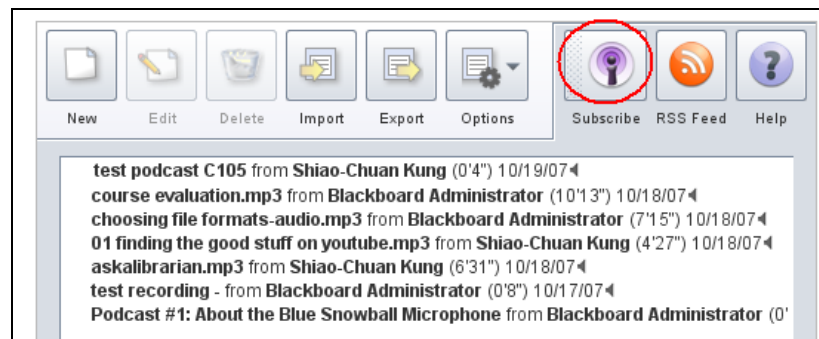# Setting up a Podcast Feed Using Wimba Podcaster

What is Wimba Podcaster?

Wimba Podcaster is a podcast recording and publishing tool that is integrated into Blackboard. **Wimba Podcaster** is one of the many tools in the **Wimba Voice Tools** suite. (See our document *Using Wimba Voice Tools* for an overview of the tools.) It allows professors and students to record or import audio files that become podcast episodes. A podcast episode can be created using the recording widget or by uploading a previously recorded sound file. Class members can play individual podcast episodes from within Blackboard or subscribe to the podcast feed using the iTunes program. They do so by using the "subscribe with iTunes" icon (shown below), so that new episodes are automatically downloaded.

This document guides faculty members and organization leaders in adding a **Podcaster** to a Blackboard course or organization site. Please see our document *Preparing to Use the Wimba Voice Tools* before proceeding to make sure that your browser is configured to work properly. After setting up a **Wimba Podcaster**, please see our companion documents *Creating Podcast Episodes Using Wimba Podcaster* and *Subscribing to Podcast Feeds* for instructions on how to perform those tasks.

> For information about what podcasting is, how it can benefit teaching and learning, and what podcasting resources are available at Hunter College, please see our document *About Podcasting at Hunter*.
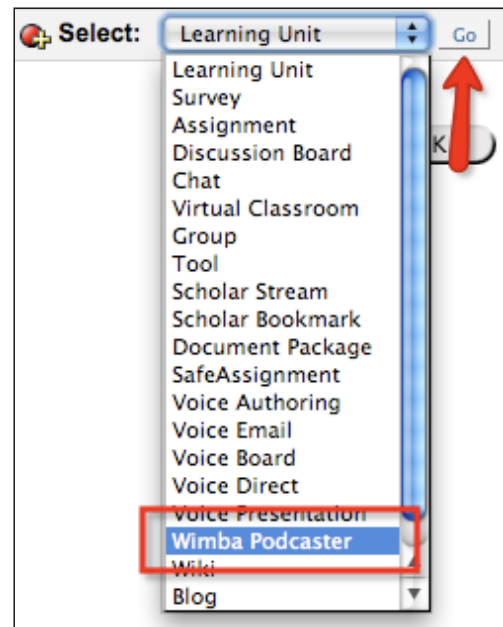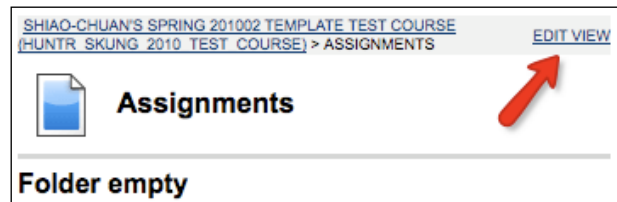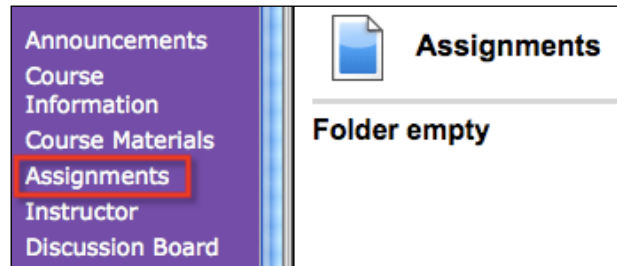
Adding a Podcaster to a Course or Organization Site

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. You

can create as many **Podcasters** as you wish; however, **Podcasters** created in one location are not accessible in the other. The setting choices for **Podcasters** created in the two locations are the same except that podcasters in content areas have several additional options, such as setting time restrictions and tracking the number of views. Another difference between **Podcasters** in the two different locations is that **Podcasters** in content areas can be copied to another Blackboard course while **Podcasters** in the **Communication** area cannot. To move podcast episodes in **Communication** area **Podcasters** from one course to another, you would need to **export** the individual audio files from one course and **import** them into another. For these reasons, we recommend that you use content area **Podcasters** if you intend to copy the podcast to another Blackboard course site, want to track the number of views, or want to limit when students have access to a **Podcaster**.

