

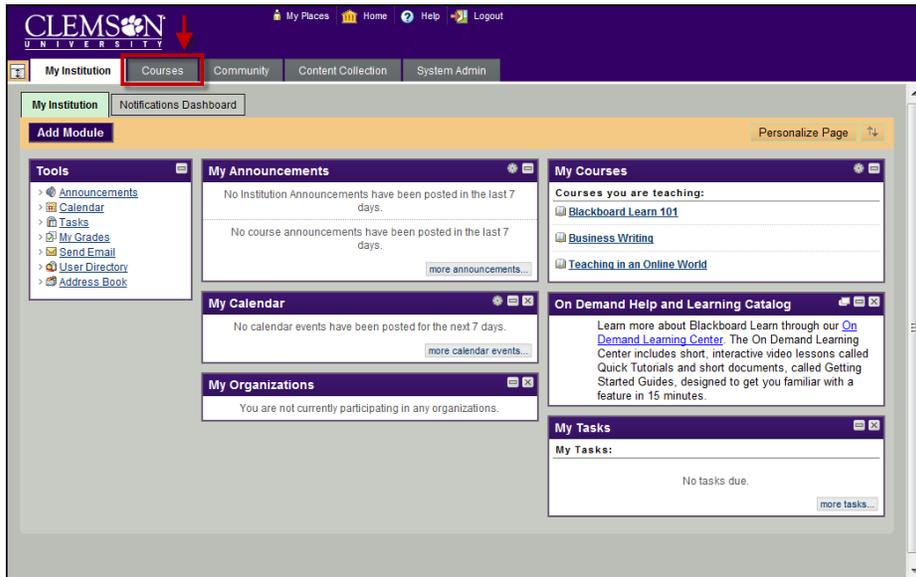
Campus Pack Podcast Intermediate

Accessing your Course Podcast Page 1
 Adding an RSS feed to your Course Podcast Page 2
 Creating a Podcast Episode in your Course Podcast Page 5
 Creating a Podcast Assignment 9
 Granting Students Permission to upload Podcast Assignments 12

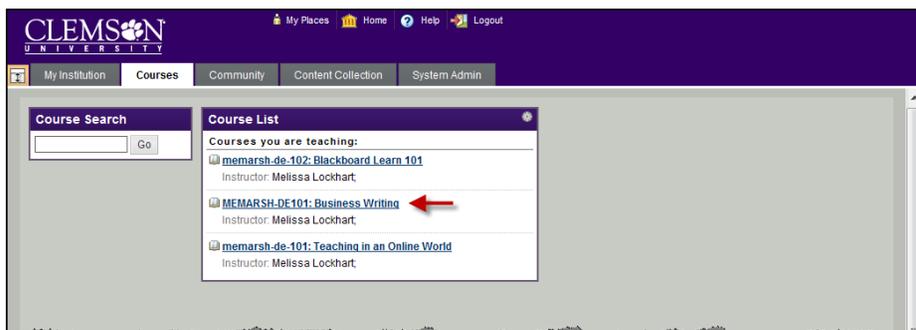
Accessing your Course Podcast Page

To access your Course Podcast Page:

