

# How to add a Podcast Episode to a content page

Choose a content page, such as Assignments or one that you create especially for your podcasts. Select Podcast Episode from the Select drop down menu on the Add toolbar (fig. 1).

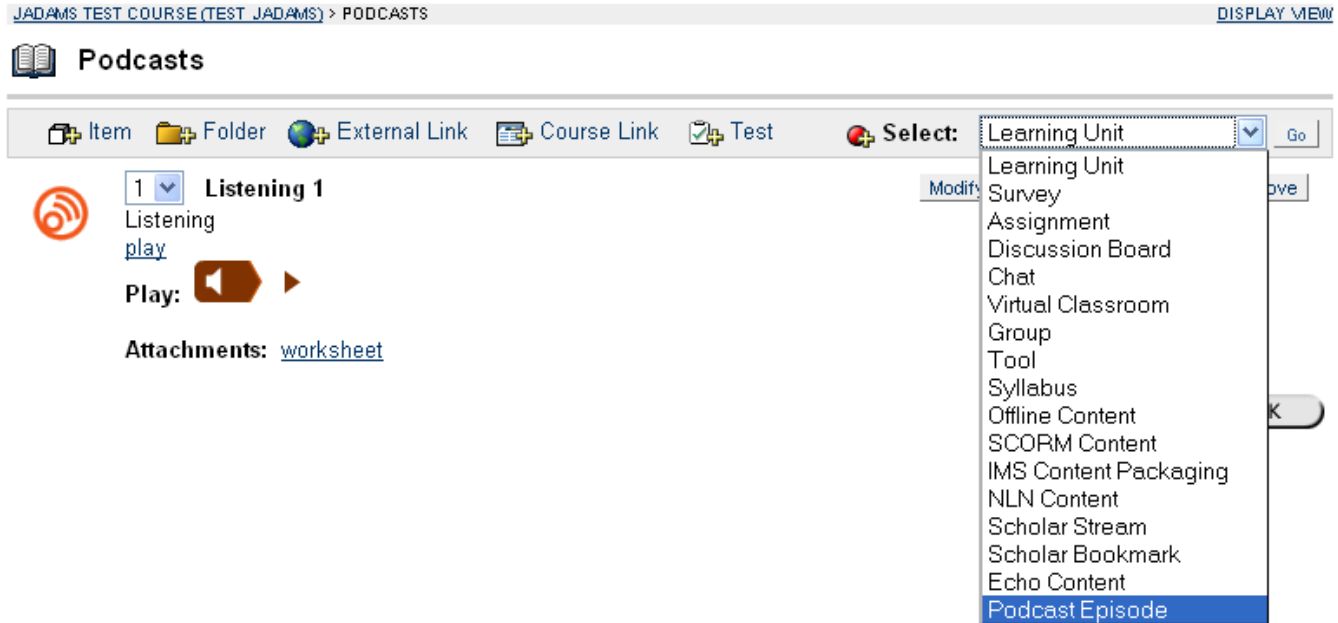


Figure 1. Add a Podcast Episode to a content page

Complete the form (fig. 2) to add your audio file to Blackboard or to link to one located on the internet. Detailed instructions are available on the vendor site:

[http://www.learningobjects.com/pdf/instructor\\_Creating%20APodcastEpisode\\_v1.pdf](http://www.learningobjects.com/pdf/instructor_Creating%20APodcastEpisode_v1.pdf)

Page Content ?

JADAMS TEST COURSE (TEST\_JADAMS) > PODCASTS > ADD PODCAST EPISODE

## Add Podcast Episode

Note that Podcast episodes are not compatible with adaptive release rules. The RSS feed content is unaffected by those settings.

### 1 Episode Information

\* **Title**

**Description**

### 2 Podcast Media

Upload or link to the audio, video or other media file that you wish to podcast.

**Add Media:**

**Attach local file**

or **Link to an external URL**

### 3 Supplemental Attachments

Attach additional files such as transcripts or supplementary documents, to accompany the podcast episode. The attached files will be downloaded with the media file when users subscribe to the podcast feed.

**Attachment 1:** Link Name  File

**Attachment 2:** Link Name  File

Figure 2. Add Podcast Episode form

Allow subscription to podcasts through iTunes.

First, in Podcast Manager, enable visibility to the public. In the Options section, select "Everyone..." (see fig. 2).

## Manage Podcast

**1 Podcast Information**

\* Feed Title

Description

**2 iTunes Metadata**

Category

Sub Category

Current File

Replace Album Art

Remove Album Art

**3 Options**

Visibility:  In Course Only (No RSS)

Everyone. Available to the public. (URL: [http://bb-test.highline.edu/webapps/lobj-podcast-bb\\_bb60/feed/test\\_jadams/podcast.xml](http://bb-test.highline.edu/webapps/lobj-podcast-bb_bb60/feed/test_jadams/podcast.xml))

Figure 2. Configure Podcast Manager for podcasting through iTunes

Copy the Internet address shown in Podcast Manager. In iTunes, choose Advanced > "Subscribe to Podcast" and then enter the podcast's address. (See fig. 3)

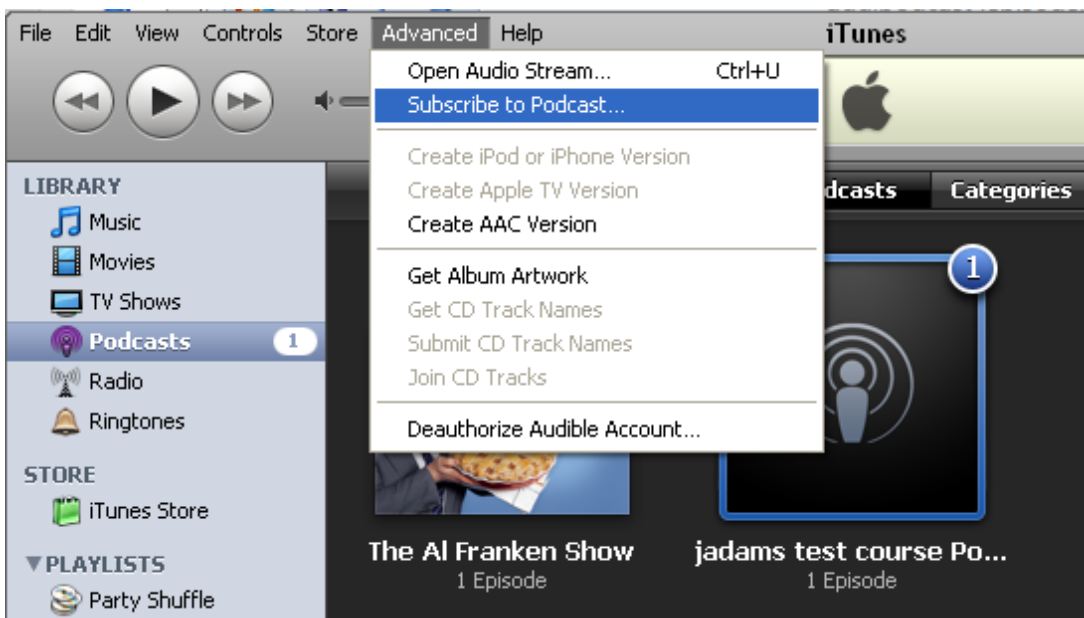


Figure3. Subscribe to your podcast in iTunes