

Wimba Podcaster—Creating Podcasts

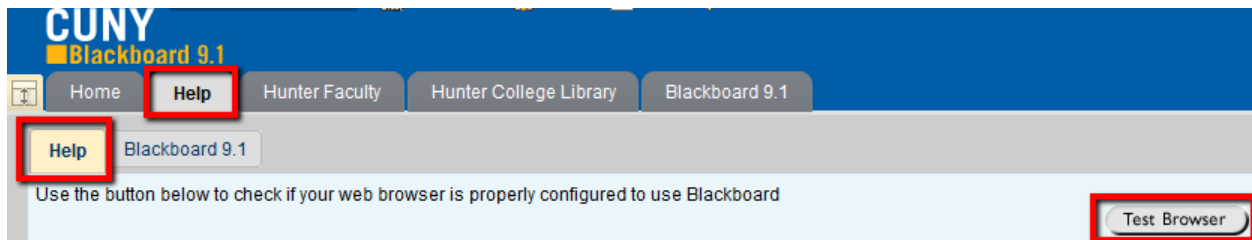
This document contains step-by-step instructions for using **Wimba Podcaster** in Blackboard. Specifically, it guides you in creating podcasts and subscribing to podcast feeds created in **Wimba Podcaster** using iTunes. More precisely, we mean subscribing to a podcast in Blackboard using the iTunes software program. When we refer to “iTunes” in this document, we mean the iTunes program, not the iTunes store or iTunes U.

Preparing to use Wimba Podcaster

To use **Wimba Podcaster**, you need to have the Java runtime environment plug-in installed on your computer. It is likely that you already have it on but you can check by clicking on the **Test Browser** button on your Blackboard home page.

- Go to the Help tab at the top, then click on the Help link below that, and finally click on the Test Browser link that will show up to the far right.

If you do not have it, the tester will point you to the website where you can download it.



If you have changed the display of your browser zooming in or out, please set it back to the original view. Some of the **Wimba Podcaster** functions might not appear if the browser view is enlarged or reduced.

Creating Podcast Episodes with Wimba Podcaster

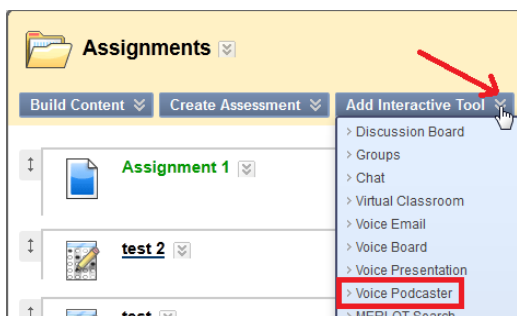
Podcast episodes can be created by either using the built-in recording widget or by uploading a previously recorded audio file of up to 10 MB in .mp3 or .wav format. If you decide to upload a file and need to find recording equipment at Hunter College, please see page 5 of this document.

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 content areas of Blackboard course sites (such as **Assignments** and **Course Materials**) and in 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. Please check to make sure you are in the correct location of your Blackboard course before proceeding.

2. Click **Voice Podcaster** under the **Add Interactive Tools** drop down menu.



3. Then fill in the required title for the podcast in Section 1 Information. You can also add a description below that of the podcast and choose a color palette for the podcast.

A screenshot of the '1 Information' section of the Blackboard interface. It features a red star icon next to the label 'Title:'. To the right is a text input field containing 'Wimba Test Podcast'. A red arrow points to this field. To the right of the input field is a red asterisk and the word 'Required'. Below the input field is a small text note: 'Best practice: Use "course_name - podcast_name", eg. "Biology 101 - Extra Help Podca'. Below the title field is a 'Description:' label followed by a large empty text area. At the bottom, there is a 'Color:' label and a black square icon, with a blue link labeled 'Launch Color Palette' next to it.

4. Then move onto section 2 Settings which gives you the option to: Display Short Message Titles, Allow Students to Post To Podcast, Choose the Audio Quality, and Determine the time the Podcast will be Auto Published After.

A screenshot of the '2 Settings' section of the Blackboard interface. It contains four settings: 'Display short message titles' with an unchecked checkbox; 'Allow students to post to podcast' with an unchecked checkbox; 'Audio quality' with a dropdown menu set to 'Standard Quality - 12.8 kbit/s - Modem usage'; and 'Podcast auto-published after' with a dropdown menu set to '5 min'. Below the 'Podcast auto-published after' setting is a small text note: 'Teacher can edit his last post before it is published'.