1. Login to Blackboard Learn.

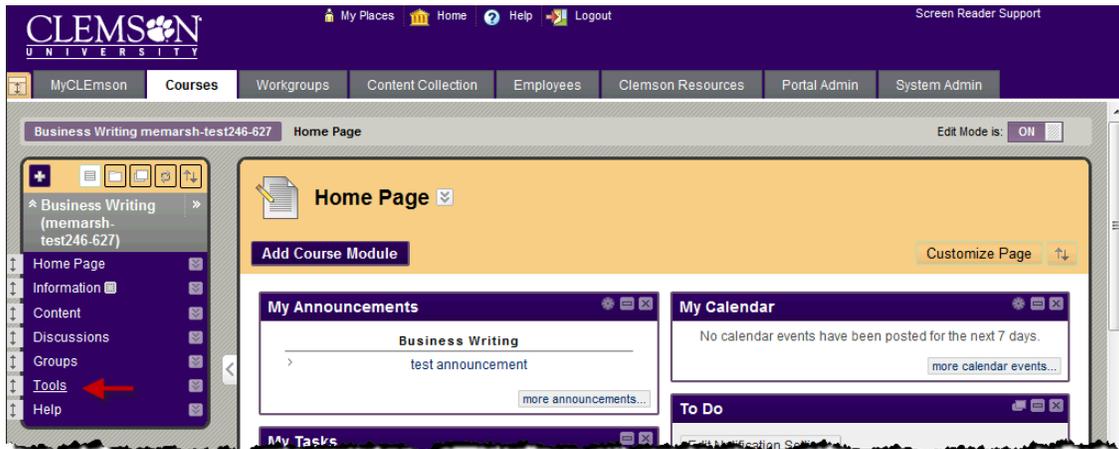


2. Click the **Courses** tab.

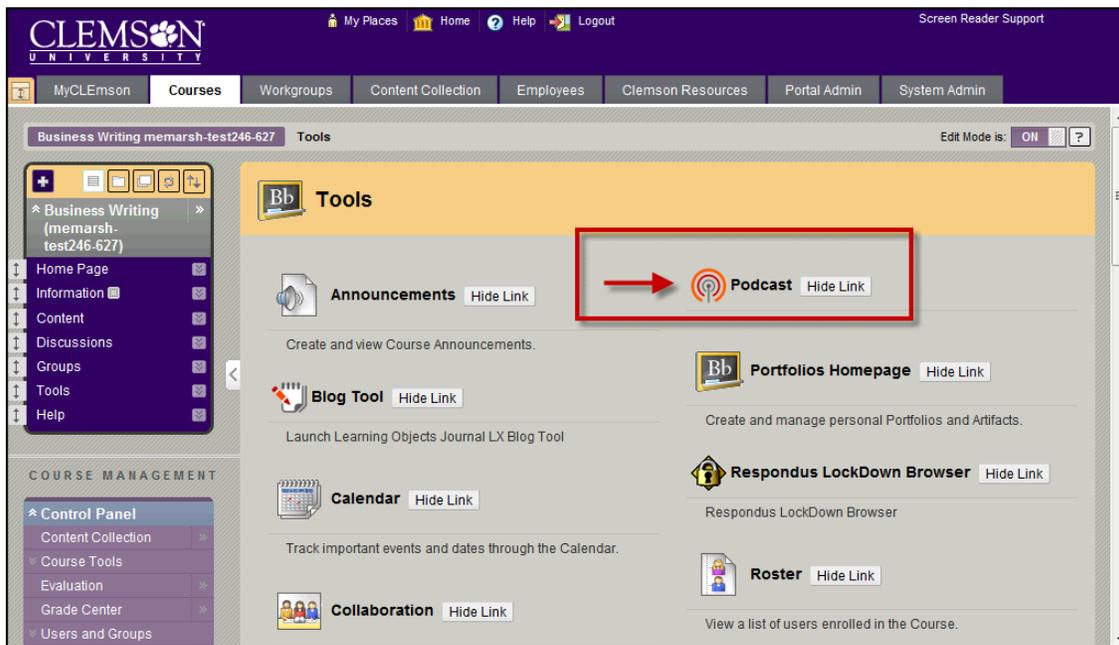


3. Click the course to open from the **Course List** module.

4. The course entry page is displayed.
5. From the Course Menu, click **Tools**.



6. Then click the **Podcast** link.

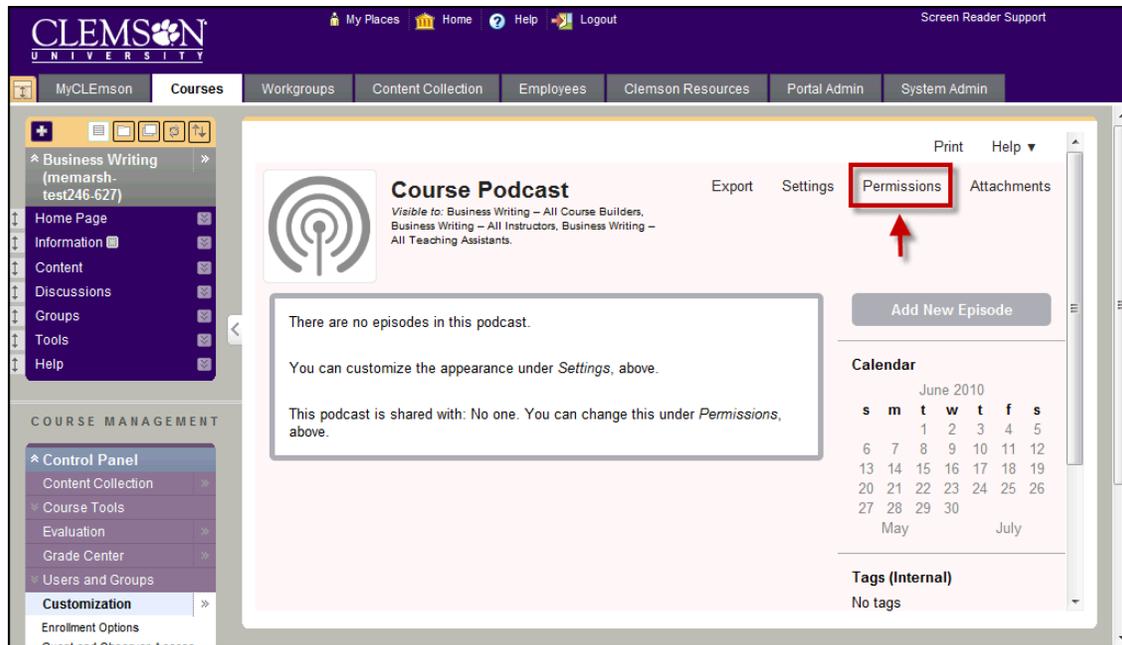


7. The system displays the Course Podcast page.

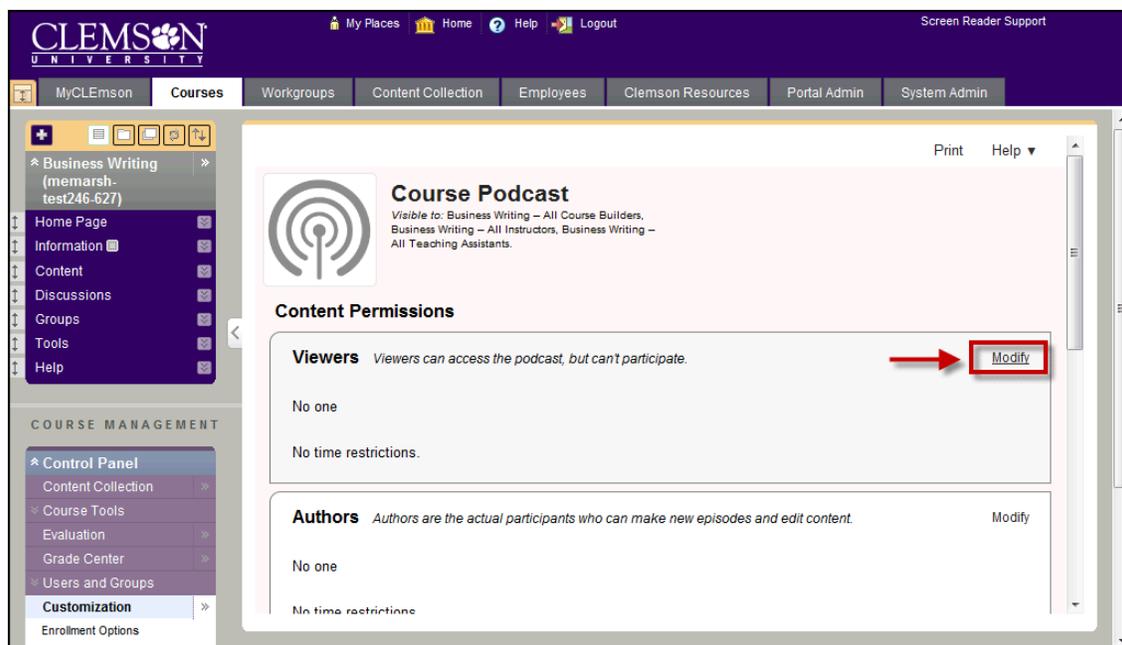
Adding an RSS feed to your Course Podcast Page

To add an RSS feed to your Course Podcast Page:

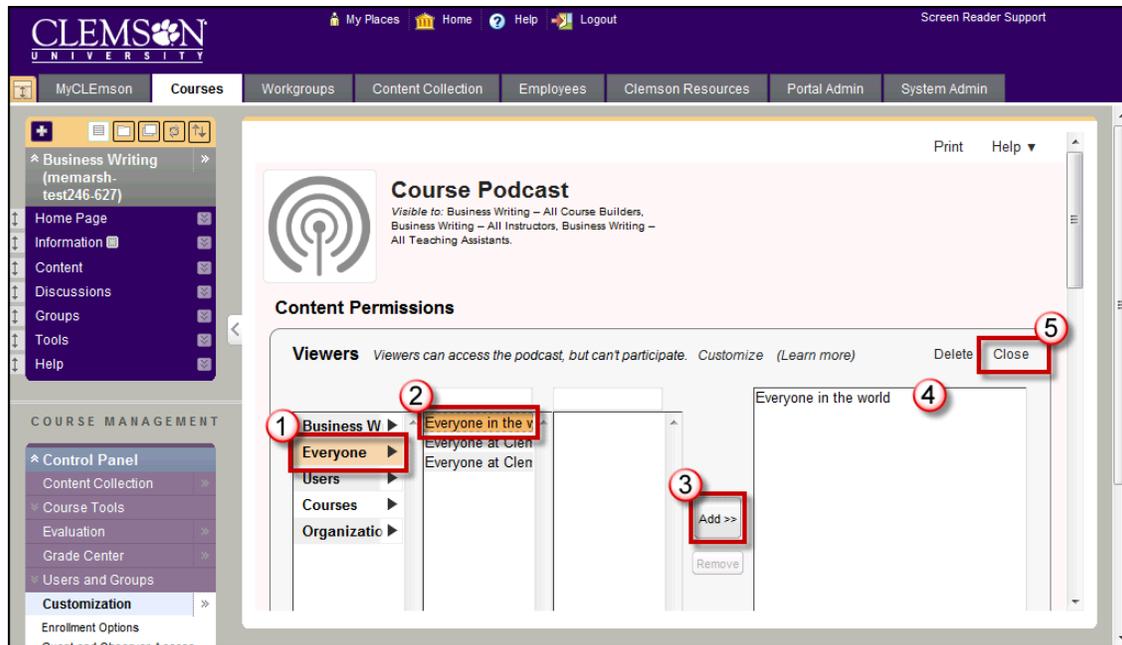
1. Navigate to your Course Podcast page.



