

Creating Podcast Episodes Using Wimba Podcaster

This document contains step-by-step instructions for creating podcast episodes using **Wimba Podcaster** in Blackboard. Before proceeding, we recommend that you see our document [Preparing to Use the Wimba Voice Tools](#) to make sure that your web browser is configured to work properly.

Creating Podcast Episodes with Wimba Podcaster

Podcast episodes can be created either by using the built-in recording widget or by uploading a previously recorded audio file of less than 10 MB in .mp3 or .wav format.

To create a podcast episode:

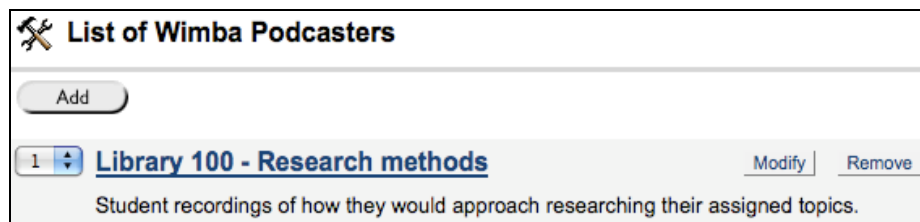
1. Go to the location in your Blackboard course to which you would like to add a podcast episode.

NOTE: Wimba Podcasters can be created in two locations--content areas of Blackboard course sites (such as **Assignments** and **Course Materials**) and the **Communication** tools area of a course site. Podcasters created in one location are not accessible in the other. This is a frequent source of confusion. Students should review carefully the instructions given to them by their instructors.

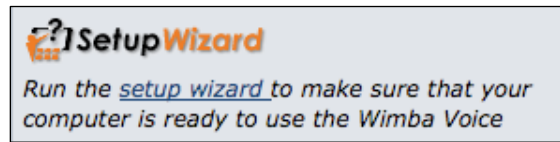
2. If you are using a **Podcaster** in a content area, click on **Wimba Podcaster** below its name.



If you are using a **Podcaster** in the **Communication** area, click on its name under the list of Wimba Podcasters.