5. Then in section 3, Options, you have the options to: Make Content Available, Open the podcast in a new window, Track the Number of Views, and Choose Date and Time Restrictions for the podcast.

3 Options

Make the content available Yes No

Open in new window Yes No

Track number of views Yes No

Choose date and time restrictions

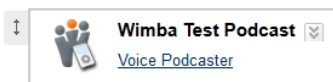
Display After 6/7/2012 09:52 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 6/7/2012 09:52 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

6. When you are finished with your selections, click on submit to create the podcast.



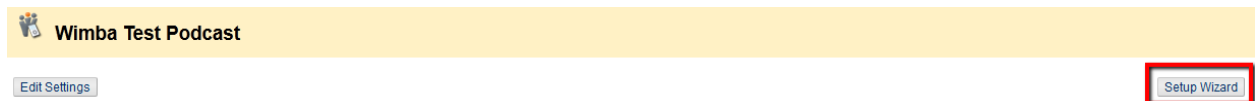
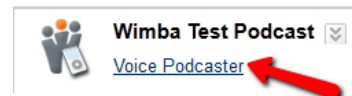
7. Your Wimba Podcast will then show up in the content area which you have chosen.



8. (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 (built-in or external).

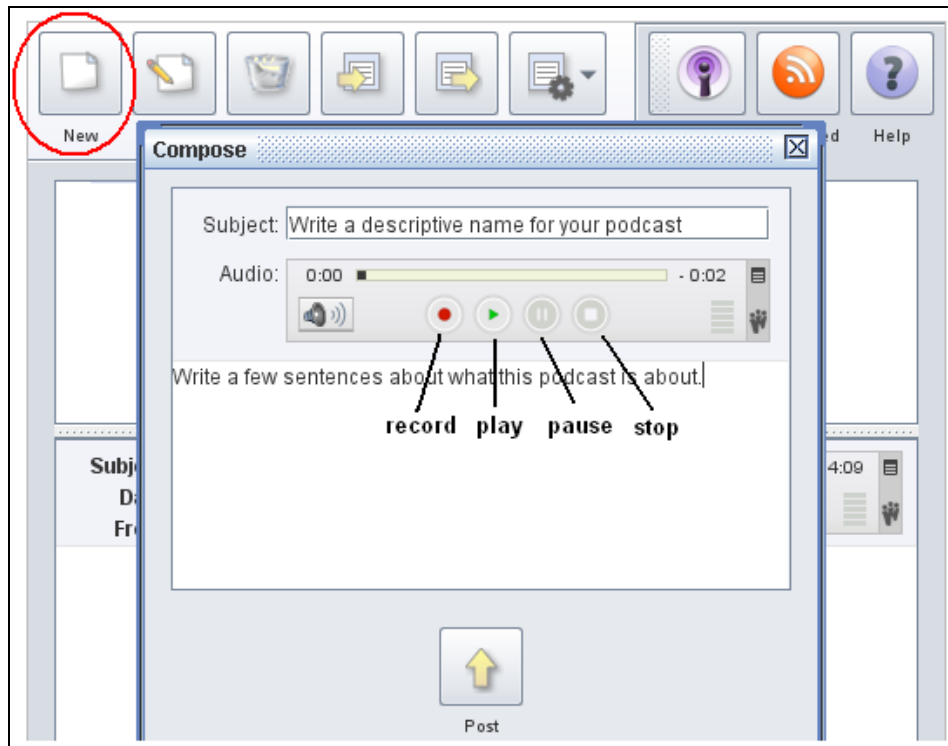
You can run the **setup wizard** by:

- Clicking on the link called Voice Podcaster
- Then on the Wimba Podcast page go to the far right and click on Setup Wizard.