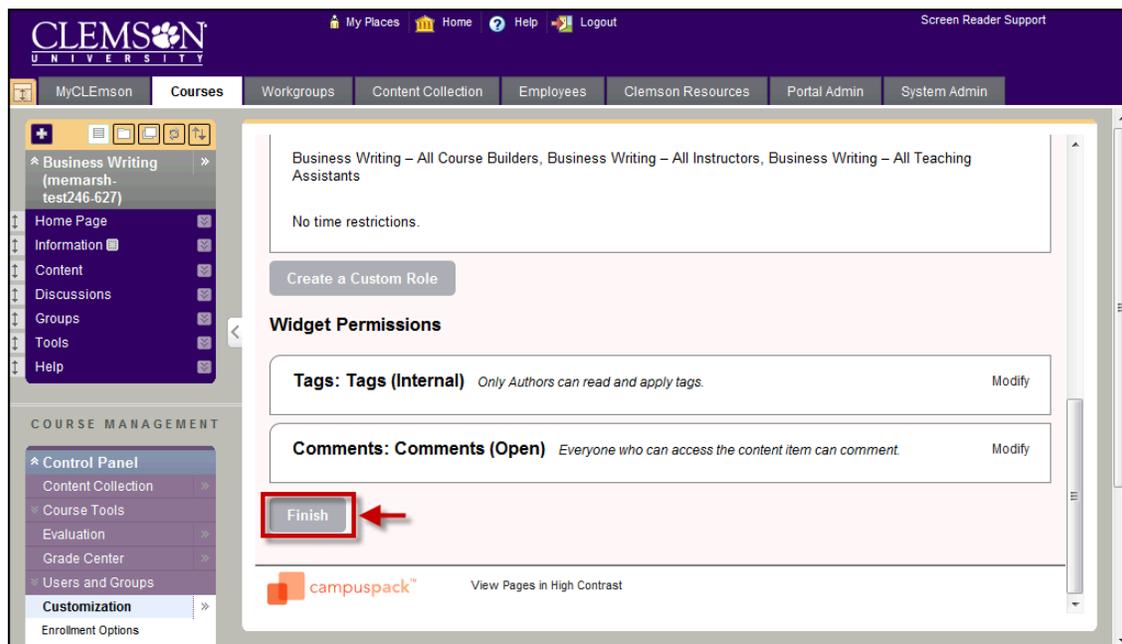
2. Then click the Permissions link.



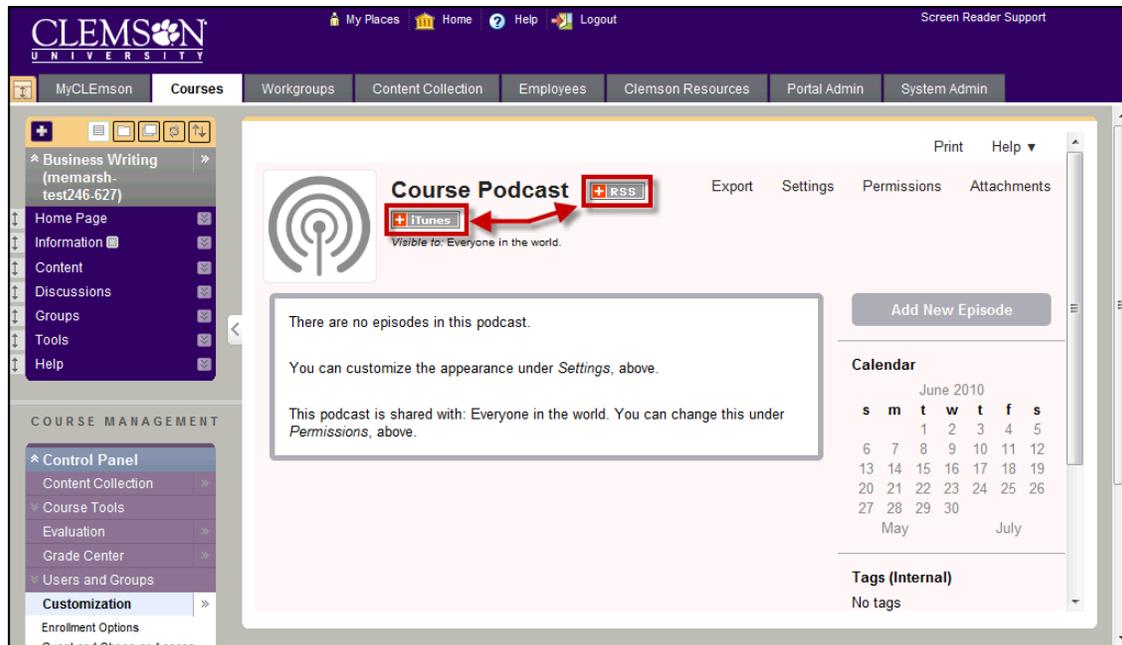
3. In the Viewers area, click the Modify link.



4. From the first column, select **Everyone**.
5. From the second column, select **Everyone in the world**.
6. Then click **Add**. Everyone in the world should now show up in the last column.
7. To save these changes, click **Close**.
8. The Course Podcast Content Permissions page is displayed.



9. Scroll to the bottom of this page and click **Finish**.



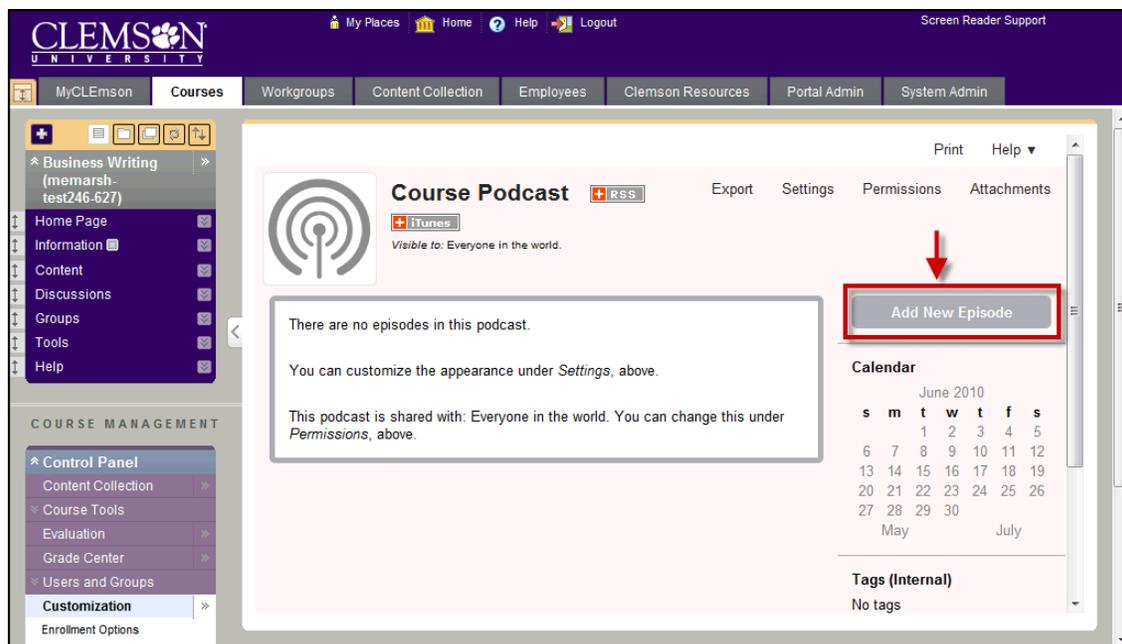
10. The Course Podcast page is displayed with an **iTunes** and **RSS** button that users can click to subscribe to receive podcast episodes.

NOTE: iTunes or the QuickTime Viewer must be installed to watch or download some podcast file types (.m4a, .m4v, etc.) and to subscribe to the iTunes feed.

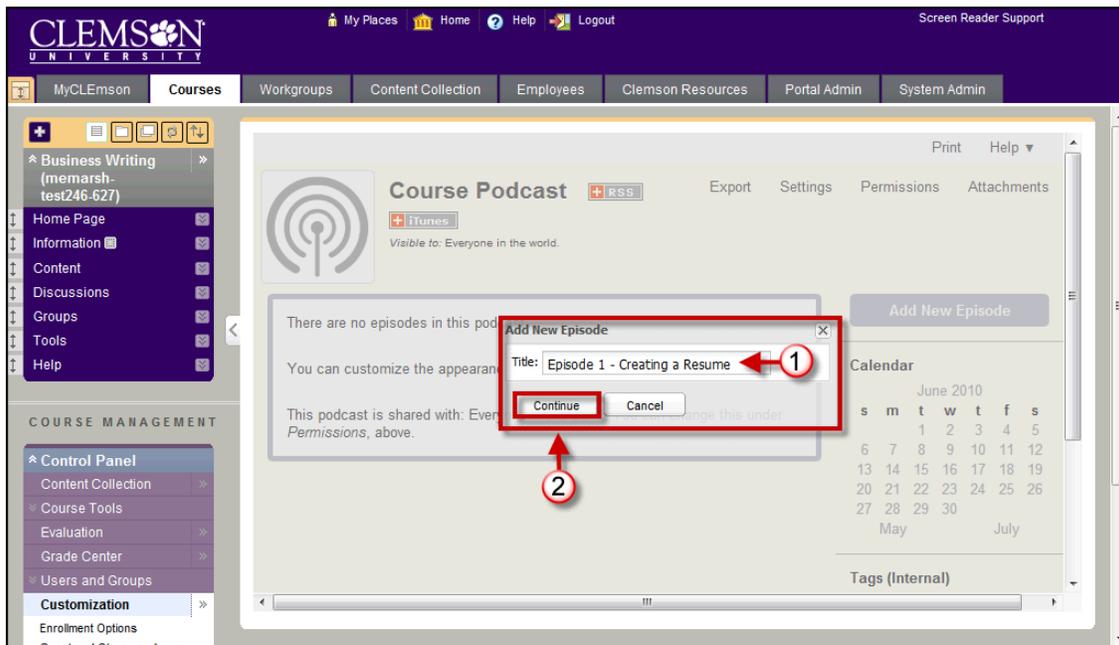
Creating a Podcast Episode in your Course Podcast Page