Adding a Podcaster to a Content Area

1. In a Blackboard course site, click on the content area where you want to add a **Wimba Podcaster**. In this example, we are using the content area called **Assignments**.

2. Click on **EDIT VIEW** link on the upper right hand corner of the screen.

3. Choose **Wimba Podcaster** from the **Select** drop-down menu and click on the **Go** button on the upper right hand corner of the screen.
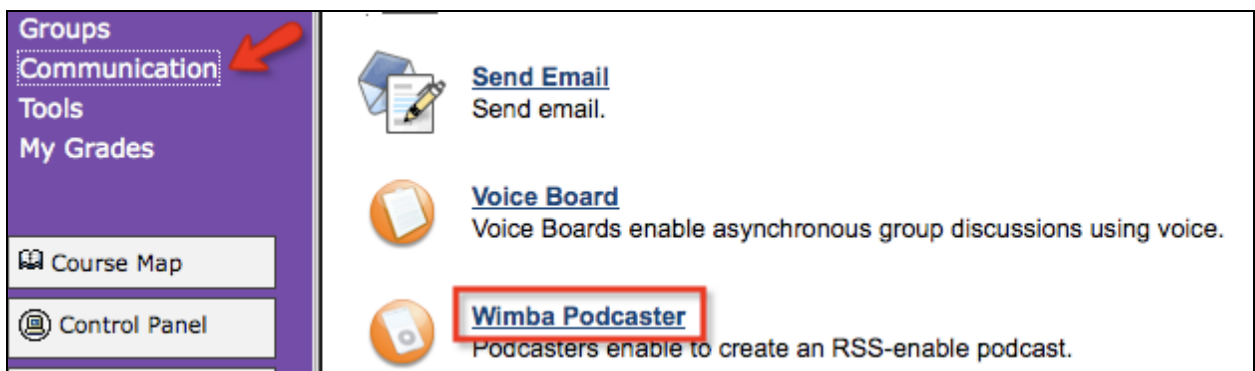
4. Configure the **Podcaster**. See the setting explanations on the next page, below the section on creating a **Podcaster** in the **Communication** area.

<div style="border:1px dashed">

Warning

A problem occurs when editing settings of an existing **Wimba Podcaster** in a content area. Instead of returning to the content area, the program goes to the **Wimba Podcaster** in the **Communication** area. The same problem occurs when canceling the set up of a **Wimba Podcaster** in a content area. The solution to both problems is to disregard what is displayed and click on the content area in the navigation menu.

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Adding a Podcaster in the Communication area

1. In a Blackboard course site, click on **Communication** and then on **Wimba Podcaster**.

2. Click on **Add**.

3. Configure the podcast feed. (See the following section).

Configuring a Podcast Feed

① **Information**

* **Title:**   LIBR 100 podcast --   Research topic (2)   ***Required**

Best practice: Use "course_name - podcast_name", eg. "Biology 101 - Extra Help Podcast", 80 characters maximum

Description: Record your podcast #2 here.

Name it: (YOUR LAST NAME) FINAL PODCAST
example: LYM FINAL PODCAST

② **Settings**

Display short message titles   ☑

Allow students to post to podcast   ☑

Audio quality   Standard Quality – 12.8 kbit/s – Modem usage ⬍

Podcast auto-published after   10 min ⬍

Teacher can edit his last post before it is published

1) **Title**: Enter a descriptive name. We recommend that you include the name of the course.

2) **Description**: Enter text that describes the content of the podcasts.

3) **Display short message titles**: According to documentation provided by the company that makes the tool, when this option is checked, only the subject line and the name of the person who created the podcast episode will be displayed; the length of the podcast episode and the date it was posted will not appear. However, at the time this document was written, this setting was not working properly.

4) **Allow students to post to podcast**: When checked, students will be able to add podcast episodes. When not checked, only the instructor can create podcast episodes and students are only allowed to listen to them.

5) **Audio quality**: Adjust the quality of recording depending on the environment in which the **Podcaster** will be used. The higher the quality, the longer it will take to download the files. This setting can be changed at any time but messages that have already been posted will play in their original encoding. The default setting of **Standard Quality** (12.8 kbits/s) works well for most situations.

6) **Podcast auto publish**: By default, posts will be published (and therefore ready to be downloaded by subscribed users) 5 minutes after they are created. You may adjust this setting to a shorter or longer duration. During this 5-minute window, the author can edit

the text within the post and/or re-record the audio. The author can still make edits or delete the podcast later but it is possible that the users who have subscribed to the podcast have downloaded the original file.

4. Click on the **Submit** button at the bottom of the screen and then on **OK**.

Now that you have added and configured a **Wimba Podcaster**, you are ready to create podcast episodes and subscribe to the podcast feed. Please see our companion documents *Creating Podcast Episodes Using Wimba Podcaster* and *Subscribing to Podcast Feeds* for instructions on how to perform those tasks.

Getting help

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 bb@hunter.cuny.edu or contact the Technology Resource Center (C104 Hunter North) at 212-650-3358. For assistance designing learning activities that incorporate **Wimba Podcaster** and to learn about other podcasting tools and resources at Hunter, please contact one of ICIT's Educational Technologists at edtech@hunter.cuny.edu.