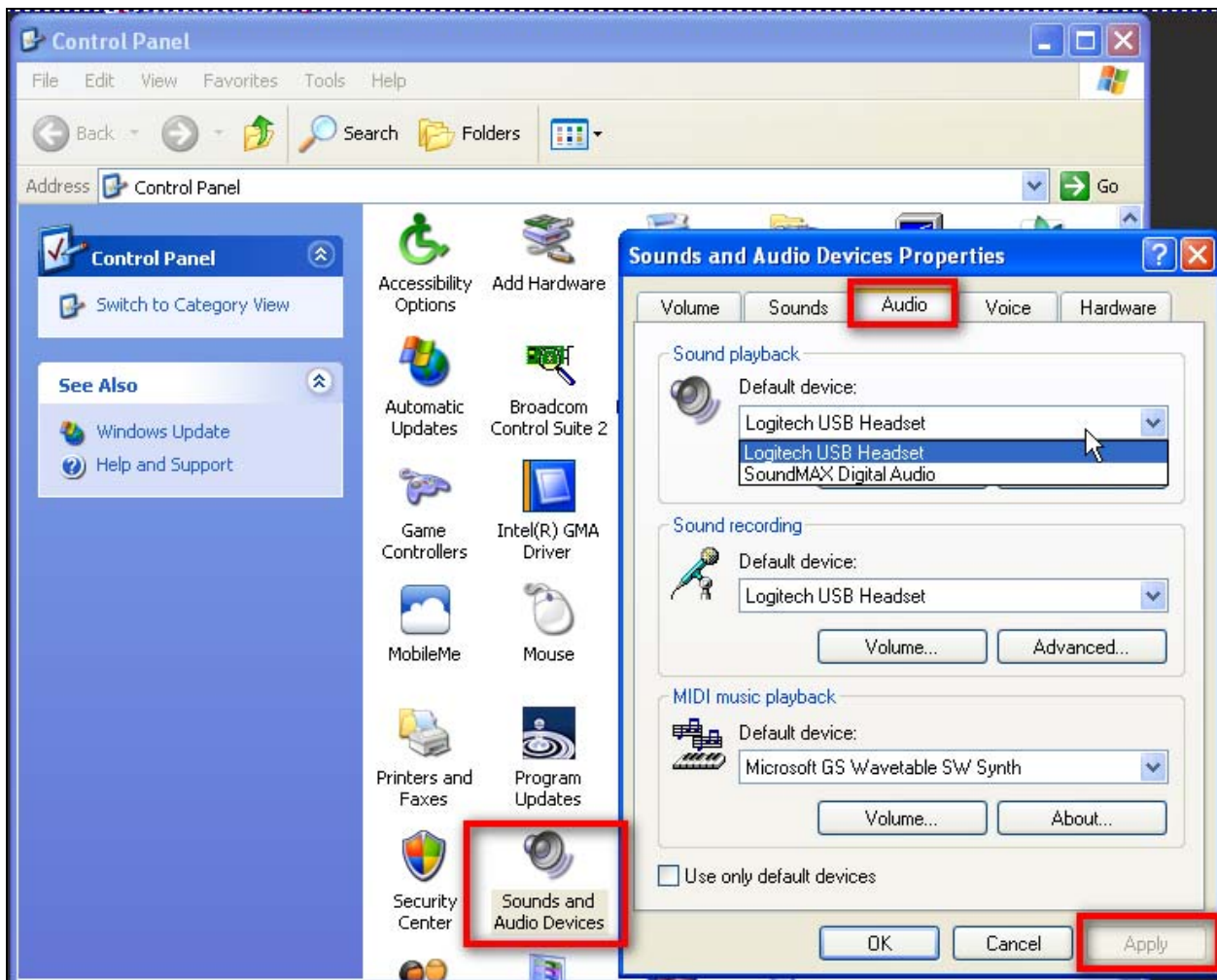


3. (Optional) Run the **setup wizard** to make sure that your computer is ready to play and record files with the **Wimba Podcaster**. You may

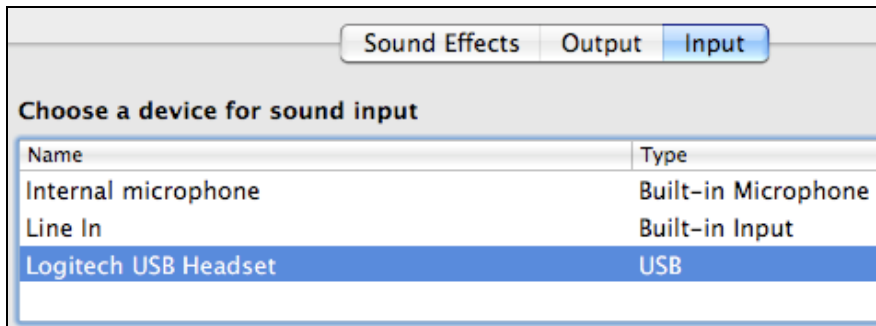


need to go to the sound settings on your computer to specify the input and output sources of sound. (You may use built-in or external microphones and speakers).

On a PC, you need to go to the **Control Panel** of your Windows operating system. Click on **Sounds and Audio Devices**, select the **Audio** tab and choose the default devices for **Sound Playback** and **Sound Recording** from the appropriate drop-down menus. Lastly, click on the **Apply** button.

