



USD Podcasting Server Guide

The USD Podcasting Server

The USD Podcasting server is a home-grown application. To get an account, simply follow the link here and request an account. They are free to all faculty and staff of the university.

http://www.sandiego.edu/podcasting/publish/podcast_server.php



Getting Around Your Account

To access your account go to <http://catcher.sandiego.edu/files> and log in using your standard USD Portal information.

User name = first half of your USD email address

Login Required

Use this secure form to login to the Podcast Server:

MySanDiego account:

Password:

Your RSS Feed URL appears under your login name. Remember, this link will allow access to ALL of your podcasts uploaded here and without categorization.

Your RSS feed

Sort files by:

- Title
- Published

List files

[Upload new file](#)

[List file types](#)

[Podcast info](#)

Podcasting » Podcast Server

Podcast Server

Upload for:

Welcome to the large file server. Your account (arthurrush) manages these files:

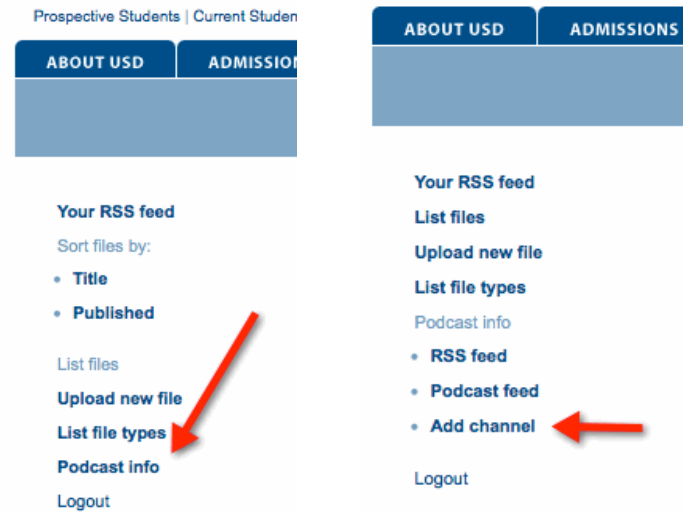
Your RSS feed is <http://www.sandiego.edu/rss/casts/arthurrush>.

You can cut and paste this link into an email, place on a web site or WebCT course and users will automatically have access to ALL present and future files one they 'subscribe' to your feed.

Creating a Channel for a Course

Rather than having students or others wade through all of your podcasts that may or may not be relevant to them, you can group related podcasts into a 'channel'. In this example, we will create a channel for a specific course called MEPN 558.

- On the left navigation bar, click on **Podcast info**
- Then, Click on **Add Channel**



Complete the information in the table.

- The 'Channel Path' should have no spaces
- The link field is optional
- Don't forget to click **'Submit Query'** at the bottom

Title:

Channel path:
 A short, descriptive word to add to the URL for this podcast.

Description:

Link:

An optional link to a web page related to this channel.

Files in This Channel

After submitting, the page reappears, this time, with your **RSS channel feed address**. This is the address you can copy and paste and email, place on a web page or your WebCT/Blackboard course. After users 'subscribe' to this feed, they will get all present and future podcasts you upload **to this channel**.

Channel MEPN 558 Podcasts

http://www.sandiego.edu/rss/casts/arthurrush/MEPN558/ ←

Title: MEPN 558 Podcasts

Channel path: MEPN558
A short, descriptive word to add to the URL for this podcast.

Description: Podcasts for the MEPN 558 course

Uploading Files to the Podcasting Server

To get started, click on **Upload new file** on the left navigation bar.

- This will open an upload window like the one you see below.

ABOUT USD | ADMISSI

Your RSS feed

Sort files by:

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Upload new file ←

List file types

Podcast info

Logout

Complete the form with the requested information.

- **Title:** reflect content of podcast
- **Description:** short and descriptive of subject matter
- **File:** Click **Browse** to locate the file on your computer
- **Channel:** Select the channel (presumably the name of a specific course) for the podcast to be housed
- **Submit Query** to upload

Upload File

Upload for: arthurrush | Change Account

Title: _____

Description: _____

File: _____ **Browse...**

Link: _____
When provided as part of a podcast feed, what URL should the item link to? Leave blank to link to the podcast file itself.

Channel: MEPN 558 Podcasts (arthurrush/MEPN558) ←

You can apply this file to one of your channels, or leave it in your main feed, which contains all of your files automatically.

Remember that large files can take time to upload. Watch your browser's progress indicator for status. From on campus it will usually take about two seconds per ten megabytes to complete the upload. From an off-campus cable connection, it will probably take about one minute per ten megabytes.

Submit Query

* You may wish to verify that your new podcast has gone into the channel desired.

- Return to **Podcast Info** on the left navigation bar
- Under the heading *Other Channels*, click on the desired channel name
- You should see the file you have just uploaded along with any others you may have previously uploaded

Channel Arthur Rush

http://www.sandiego.edu/rss/casts/arthurrush


Title: Arthur Rush

Description: Arthur Rush's podcast.

Link:


An optional link to a web page related to this channel.

Other Channels

- MEPN 558 Podcasts 

An optional link to a web page related to this channel.

Files In This Channel

- Radiograms 

Getting Your Content Out There

Now that you have some content on the Podcasting Server you can copy and paste the URL address of your entire catalog, the just the a channel you may have created, or even single podcasts.

Once you have copied the URL you can:

- Paste it into your own website
- Email to students and others
- * Link it within your WebCT/Blackboard course

Channel MEPN 558 Podcasts

<http://www.sandiego.edu/rss/casts/arthurrush/MEPN558/>

Title: MEPN 558 Podcasts

Channel path: MEPN558

A short, descriptive word to add to the URL

Description: Podcasts for the MEPN 558 cou

- * To find out more, see the guides to
 - [Faculty WebCT/Blackboard Podcasting](#)
 - [Student WebCT/Blackboard Podcasting](#)