

Adding a Podcast to Blackboard

This guide looks at how you can add a podcast to your Blackboard module, from audio files you have created previously or by recording them straight into Blackboard. You can make podcasts available within the course only (where they are not so much podcasts, rather just audio files) or you can enable them to be picked up by a podcast reader eg. iTunes outside of Blackboard automatically.

Single or Multiple

The first thing you need to decide is if you want your podcasts to be grouped together, ideal if you're creating a new podcast each week, or if you want to create a single podcast, useful for a one off episode. Multiple podcasts are created in Blackboard as a 'Feed' that people can subscribe to and automatically receive the latest podcast as you add to it, single podcasts are called 'Episodes'. How you add a podcast to your module whether it's a single or multiple episode podcast is very similar but you need to decide which way you're going to do it before you start.

We'll start by creating a multiple episode podcast.

Creating a Podcast Feed

Navigate to the **Learning Materials** content area in your module, it's up to you where you create your podcast feed but it's generally a good idea to organise the content in your module by using folders. For example you could create a separate folder called Podcasts which will contain all of this content.

Once you're in the content area you want to create the Podcast Feed, ensure Edit Mode is turned on and click **Tools > Campus Pack Podcast Feed**. Enter a **Title** for the podcast, a **Description** and optionally choose to create a **Grade Centre Entry** if you want to use the tool for assessment. Once you've chosen the required options, click **Add**.

You now have an empty podcast feed that you can add episodes to, click the **Add New Episode** button the right of the page to get started. You'll be asked to give the episode a title, 'Week 1' or a short description of the podcast content are good examples to use. When you've entered a title click **Continue** and you can create your podcast episode.

Creating a Podcast Episode

Podcast Episodes can exist on their own as one off podcasts or within a Podcast Feed as part of a bigger collection. If you've already created a podcast feed and you want to add a podcast episode then skip to the **Media** section, if you only want to create a single podcast episode do the following.

In the content area you want to create the episode, ensure Edit Mode is turned on, click **Tools > Campus Pack Podcast Episode** and enter a **Title** for the episode.

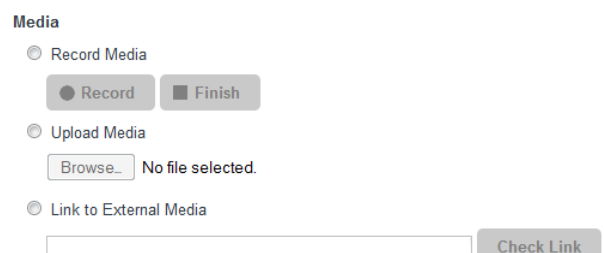
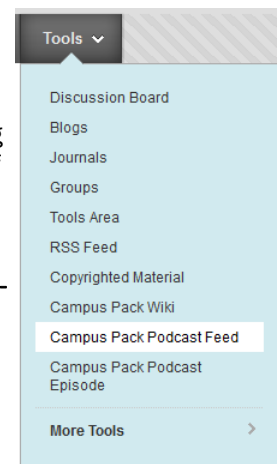
Media

Choose how you would like to add your podcast audio to the episode, you can **Record Media**, which lets you record straight into Blackboard using a microphone connected to your computer. Click the **Record** button to start and **Finish** button to stop.

Upload Media lets you choose a file you have already recorded and edited. See the **Creating a Podcast** guide for more information.

Link to External Media lets you link to an audio file hosted on another web server.

Once you've added your audio click **Save & Exit**.

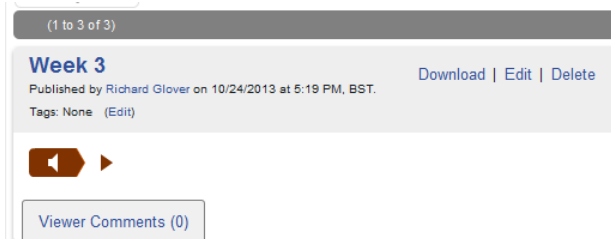


Listening to Podcasts

Once you've added a podcast to either a feed or an episode there are a number of options for listening to the audio.

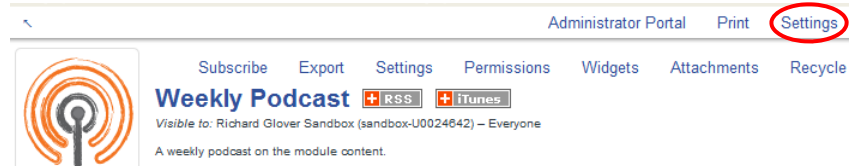
In the content area you created your podcast click the **View** link for the podcast you want to listen to.

Users can listen to the podcasts from within Blackboard but clicking on the Play icon for each podcast they see. The audio will be played in their web browser.



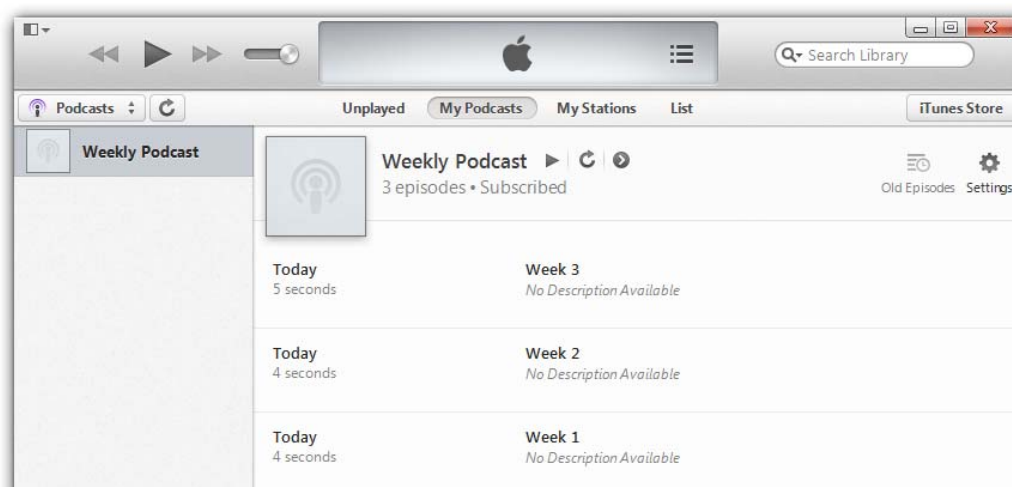
Alternatively users can subscribe to the podcast using the icons at the top of the page, the icons appear for both podcast feeds and podcast episodes, subscribing to a feed is most useful for a student as they will automatically get the latest episodes pushed to the device they use to subscribe as you add new content. Subscribing to an episode is not recommended as episodes only contain one piece of audio that doesn't get updated, hence there is no need to subscribe.

Before users can subscribe to your podcast you need to set up **RSS Credentials**, these stop unauthorised users from accessing your content. Click the **Settings** link in the top right corner of the page, scroll down to the bottom of the page to the **RSS Credentials** section and choose a username and password.



The username and password entered here will have to be distributed to all of the students who need to have access, you could give this information to the students in the podcast description section or via email. **It is important that you do not use your Teesside University username and password**, you could however use something simple like the module code for the username and a single word for the password. For example: edu1234/education

Once this has been setup, users can click the **+RSS** and **+iTunes** icons at the top of the page to subscribe to the content, they will be asked for the username & password and new episodes will automatically be updated on the device they used to subscribe to the podcast.



Deleting and Editing

You can easily edit or delete podcast episodes by clicking on the **Edit** and **Delete** links next to each episode when you're viewing a Podcast Feed.