
Podcasting Through WebCT/Blackboard
for faculty

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Introduction:

You can link RSS feeds from other websites, iTunes University locations and the USD Podcasting Server. In WebCT/Blackboard, all of the above items are linked in the same way. However, this tutorial will focus on linking from the USD Podcasting Server.

The USD Podcasting server allows you to upload files for podcasting. You will have a link (url) to your entire catalog of podcasts that you can email to students, place on your web site or link from your WebCT/Blackboard course.

You also have the option of creating 'channels' within you account, one for each course you are teaching.

With the podcasting server, you have the option of allowing students to see ALL of your podcasts, only the podcasts to a specific course, or, by linking only the file address, just a single podcast.

- This guide recommends and assumes that you will create a channel for a particular course and link the channel to corresponding WebCT/Blackboard course. Linking a course feed means new podcasts area automatically delivered to students as you upload them.

Objectives

By the end of this guide, you should be able to do the following:

- Request a USD Podcasting Server account
- Identify the overall RSS feed address for your account
- Create a 'channel' for a course
- Identify and utilize the channel RSS feed address
- Upload files to the podcasting server
- Identify the RSS address of just a single file
- Link your podcast channel feed from a WebCT/Blackboard course page
- Link the RSS address of just a single file to a page
- Identify external sources for podcasts that can be linked

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

A screenshot of a login form titled "Login Required". The form contains the text "Use this secure form to login to the Podcast Server:" followed by two input fields: "MySanDiego account:" and "Password:". Below the fields is a "Log in" button.

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.

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

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**.

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.

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
- *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

Linking to WebCT/Blackboard

You can link your single file, entire RSS account, or the channel address we have just created to WebCT/Blackboard.

You can link the above to the *Course Tools Menu*, or to single pages as web links.

In this example, we will link the **Channel** to the **Course Tools Menu**.

Again, the advantages of linking the channel, vs. the single file or entire account feed, are *relevancy* and *convenience*. Students see only the podcasts for their course and do not need to check for new files as they 'feed' into the channel automatically as you upload new one.

While in your **USD Podcast Server** account:

- Click on **Podcast info**
- Click on the desired channel
- Locate the URL address
- **Copy** the address

Open WebCT/Blackboard and locate the desired course.

- Once in the course, make sure you are in the **Build** tab.
- From the Build tab, locate and click on **Manage Course** in the Designer Tools area in the Course Tools menu.
- Click on **Course Menu**

- **Add Custom Link**

Complete the Information

- Give the menu item a Title
- Paste the channel address you copied into the URL box
- The default icon is the gray box
- Click **Save**
- To test, click on Student View, then the new menu item you have just created

OPTIONAL: *Want to add an RSS icon to the menu?*

- Visit: <http://www.sandiego.edu/podcasting/publish/blackboard.php>
- Right Click on the RSS icon and save it to your desktop

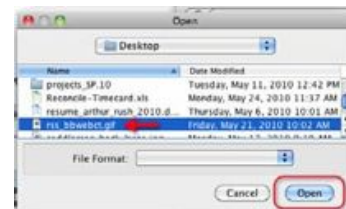
Go back to the Build tab in your WebCT/Blackboard course and:

- Click on **Manage Course**
- **Course Menu**
- Click on the **Action Link** next to the Podcast menu item
- Click **Edit Custom Link**

- By *Icon*, Click **Browse**
- The **Get Files** window opens

- Click on the **My Computer** Icon

- On your Desktop, Find `rss_bbwebct.gif`
- Select it, and click **Open**



- Click **Save**

Your *Course Menu* should now have the icon on it

Placing Your Podcasts Elsewhere

Should you prefer not to use the *Course Tools Menu*, you can

- place your feed link to all of your course podcasts on a on a certain page
- place individual podcasts on certain pages

Placing your course podcast channel on a page

While in your **USD Podcast Server** account:

- Click on **Podcast info**
- Click on the desired channel
- Locate the URL address
- **Copy** the address

Open WebCT/Blackboard and locate the desired course.