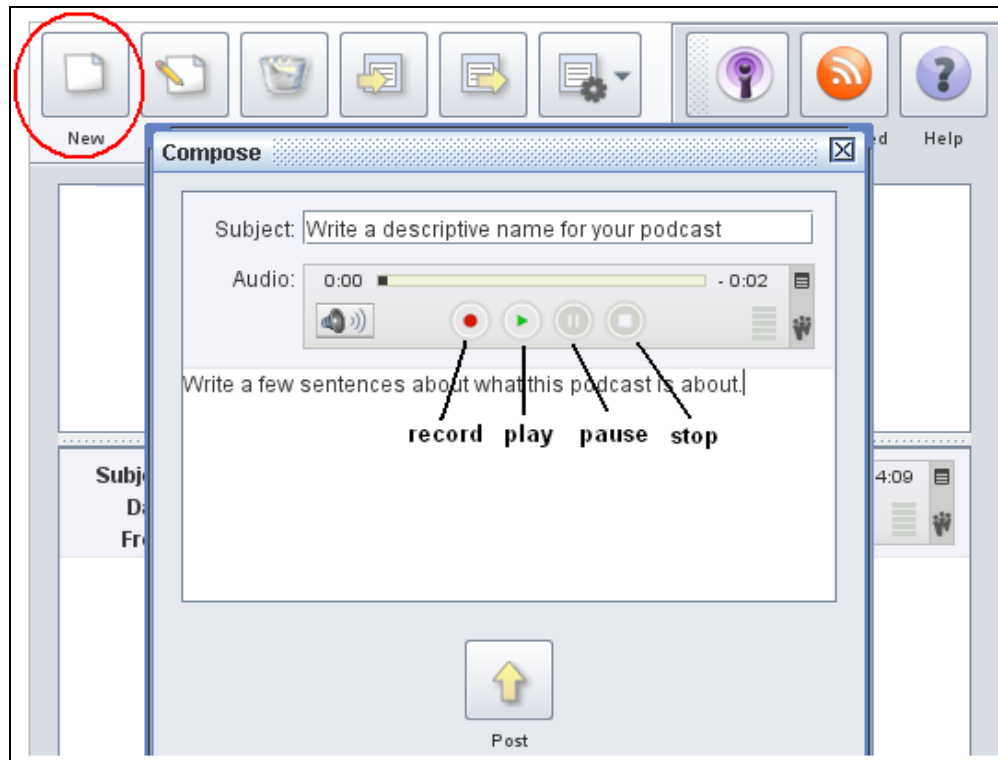


On a Mac, you can select input and output sources of audio in **System Preferences** -> **Sound**. Click on the **Output** tab to select a device for sound output. Click on the **Input** tab to select a device for sound input.



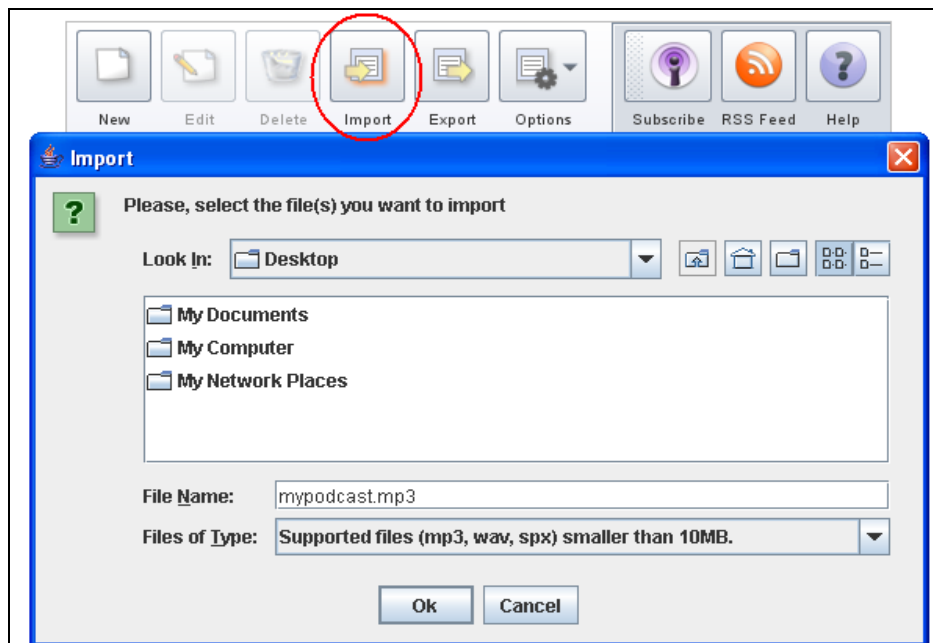
To use the recording widget:

1. Click on the **New** button.
2. Click on the red record button to start recording. You can record up to 20 minutes. A counter to the right of the controls indicates how much time is left.
3. Click on the black stop button to stop recording. You can play back what you just recorded by pressing the green arrow. **Wimba Podcaster** does not have editing functions, so if you are not satisfied with your recording, you must re-record it or download the file and use an audio editing program.
4. Enter the name (in the **subject** line) and description (in the text area) of your podcast episode.
5. Click on the **Post** arrow to post or publish your podcast episode.

