

A podcast is an audio recording that you can share with your students. You can create a single Podcast Episode, or a series of episodes in one item using Podcast Feed. The following steps discuss how to create the latter.

Initial Synchronization

Because blog content resides outside of Blackboard, you need to do an initial synchronization with that external site. You might do this again after the drop/add period, to catch any new students in your class.

1. From the Control Panel, click **Course Tools** category and **Manage Campus Pack**.
2. Click **Synchronize Course**.

Creating the Podcast Feed

1. Open the desired content area where you wish to create the podcast.
2. From the *More* drop-down list, choose **Add Campus Pack Podcast Feed** and click **Submit** to create a New podcast.
3. Enter a Title for your podcast and briefly describe this assignment.
4. If you want to connect this podcast to the Grade Center, then check the box to create the Entry, enter the Entry Name (grade column), points possible and if students should see the grade column in My Grades.
5. Click **Add**.

To add/change participants:

By default, all students can record their own podcasts.

1. To add authors and/or viewers, click **Permissions**.
2. After selecting either the author or view tab, choose the participants (or members) for this wiki. Authors can edit the wiki pages or create new pages; viewers can only see the wiki page(s).
3. When choosing participants, use the **Add** button.
4. When done, click **Save**, then **Finish**.

To view student activity:

1. Click **Assessment**.
2. When finished viewing student activity, click **Go Back**.

Recording a Podcast Episode

1. From the content area where the podcast item is located, click **View**.
2. From the podcast window, click **Add New Episode** link.
3. Enter a title and click **Continue**.

Create Episode

Title

Media

Record Media

Upload Media


Link to External Media

Description or Transcript

4. You have three choices: a) record a podcast directly on this page – requiring a microphone attached to your computer; b) upload an existing audio file; or c) link to an audio file already on another website (entering an existing URL).
5. Enter an optional description or transcript of the audio recording.
6. Click **Save & Exit** when finished.
6. Comments can be added by clicking **View Comments**, then entering text in the *Reply* box, and clicking **Post**.

Managing Your Podcasts

To manage multiple podcasts, you can turn on a special collaboration space in your course. This is important when you need to delete a student when he/she has withdrawn from your class (this is not done automatically by Blackboard).

1. From the course menu, click the  button and select **Create Tool Link** from the drop-down menu.
2. Enter a name of your choosing (like "Collaboration Space").
3. Select **Campus Pack Collaboration Space** from drop-down menu. (If this is not available, you'll need to turn it on under Control Panel>>Customization>>Tool Availability.)
4. Keep it unavailable to students.
5. Click **Submit**. The link will appear at the bottom of the course menu.
6. Click the link to open the space. From here, you can manage multiple podcasts (as well as blogs and wikis), such as changing author/viewer permissions, memberships, and recycling content.

To remove a student from your course podcast (and other Campus Pack items):

1. From the collaboration space, click **Course Membership**.
2. Under the Student category, click **Edit People**.
3. At the far right, click the student's name, then click **Remove** button.
4. Click **Save & Exit**.