To create a new podcast episode in your Course Podcast Page:

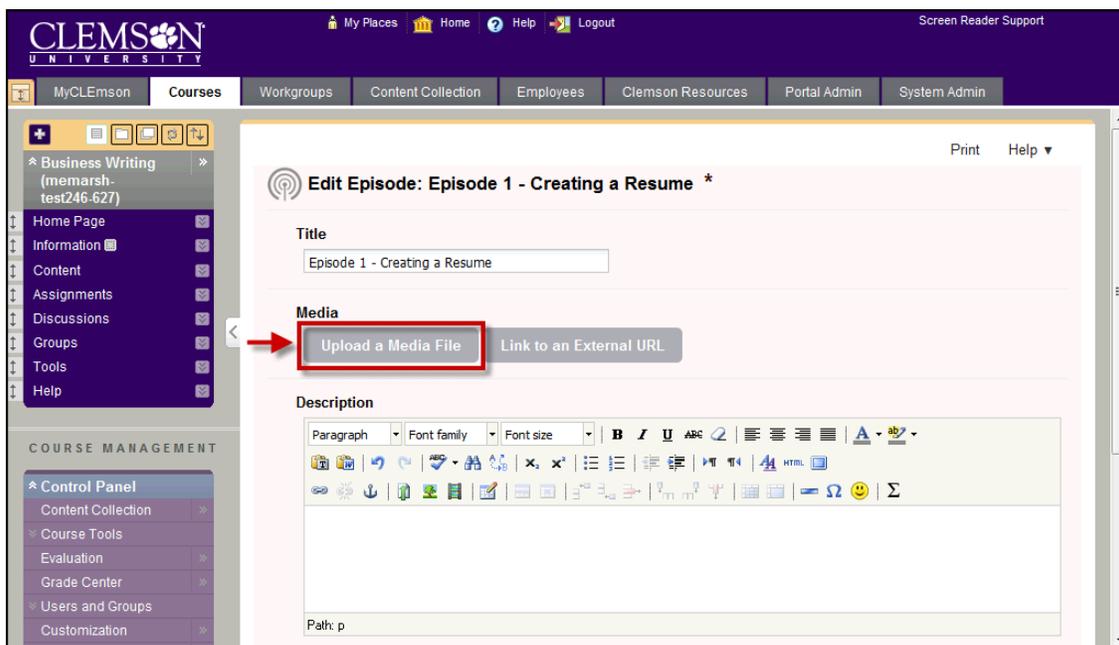
1. Navigate to your Course Podcast Page.



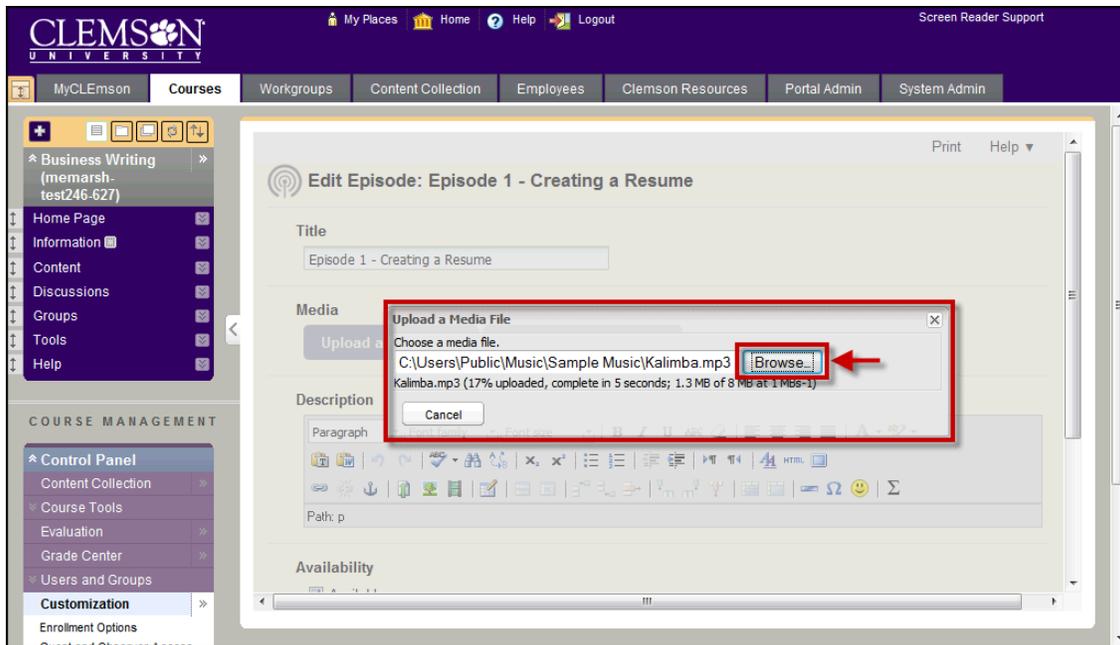
- Click the **Add New Episode** button.



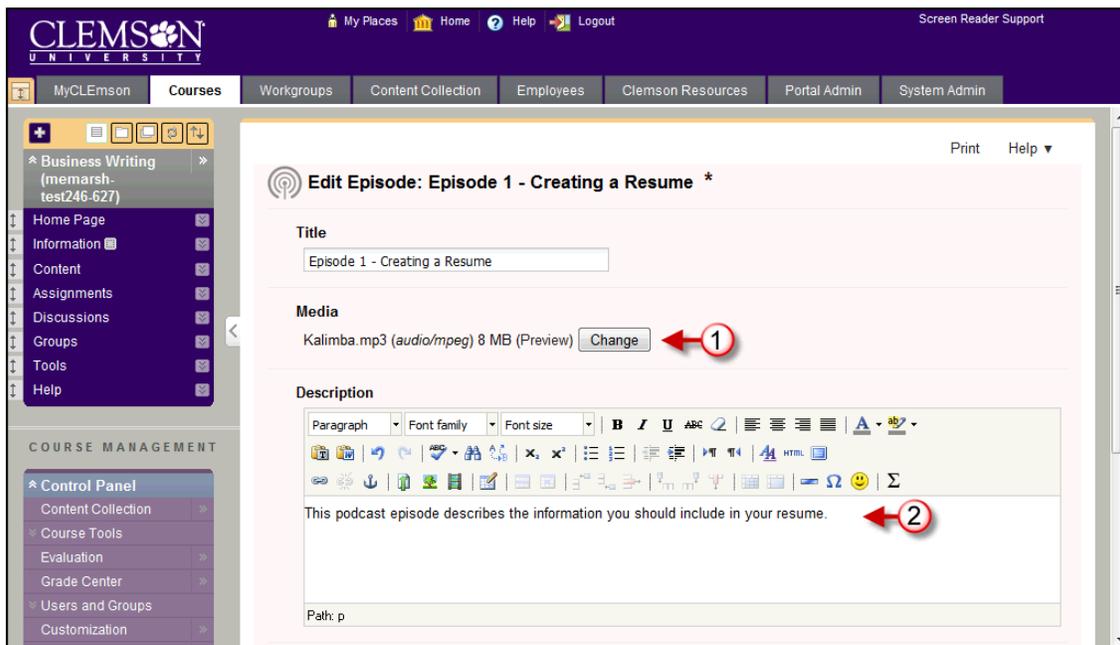
- Enter a **Title** for your new podcast episode.
- Then click **Continue**.