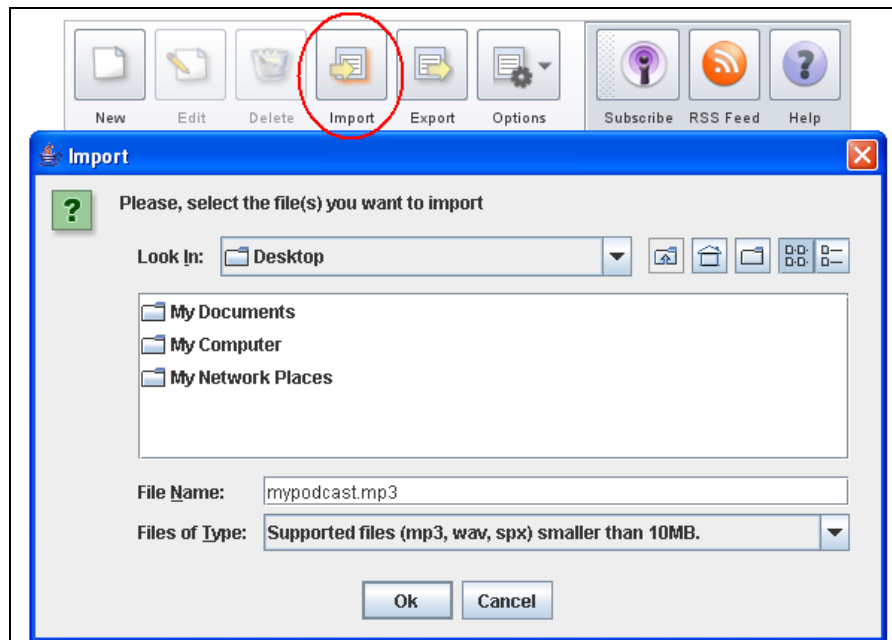
To use the recording widget:

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. Files recorded this way cannot be edited with **Wimba Podcaster**, so if you are not satisfied with your recording, you must re-record it.
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.

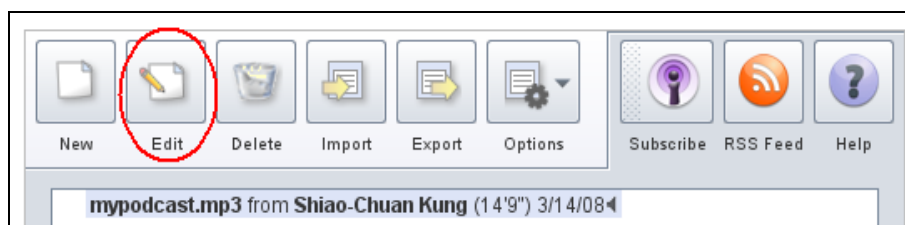


To upload a file:

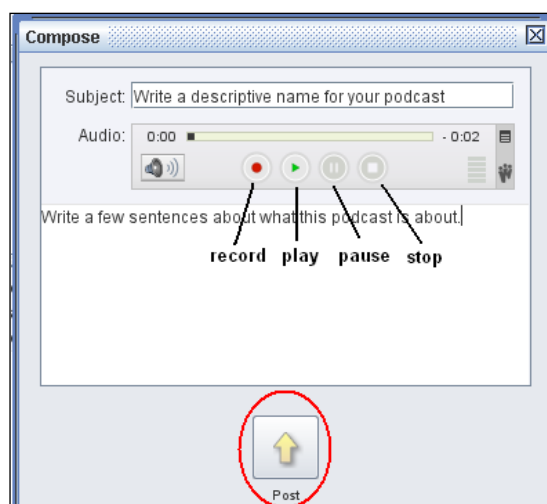
1. Click on **Import**.
2. Browse to find the file on your local computer (You can only upload .mp3 or .wav files of less than 10 MB).
3. Click the **Ok** button.



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



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



Finding Recording Equipment at Hunter College

- You can record with iMacs with built-in microphones in the labs on the 10th floor of Hunter North.
- You can record with PCs in the labs on the 10th floor of Hunter North or Room 402 in the Thomas Hunter Building if you bring your own headset with a microphone.
- You can record with Mac laptops that you can check out for a maximum of three hours for use in the Hunter Library. They are available at the Reserve Desk on the 2nd floor of the Hunter Library. You will need your Hunter ID and another piece of ID.
- You can record with M-Audio digital recorders that you check out for a maximum of two days from the Reserve Desk on the 2nd floor of the Hunter Library. You will need your Hunter ID and another piece of ID. After completing the recording, you need to upload the file to Blackboard through a USB cable that comes with the recorder.

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/.

If you have further questions or need assistance, please email training@hunter.cuny.edu or contact the [Technology Resource Center](#) (Thomas Hunter 402) at 212-772-4357.