Creating, Managing, and Publishing Podcasts

A podcast is a web-based broadcast of audio &/or video content that is created independently of Blackboard. The podcast link will represent a Podcast Feed, which is a container for the recordings, referred to as Podcast Episodes. Podcast Episodes by default can be played from the course page. This document describes podcast creation, management and publishing.

Create a Podcast Feed:

1. Login to Blackboard.
2. Enter the course within which you wish to create a Podcast Feed.
3. Navigate to the content area to contain the Podcast Feed, click the Tools button and select Campus Pack Podcast Feed from the drop-down menu:

4. On the Create Podcast Feed page, enter a title for the Podcast Feed, and if you like, a description.
5. Next, choose the desired deployment option by selecting the radio button next to Single Copy, One Per Group, or One Per Person.
6. Next, click to check the box for Create Grade Book Entry if you wish to grade Podcast participation. If you do select this option, also enter an Entry Name for the resulting column, as well as Points Possible. Finally, click to check the box to display the grade to students.
7. Click the Add button to save your Podcast Feed. You will be redirected to your Podcast Feed page where you can manage the feed and add episodes.

NOTE: You have now set up the container for the Podcast recordings. This step only needs to be performed once. You will be able to add multiple recordings/Podcast Episodes to this container.
**Manage a Podcast Feed:**

1. Login to Blackboard.
2. Enter the course containing the Podcast Feed.
3. Navigate to the content area containing the Podcast Feed you wish to manage.
4. Click the View link to open the Podcast Feed.
5. View existing episodes by clicking the Episodes button, or create a new episode by clicking the New Episode button:

6. Click the Settings button to open the settings menu:
   a. Click Settings to change the Podcast Feed title and description, adjust the availability, add or change a banner, or adjust the grade settings.
   b. Click Subscribe to receive emails detailing activity that’s occurred in the Podcast Feed.
   c. Click Export to download the Podcast Feed in a package file (.zip) as a standalone web site, a single web page, or as an importable archive.
   d. Click Permissions to adjust the viewers, authors and owners of the Podcast Feed, as well as impose date/time restrictions on each person or group’s access.
   e. Click Widgets to add (or remove) Comments, Voting, Rating, Feedback, Tags, Categories, AddThis (Bookmark & Share), or Google Analytics, among others.
   f. Click Attachments to view and manage all files attached to the Podcast Feed.

**Publish a Podcast Episode:**

1. Login to Blackboard.
2. Enter the course to contain the Podcast Episode.
3. Navigate to the Podcast Feed in which you wish to publish the Podcast Episode and click the View link to open the Feed.
4. Click the New Episode button.
5. Enter a title for the Podcast Episode and click the blue New Episode button.
6. On the Create Episode page, choose to record a basic podcast using the built-in recorder (you must have a microphone attached to your computer), upload an existing audio file (e.g. MP3), or link to media that is located at an external URL.
7. In the next section, you may add a description or transcript.
8. In the Availability section, choose whether to make the episode available to users and set optional date and time restrictions.
9. Click the Save & Exit button to save your Podcast Episode and return to the Podcast Feed.
10. Click the Save button to save your Podcast and to stay on the Podcast edit page.