- Once in the course, make sure you are in the **Build** tab.
- Go to the page you wish to place the channel link

- Click on the arrow for **Add Content Link**

- Click on **Web Link**

- **Create Web Link**

Complete the table

- Give the link a **Title**
- **Paste** the channel URL into the **Web Address (URL)** box
- Click **Save**

A Web Link icon appears on the page.

When students click on it, the views and procedures are the same as if it were on the course tools menu.

Placing an individual podcast on a page

While in your **USD Podcast Server** account:

- Locate the desired file
- Copy the file's URL address
- **Copy** the address
- Follow the linking procedures above

- *If you intend on using more than a few files, it will be more convenient for the students if you use the Channel method rather than individual files.*

Testing Your Podcasts in WebCT/Blackboard

If you would like to test your work, Click on Student View and follow the student instructions in the **Student Guide** that follows.

- Follow the Mac instructions for Apple computers
- Follow Windows instructions for PC computers

Student Access

This section is designed to offer you a view of what instructions students receive and what they need to do based on your choices for podcast delivery within WebCT/Blackboard.

(iTunes for Mac or Windows is strongly recommended)

Students can click on 'Podcasts' (or similar title) from the Course Tools menu or link on a page and:

- use them directly on WebCT/Blackboard
- subscribe to your feed and have them download directly to their computers where they can:
 - use them immediately
 - store them to use later
 - transfer to ipods or other devices to use them on the go

* You can access the Student Guide that reflects this information at:

<http://www.sandiego.edu/podcasting/publish/blackboard.php>

You may wish to download the file and upload it to your WebCT/Blackboard course for students to download.

Accessing Podcasts in Your Course



Mac Instructions: Podcasts: Course Tools Menu

- Click on **Podcasts**
- The feed of your instructor's podcasts appears.

You can:

- Click on each one and use them directly in your course
- 'Subscribe' and download current and future podcasts directly to your computer where you can:
 - use them immediately
 - store them to use later
 - transfer to iPods or other devices to use them

In Safari:

In FireFox:

Note: You may need to open Applications and find iTunes if not already in drop-down

Open iTunes:

- Click on Podcasts

- Double click on the podcast episode

- Your instructor's list of available podcasts appears
- Click on **Get All** to download all of them.
- Click on **Get** for certain individual files
- The small blue dots indicate podcasts that you have already downloaded

** Future podcasts will become available automatically as the instructor ads them if you have 'subscribed'*

To learn more about using iTunes including synching the podcasts to your iPod, visit the link below.

- <http://www.apple.com/itunes/how-to>



Windows Instructions: Podcasts: Course Tools Menu

You can:

- Click on each one and use them directly in your course
- 'Subscribe' and download current and future podcasts directly to your computer where you can:
 - use them immediately
 - store them to use later
 - transfer to ipods or other devices to use them

To use them directly in the course:

- Click on **Podcasts** (or similar title)
- The list will appear
- Click on the desired podcast

What if they don't play?

You can do one of the following:

- Download and install a [QuickTime](#) player
- Adjust your settings in your **Windows Media Player**
 - Tools >> Options
 - Make sure you select **mpeg** and **mp3**
 - Then click **OK**

To 'subscribe' and download them to your computer:

- Right Click on the Podcasts item in the menu
(or similar title)
- Choose '**Copy Link Location**'

- Open **iTunes**
- Click on the **Advanced Tab**
- Click on **Subscribe to Podcast**

- **Paste** the address you have just copied and click
OK

To Use the Podcasts:

- Click on Podcasts
- Double click on the podcast episode

- Your instructor's list of available podcasts appears

- Click on **Get All** to download all of them. Click on *Get* for certain individual files
- The small blue dots indicate podcasts that you have already downloaded

** Future podcasts will become available automatically as the instructor ads them if you have 'subscribed'*

To learn more about using iTunes including synching the podcasts to your iPod, visit the link below.

- <http://www.apple.com/itunes/how-to>

Not Using iTunes?

Getting them all at once

You can copy and paste the RSS Channel Feed URL into other software such as one that may have come with your mp3 device or Windows Media Player.

