Blackboard 9.1 Wimba Podcaster

The Wimba Podcaster tool can be used to make audible course content available to students as podcasts. Students can subscribe to podcasts to automatically receive any audio updates the instructor posts to the Wimba Podcaster and download the podcasts to listen on a portable mp3 player. To use the Wimba Podcaster, a Voice Podcaster must first be added to the Blackboard course.

To Add a Voice Podcaster:

1. From the home page of the desired Blackboard course, choose **Tools** from the Course Menu on the left side of the screen.

2. From the Tools page, select **Voice Podcaster** from the list of tools. The List of Voice Podcasters will appear. **NOTE:** Click on the words **Voice Podcaster**, not on the Hide Link button.
3. Click on the Add Voice Podcaster link to create a new voice podcaster.

4. On the Create Voice Podcaster screen, provide a title for the voice podcaster. Optionally, include a description and customize the settings for the voice podcaster. Click Submit after the desired changes have been made.
5. The newly created voice podcaster will now appear in the List of Voice Podcasters.

6. Repeat Steps 3 and 4 to create additional voice podcasters. Alternately, use the Modify button to change the title or settings for an existing voice podcaster.

To Create a Podcast:

1. From the home page of the desired Blackboard course, choose Tools from the Course Menu on the left side of the screen.
2. From the Tools page, select **Voice Podcaster** from the list of tools. The List of Voice Podcasters will appear. **NOTE:** Click on the words **Voice Podcaster**, not on the Hide Link button.

3. In the List of Voice Podcasters, click on the title of the voice podcaster to which you want to add audio content. The Voice Podcaster screen will appear.

4. In the Voice Podcaster screen, click **New** to begin creating a podcast. The Compose box will appear.
7. In the Compose box, provide a subject for the podcast.

8. Begin recording the podcast by clicking the red Record button. Click the Stop button to end the recording. Finally, click the Post button to end the recording session.
The newly recorded podcast will now appear in the Voice Podcaster screen.

To Listen to a Recorded Podcast:

1. In the Voice Podcaster screen, click on the desired podcast. The podcast title will be highlighted in blue and related information will appear in the lower frame of the split screen. Click the Play button to listen to the podcast.
To Export a Podcast from Blackboard to the Computer:

1. In the Video Podcaster screen, click the **Export** button. The Export dialog box will open.

2. In the Export box, click the down arrow to select the desire podcast for export. Click the down arrow to select the export format (always select MP3). Click **Next**.

3. In the Save dialog box, select a location to save your file using the drop down menu next to **Save In**. Provide a name for the podcast in the **File Name** textbox. Click **Save** to complete the export.
To Import a Podcast from the Computer to Blackboard:

1. In the Video Podcaster screen, click the Import button. The Import dialog box will open.

2. In the Import box, select the location of the podcast from the drop down menu next to Look in. Select the desired podcast file by clicking on the file name. Click OK.

The imported podcast will be listed in the Voice Podcaster screen.

To Subscribe to a Voice Podcast:

1. In the Voice Podcaster screen, click the RSS feed button. An RSS feed allows users to automatically receive updates when new materials are published.
2. Click **Subscribe to this feed**. By doing this, updated information from the feed will automatically be downloaded to your computer and can be viewed in Internet Explorer and other programs.

3. In the **Subscribe to this Feed** box, provide a **name** for the feed. Optionally, create a new folder for the feed to be placed in or add the feed to the Favorites Bar. Click **Subscribe** when desired selections have been made.

A message will appear, indicating that the subscription to the feed was successful.
To Distribute a Podcast using a URL/Link:

1. In the Voice Podcaster screen, click the RSS feed button.

![RSS feed button](image)

2. In a web browser, the feed for the selected podcast will open.

![Biology 1393 Lecture 2](image)

Right click on title.

3. To obtain the URL that will allow users to access this podcast page, right click the linked title and click Copy Shortcut from the menu.

![Copy Shortcut](image)
4. **Paste** the copied shortcut in the desired document or email to distribute the podcast page link to others.

To Listen to a Podcast in iTunes:

**NOTE**: iTunes must be installed on the computer before the podcast can be added to iTunes. iTunes can be downloaded from [http://www.apple.com/itunes/download/](http://www.apple.com/itunes/download/)

1. In the Voice Podcaster screen, click the **Subscribe** button.

2. The iTunes page will appear. Click on **Podcasts** in the menu on the left side of the screen. Available podcasts will appear in the main screen.

3. Double-click on the desired podcast to listen. Alternately, download the podcast to an iPod, iPhone, or iPad to listen to the podcast from that device.
4. Click the X to close iTunes.