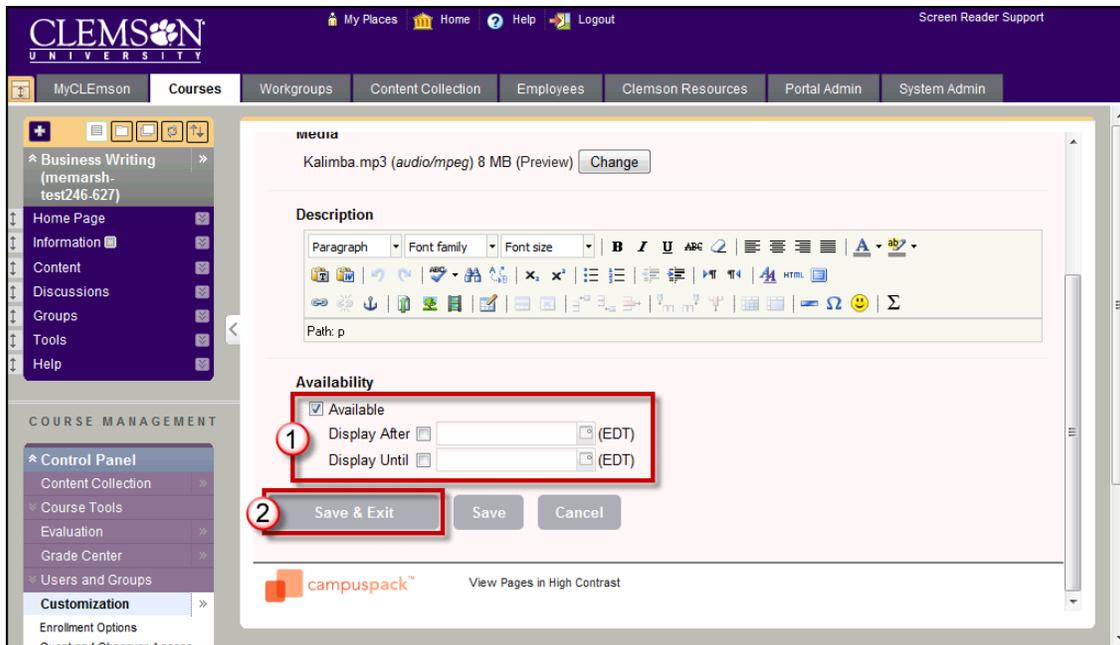
- The Edit Episode page is displayed.
- Click the **Upload a Media File** button.



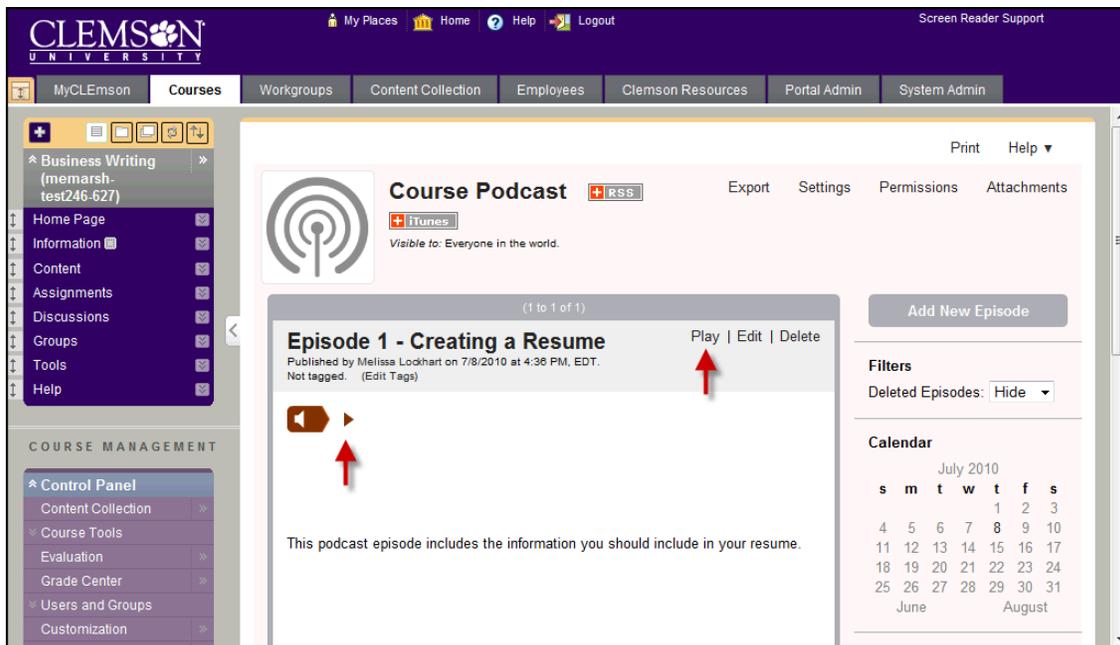
7. Click **Browse**. Then select the media file from your local computer to upload.
8. The file will begin uploading immediately.



9. Once the file has been added, you can click **Change** to change the media episode to an alternate recording.
10. Enter a **Description** for this podcast episode.



11. Select the **Available** checkbox to make the podcast episode available to students.
12. To restrict the date range that the podcast is available, select the checkbox for **Display After** and **Display Until**. Then enter a date range.
13. Click **Save & Exit**.



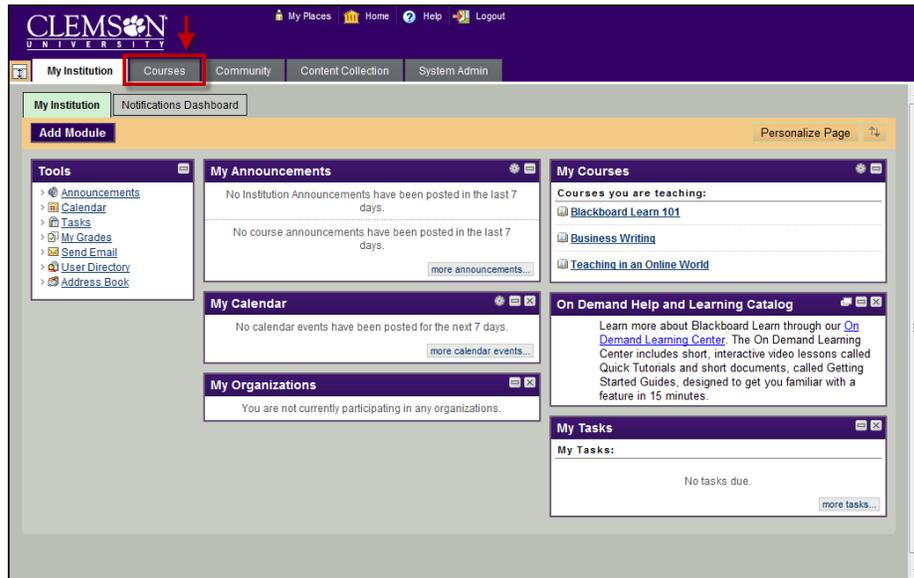
14. The Course Podcast page is displayed.
15. Click either the **Play** button or the **Play** link to listen to the audio podcast.
16. Click **Edit** to modify the podcast episode.