Getting them individually

- You can **right click** on an individual file and select either:
 - 'Download Linked File' or
 - 'Download Linked File As'

Click on '**Download Linked File**'

- *Don't know where it went?*

By default, it is in a folder likely called '*Downloads*'.

You edit your browser preferences to download them elsewhere, such as your *desktop*.

Once on your desktop, you can move them to the desired media folder where you keep your music and/or video.

'Download Linked File As' Alternative

Here you can specify

- The file name
- The download location

Podcasts in other locations in WebCT/Blackboard**Link to All Podcasts for the Course**

Your professor may have chosen to place the RSS podcast link on a page rather than on the Course Tools Menu.

- Click on the link
- Follow the instructions above relevant to your computer operating system set up and software preferences

Link to Individual Podcasts

Your professor may have chosen to place individual podcast links on pages rather than the entire 'channel feed' of podcasts. Should this be the case, you will not be able to 'subscribe' and get *all* at one time. However, *you can*:

- Click on the link to watch it directly in the course (*as opposed to downloading*)
- or right click **Copy Link Location**

From there you can:

- subscribe to the single file as in the Mac tutorial
- paste it into iTunes to subscribe as in the Windows tutorial
- paste it into a browser window
- paste it into any RSS aggregator you may be using

Linking to Externally Produced Podcasts

With so much freely available content, much of which is professionally produced, there is often no need to re-invent the wheel. Mining iTunes University for materials is a great way to easily supplement your courses with relevant multimedia.

- To complete the following, you will need to have iTunes installed on your computer, which is free for Mac and PC. (<http://www.apple.com/itunes/download>)
- Did you know University of San Diego is on iTunes U?

We will start with iTunes University

- Open iTunes (*iTunes need not be installed on student's computer*)
- Go to the **iTunes Store**
- In the upper right corner, you will see **iTunes U** and **Podcasts**
- You can use either to mine for content
- We will use *iTunes U* for now
- Click in **iTunes U**

Once in iTunes University you can:

- Browse based on categories such academic disciplines, universities or *New and Noteworthy*
- The best approach to finding relevant content quickly is using the **Power Search** in the upper right corner (*This can also be used for the 'Podcasts' tab*)
- Click on *Power Search* and type in the search parameters
- Click on the what you want to view
- Choose an *'album'* to feed and click on it

- Right click on the file name
or tab you wish to feed
(or single file within the 'album')

For this purpose, you may wish to place the link on a WebCT/Blackboard single page (not the *Course Tools Menu*) if you:

- already have your own podcasts on the *Course Tools Menu*
- intend on using several outside sources for podcasting

To do this, follow the same procedures for linking to WebCT/Blackboard as found on page 10, with one *important exception*.

- After you copy in the link URL,
change the word **Browse** to **Feed**. (case sensitive)
- Give the link a Title, it is good
practice to include the source
- Write in a Description if desired

Podcast Feed From Commercial Providers

- Open *iTunes*
- Go to the *iTunes Store*
- Type in your desired *search* item. In this case
`Nursing`
- Select Podcasts in the *Filter by Media Type*
- There may be a mix of University and Commercial choices
- Choose what you like and link in WebCT/Blackboard as above

Conclusion and Recommendations

With the podcasting server, you have the option of allowing students to see ALL of your podcasts, only the podcasts to a specific course, or, by linking only the file address, just a single podcast.

- This guide recommends and assumes that you will create a channel for a particular course and link the channel to corresponding WebCT/Blackboard course. Linking a course feed means new podcasts area automatically delivered to students as you upload them.

With iTunes University, you have a large body of work already created just waiting to be linked to your course(s) to supplement the work you have already done.

Objectives

Having gone through this guide, you should now be able to do the following:

- Request a USD Podcasting Server account
- Identify the overall RSS feed address for your account
- Create a 'channel' for a course
- Identify and utilize the channel RSS feed address
- Upload files to the podcasting server
- Identify the RSS address of just a single file
- Link your podcast channel feed from a WebCT/Blackboard course page
- Link the RSS address of just a single file to a page
- Identify external sources for podcasts that can be linked