

How to set up Podcasts

Read here to learn how to:

- [Set up Podcast Manager](#)
- [Make Podcast Episode content type available](#)
- [Create a custom content page for podcasts linked from your navigation menu](#)

- I. Set up Podcast Manager (fig. 2) from the Course Tools area (fig. 1) in Control Panel.

JADAMS TEST COURSE (TEST_JADAMS) > CONTROL PANEL

TEST_JADAMS: jadams test course - Janice Adams

Content Areas Course Info Assignments	User Management List / Modify Users Create User Batch Create Users
Course Tools Announcements Course Calendar Staff Information Tasks Send Email Discussion Board Collaboration Digital Dropbox Glossary Manager Messages Course Objectives Manage Podcast	Assessment Test Manager Survey Manager Pool Manager Course Statistics
Course Options Manage Course Menu Course Design Manage Tools Settings Recycle Course Course Copy Import Course Cartridge Import Package Export Course Archive Course	Help Support Manual




Figure 1. Manage Podcast added to Course Tools area

Complete the Manage Podcast form (fig. 2) as detailed in instructions from the vendor, at http://www.learningobjects.com/pdf/instructor_ManagingAPodcast_v1.pdf.



Manage Podcast

1 Podcast Information

* **Feed Title**

Description

2 iTunes Metadata

Category

Sub Category

Add Album Art

3 Options

Visibility: In Course Only (No RSS)
 Everyone. Available to the public. (URL: http://bb-test.highline.edu/v)

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Figure 2. Set up Podcast Manager

II. Make Podcast Episode available as a Content Type, in Manage Tools (fig. 3).

JADAMS TEST COURSE (TEST JADAMS) > CONTROL PANEL > MANAGE TOOLS



Manage Tools

- ▶ [Tool Availability](#)
- ▶ [Building Block Tool Availability](#)
- ▶ [Content Type Availability](#)



Figure 3. Content Type Availability

Podcast Episode



Blog



Wiki



Click **Submit** to finish. Click **Cancel** to quit.

Figure 4. In Content Type Availability, select content types to make them available

- III. Add a new Content Area to your navigation menu from which to add podcasts (fig. 4). This is optional: you can add Podcast Episodes to any content area, such as to your Assignments page.

JADAMS TEST COURSE (TEST JADAMS) > CONTROL PANEL > MANAGE COURSE MENU > ADD NEW AREA

Add New Area

1 Set Area Properties

Type

Content Area

* Name

Assignments

Podcasts

Type custom name

Suggested maximum 18 characters.
Longer names or names that use wide characters may cause p
See Course Menu Design under Course Design to change Men

Allow Guest access



Allow Observer access



Available for
Student/Participant users



2 Submit

* Required Field

Click **Submit** to finish. Click **Cancel** to quit.

Figure 4. Add Content Area to navigation menu