for your podcast, students have to manually login to Blackboard to access the episodes. Enabling the creation of the RSS feed allows students to subscribe via a feed aggregator such as the free iTunes. In order to subscribe to the feed, students can access the Podcast tool via the course navigation menu.



ANNA'S TRAINING COURSE (BB7 TRAINING COURSE) > TOOLS > PODCAST

 **Podcast**

Anna's Training Course Podcast

[Play All](#)

Play Audio Files

Episodes:

9/19/08 [TechHeds Podcast Episode 18](#)
 This podcast provides listeners with an insight into Digital Storytelling.

Reference

<http://www.blackboard.niu.edu/blackboard/resources/podcasting.shtml>