

Campus Pack Podcast

Intermediate

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Accessing your Course Podcast Page

To access your Course Podcast Page:

1. Login to Blackboard Learn.

	🛔 My Places 🧰 Home 👩 Help 📲 Logout	
My Institution Courses	Community Content Collection System Admin	
My Institution Notifications Da	shboard	_
Add Module		Personalize Page 1
Tools	My Announcements 🔅 📼	My Courses 🔅 📼
> @ <u>Announcements</u> > <u>B Calendar</u>	No Institution Announcements have been posted in the last 7 days.	Courses you are teaching:
> D My Grades	No course announcements have been posted in the last 7 days.	Business Writing
> Q User Directory Address Book	more announcements	Teaching in an Online World
	My Calendar 🛛 🏶 🗆 🖾	On Demand Help and Learning Catalog 🛛 🖷 🖾
	No calendar events have been posted for the next 7 days. more calendar events	Learn more about Blackboard Learn through our <u>On</u> <u>Demand Learning Center</u> . The On Demand Learning Center includes short, interactive video lessons called Quick Tutorais and short documents, called Gotting
	My Organizations 🔤 🛙	Started Guides, designed to get you familiar with a feature in 15 minutes.
	You are not currently participating in any organizations.	
		My Tasks:
		No tasks due.
		more tasks
		-

2. Click the **Courses** tab.

	着 My Places 🏫 Home 🕢 Help - 🧏 Logout
My Institution Courses	Community Content Collection System Admin
Course Search	Course List
Go	Courses you are teaching: Image: memarsh-de-102: Blackboard Learn 101 Instructor: Melissa Lockhart;
	MEMARSH.DE101: Business Writing
	memarsh-de-101: Teaching in an Online World Instructor: Melissa Lockhart;

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.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Clemson Resources	Portal Admin	System Admin				
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Grade Center Visers and Groups	*	Col	laboration Hide Lin	ık	View a list	t of users enrolled i	n the Course.				

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.

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Discussions Groups	Content Per	missions							Е
1 Tools 1 Help 1	Viewers v	/iewers can access th	ne podcast, but ca	n't participate.		⇒D	Modify		
COURSE MANAGEMENT	No one								
* Control Panel	No time restrie	ctions.							
Course Tools	Authors A	Authors are the actua	l participants who	can make new episodes ar	nd edit content.		Modify		
Grade Center »	No one								
Customization * Enrollment Options	No time restric	ctione						Ŧ	

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.

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MyCLEmson Courses	Workgroups Content Collection Employees Clemson Resources Po	ortal Admin System Admin
Business Writing (memarsh- test246-627) Home Page Information Content Discussions Groups Tools Cots	Business Writing – All Course Builders, Business Writing – All Instructors, Busin Assistants No time restrictions. Create a Custom Role Widget Permissions	1ess Writing – All Teaching
telp 🛛	Tags: Tags (Internal) Only Authors can read and apply tags.	Modify
COURSE MANAGEMENT	Comments: Comments (Open) Everyone who can access the content ite	m can comment. Modify
Content Collection >> Course Tools Evaluation >> Grade Center >> Course and Croups	Finish	E
Customization >> Enrollment Options	campuspack View Pages in High Contrast	

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



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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.



2. Click the Add New Episode button.

MyCLEmson Courses Workgroups Content Collection Employees Clemson Resources Portal Admin System Admin * Business Writing * Busin	
Print Help P	
COURSE MANAGEMENT COURSE MANAGEMENT Control Panel Content Collection Course Tools Evaluation Crade Center VUsers and Groups Tags (Internal)	nts E 5 5 12 19 26
Customization » Enrolment Options	•

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

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Control Panel Content Collection Course Tools Evaluation Grade Center Users and Groups Customization »	ea 🍏 Path: p	U 0 ≊ ⊟ 2	' 		Ξ 🖛 Ω 😃	Σ	

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



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Enrollment Options								

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

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- 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.



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- 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.

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↑ Assignments ⊠ ↑ Discussions ⊠ ↑ Groups ⊠ ↓ Tools ⊠	(1 to 1 of 1) Episode 1 - Creating a Resume Published by Meiss Loddart on 7/8/2010 at 4/36 PM, EDT.	Add New Episode					
‡ Help	Help COURSE MANAGEMENT						
Control Panel Content Collection Course Tools Evaluation Grade Center Users and Groups Customization w	T This podcast episode includes the information you should include in your resume.	July 2010 s m t w t f s 1 2 3 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 June August					

- 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.

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My Institution Courses	Community Content Collection System Admin	
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Add Module		Personalize Page 1
Tools	My Announcements 🛛 🏶 🖻	My Courses 🔹 📾
> @ <u>Announcements</u> > <u>B Calendar</u>	No Institution Announcements have been posted in the last 7 days.	Courses you are teaching:
> III Tasks > DI My Grades	No course announcements have been posted in the last 7 days.	Business Writing
> @ User Directory > @ Address Book	more announcements	Teaching in an Online World
	My Calendar 🛛 🏶 🗖 🕅	On Demand Help and Learning Catalog 🛛 🖷 🖾
	No calendar events have been posted for the next 7 days.	Learn more about Blackboard Learn through our <u>On</u> <u>Demand Learning Center</u> . The On Demand Learning Center includes short, interactive video lessons called Ovide Tureaite and short decumpants, called Centing
	My Organizations	Started Guides, designed to get you familiar with a feature in 15 minutes.
	You are not currently participating in any organizations.	My Tasks
		My Tasks:
		No tasks due.
		more tasks

2. Click the **Courses** tab.



- 3. Click the course to open from the **Course List** module.
- 4. The course entry page is displayed.



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MyCLEmson Courses	Workgroups Content Collection Employees Clemson Resources Portal Admin System Admin	
Business Writing memarsh-test24	48-627 Assignments Edit Mode is: OII 📓	
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Content 📓	→ Groups	
Assignments 🗃 🛛 📓	Chat	
Discussions 🛛	> Virtual Classroom	
Groups	> Echo Content	
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	> Campus Pack Journal	
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Grade Center »		
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- 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.

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	COURSE MANA * Control Panel Content Collection Course Tools Evaluation Grade Center Users and Groups Customization	SEMENT » »	2. Subm	it				Cancel	Submit		

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



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

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	There are no episodes in this podcast. You can customize the appearance under <i>Settings</i> , above.						Add New Episode				
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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.

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- 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.

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		Tags: Tags Authors can read and apply tags and Viewers can read them. Modif									
Comments: Comments (Open) Everyone who can access the content item can comment.							Modify				
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- 11. Scroll to the bottom of this page and click **Finish**.
- 12. The Podcast Assignment page is displayed. Students can now Add Podcast Episodes.