17. Click **Delete** to remove the podcast episode.

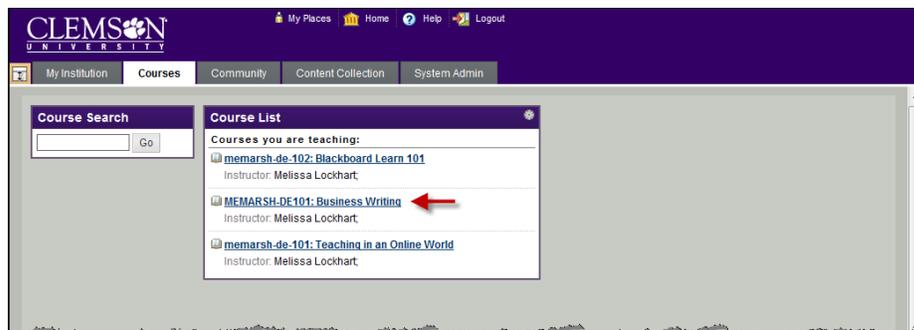
Creating a Podcast Assignment

To create a podcast assignment:

1. Login to Blackboard Learn.

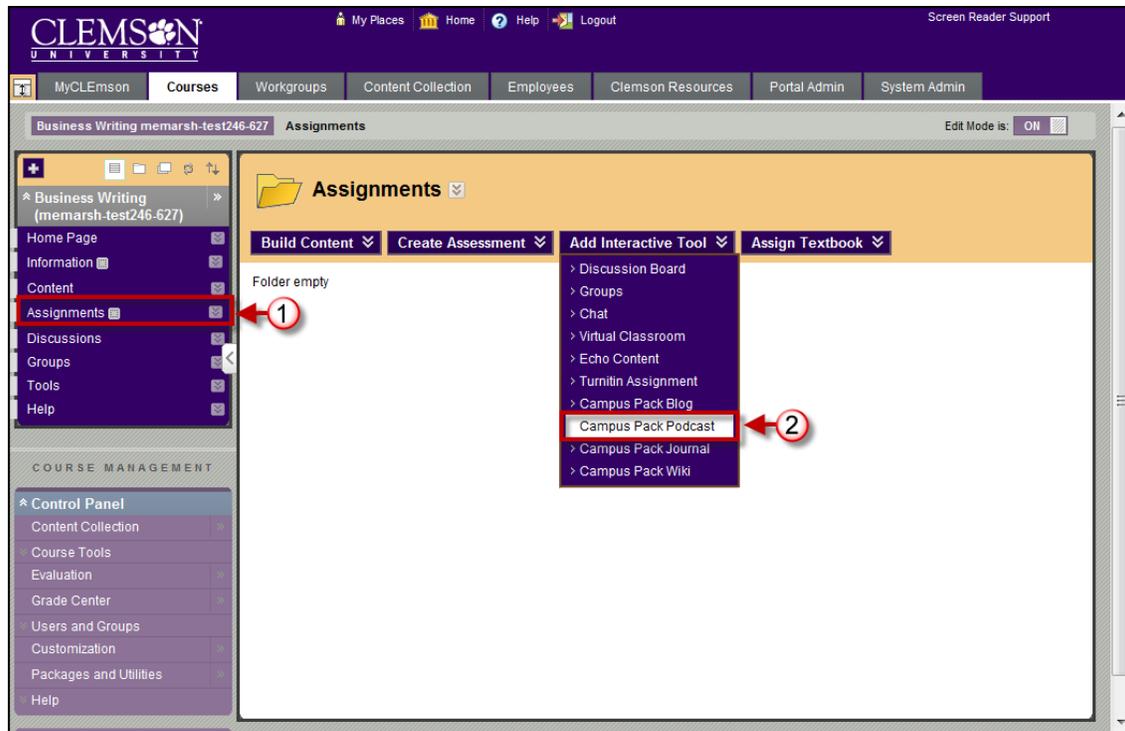


2. Click the **Courses** tab.

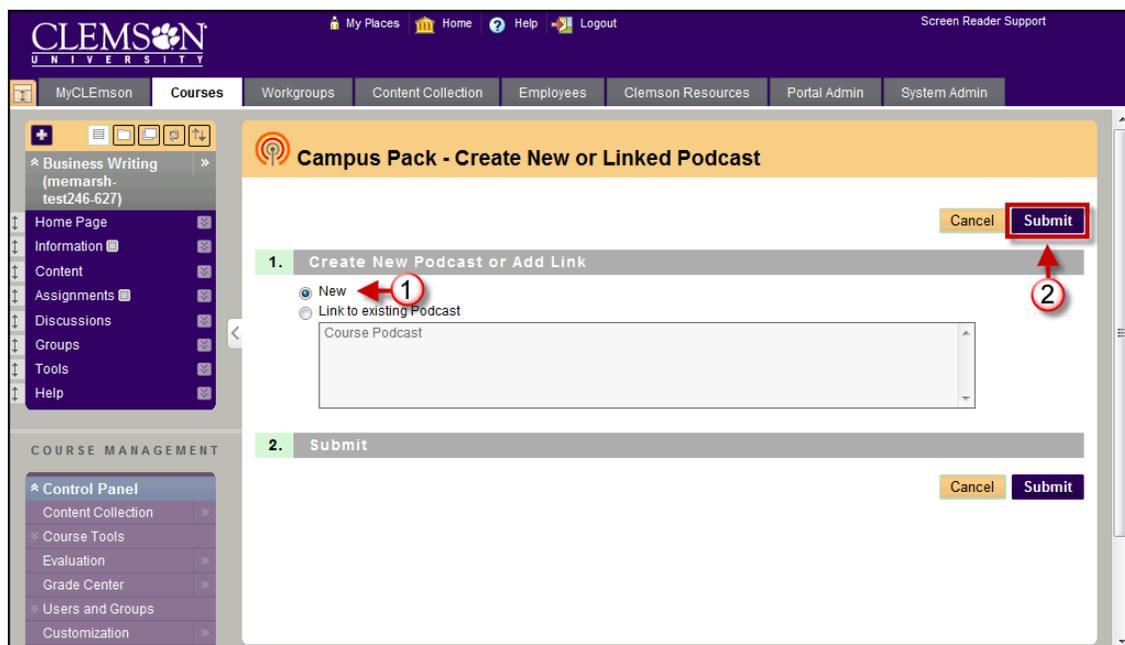


3. Click the course to open from the **Course List** module.

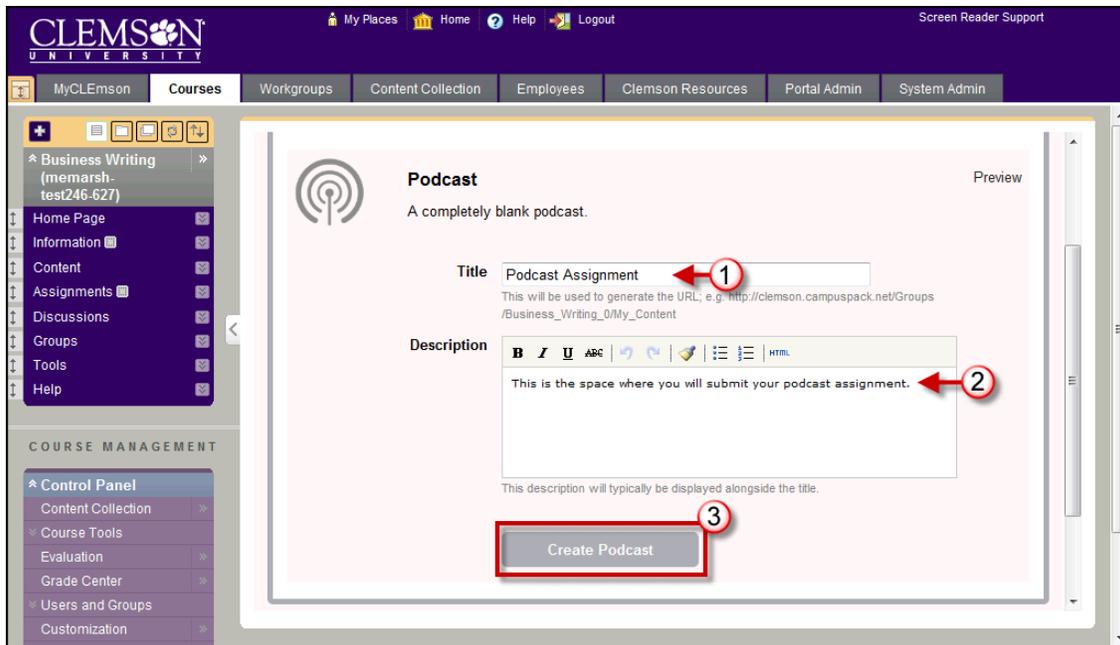
4. The course entry page is displayed.