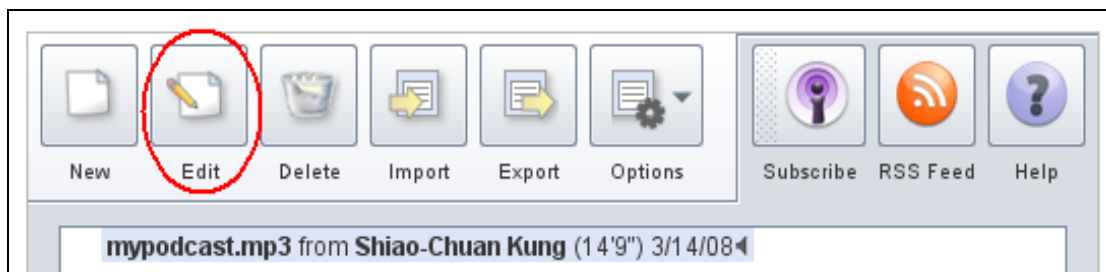


To upload an audio file:

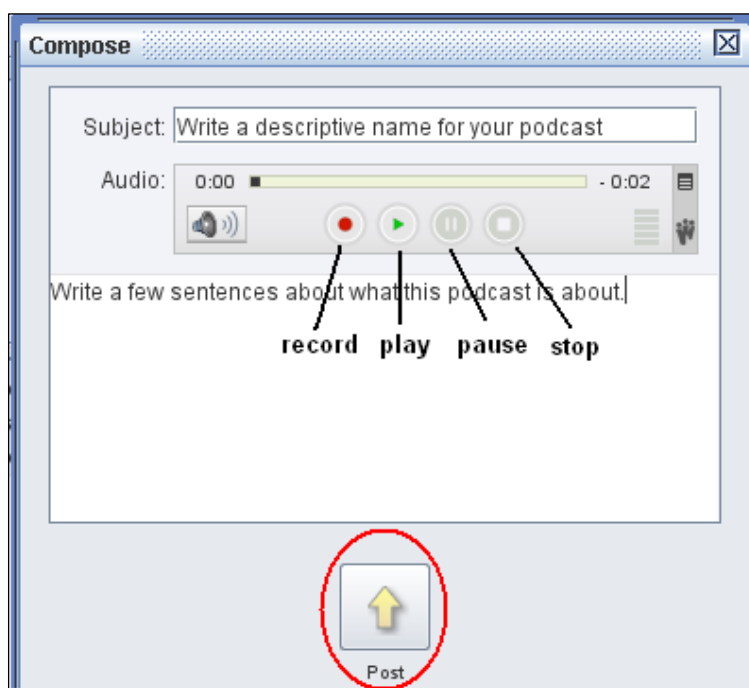
1. Click on **Import**.
2. Browse to find the file on your local computer. (You can only upload .mp3 or .wav files of less than 10 MB.)
3. Click on the **OK** button.



4. Click on your podcast episode to highlight it.
5. Click on the **Edit** button.



6. Enter the name (in the **Subject** line) and description (in the text area) of your podcast episode.
7. Click on the **Post** arrow to post or publish your podcast episode.



Getting help

A short video on how to create a podcast can be found at

<http://www.wimba.com/assets/videos/Podcaster/Podcaster.html>. A user guide created by Wimba

about all the **Voice Tools** including **Podcaster** can be found at

http://webhelp.wimba.com/WV/v6_0/User_Guide/.