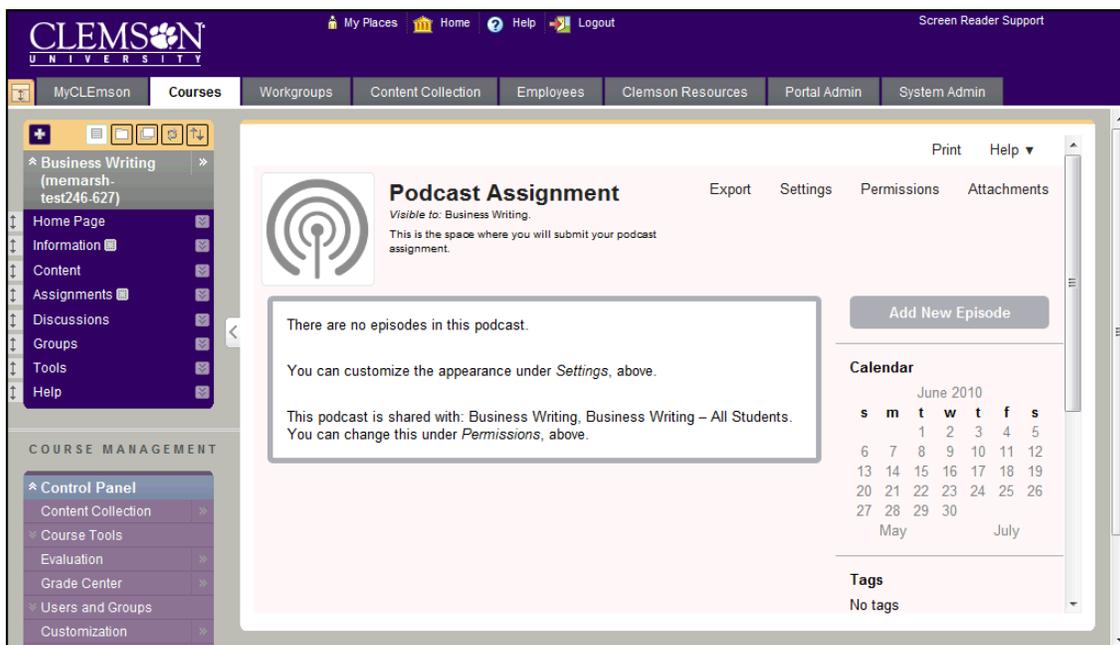
5. From the Course Menu, click a content area.
6. Then hover your mouse over the **Add Interactive Tool** button and select **Campus Pack Podcast**.
7. The Campus Pack – Create New or Linked Podcast page is displayed.



8. Select the **New** radio button.
9. Then click **Submit**.
10. The Add Content page is displayed.



11. Enter the **Title** for the podcast assignment.
12. Then enter a **Description**.
13. Scroll down and click **Create Podcast**.

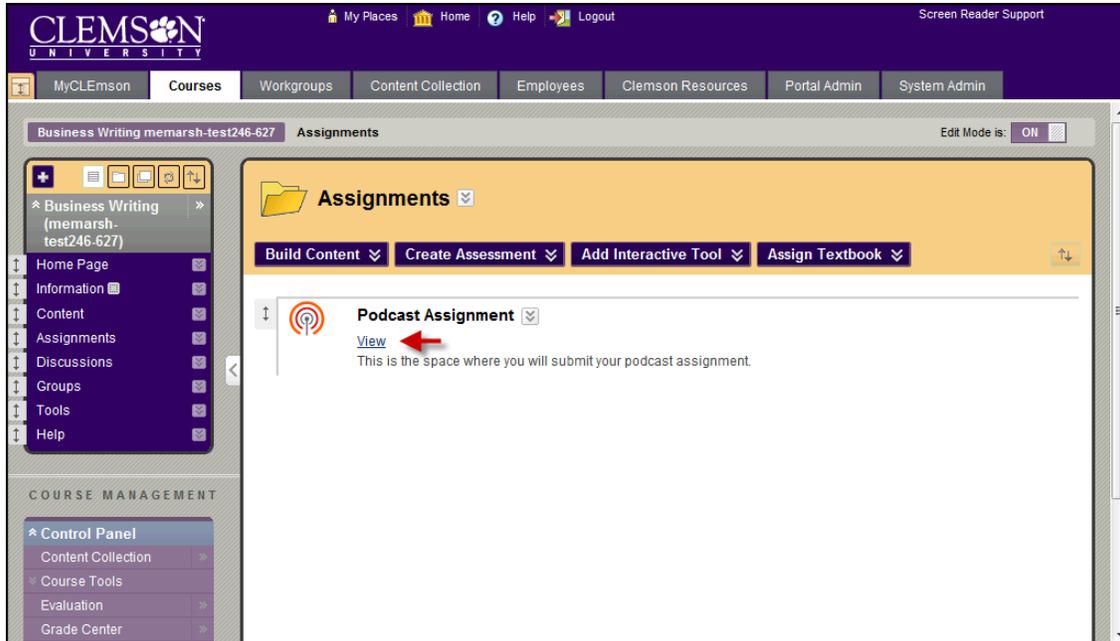


14. The podcast assignment page is displayed.

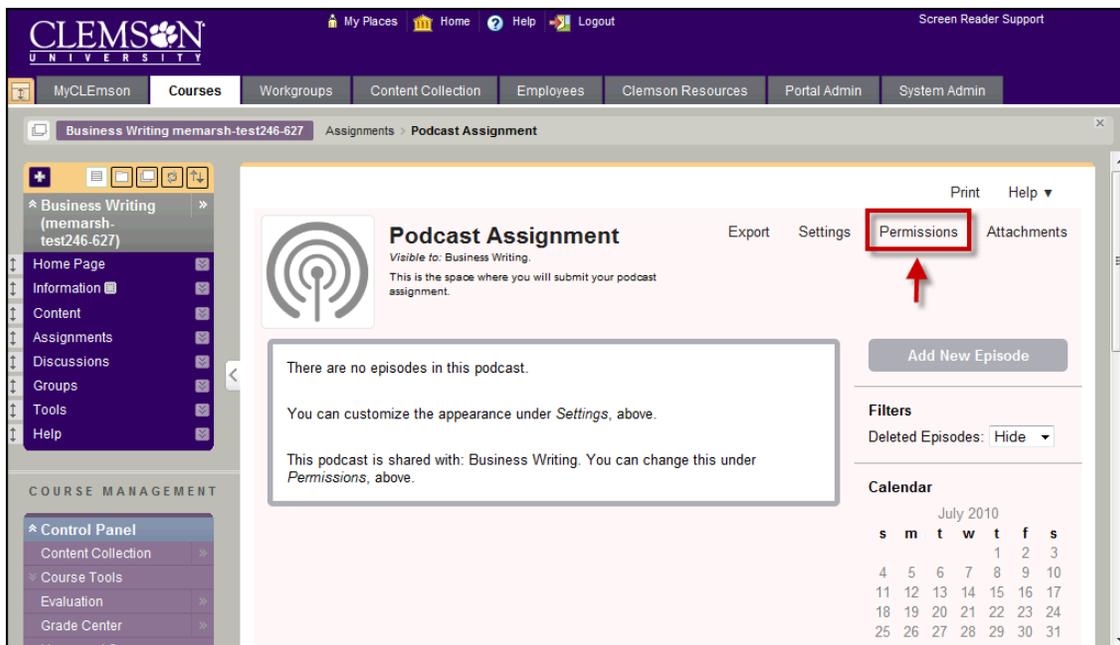
Granting Students Permission to upload Podcast Assignments

To grant students permissions to upload a podcast to a podcast assignment page:

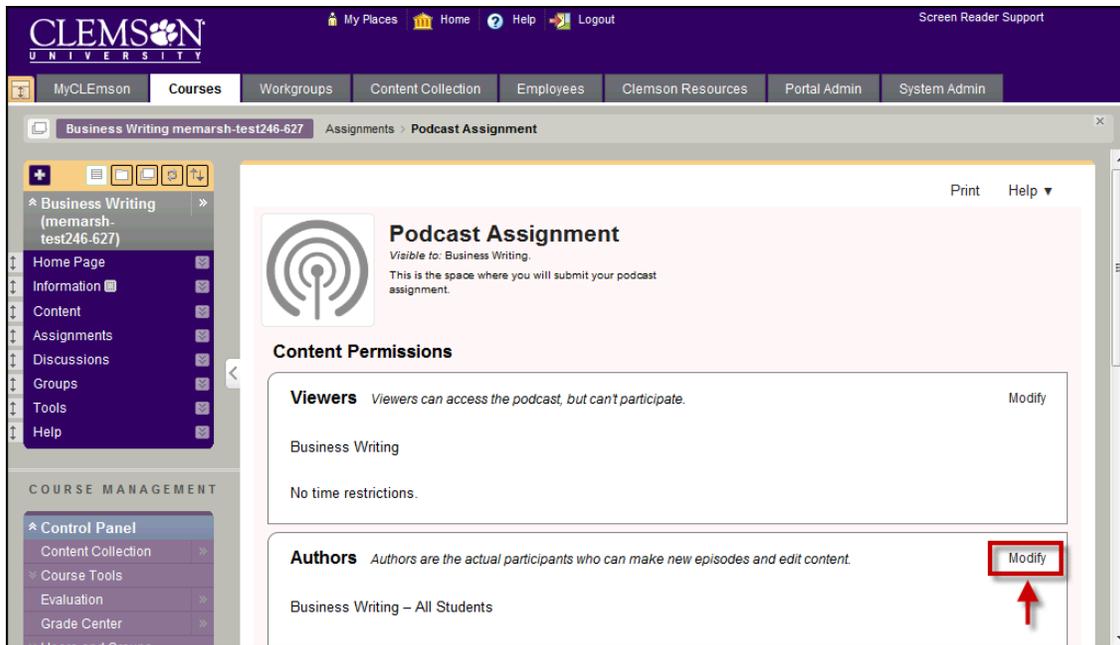
1. Navigate to the podcast assignment page.



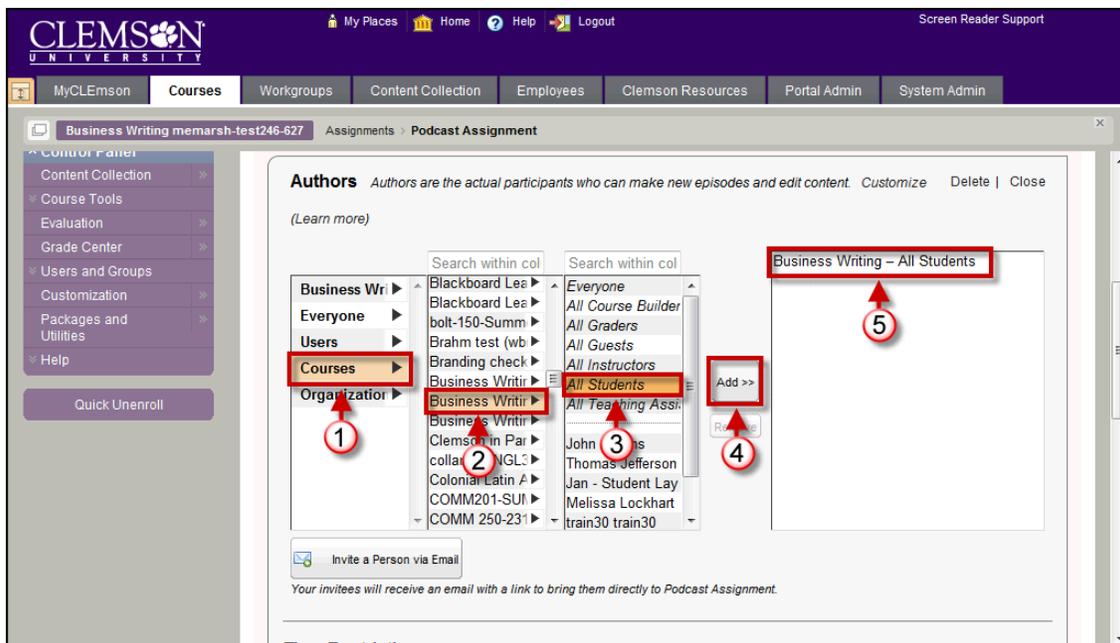
2. Click the **View** link.



3. Click the **Permissions** link.

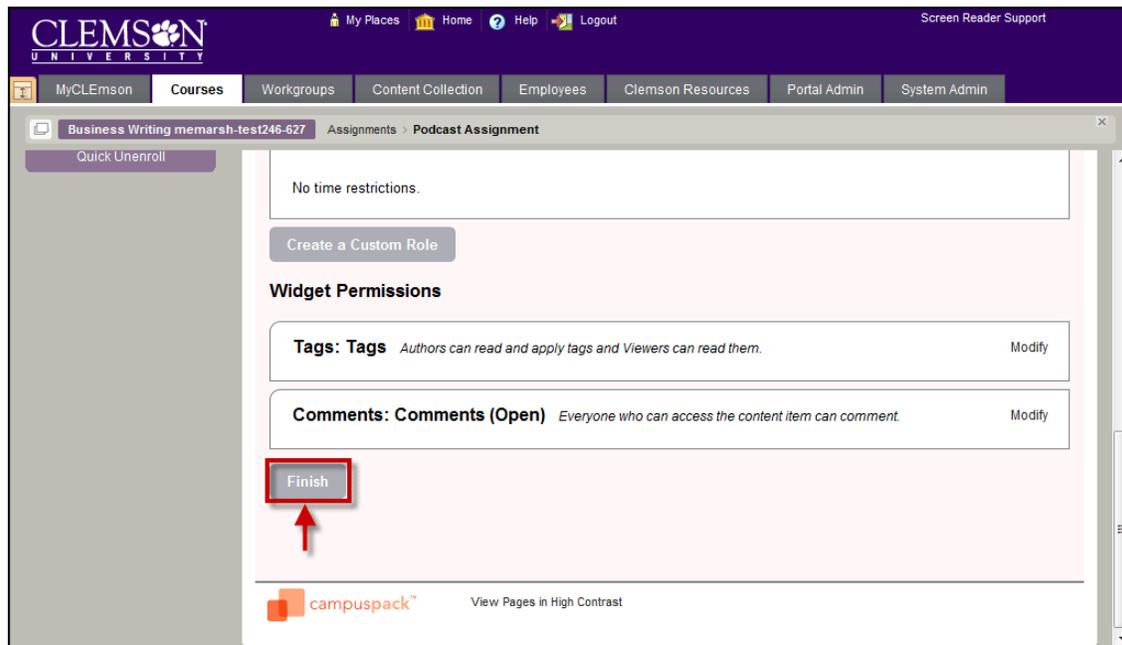


4. In the **Authors** area, click the **Modify** link.



5. From the first column, select **Courses**.
6. From the second column, select the course the assignment is in.
7. From the third column, select **All Students**.
8. Then click **Add**. The name of the class followed by the words All Students should now show up in the last column.
9. To save these changes, click **Close**.

10. The Podcast Assignment Content Permissions page is displayed.



11. Scroll to the bottom of this page and click **Finish**.

12. The Podcast Assignment page is displayed. Students can now **Add Podcast Episodes**.