

Oncourse: Podcasts, Posting a Podcast for Authors

The Podcasts tool allows those with authoring privileges to create and distribute multimedia content

Adding the Podcasts Tools

You may need to add the Podcasts tool as it does not appear in Oncourse CL by default.

1. To add the Podcasts tool, **Click Site Setup → Click the Edit Tools link.**
2. **Click the checkbox beside the Podcasts tool.**
3. **Click Continue** (at the bottom).
4. **Click Finish** (at the bottom).

The Podcast tool appears in the list of tools to the left side.

Adding a Podcast

To use the podcast tool first you need to record a podcast. Typically, audio podcasts are saved in the MP3 file format, while video podcasts saved in the MPEG file format. Once you have a podcast recorded you can use the Podcast tool to make the file available to students.

1. To post a podcast, once you're in the Podcast tool, **Click the Add link.**
2. In the Choose a file field, **Click Browse.**
3. **Navigate to the podcast file → Click Open.**
4. In the Publish Date/Time field, **Type a date.**
5. **Type a Title.**
6. Optionally, **Type a Description.**
7. **Click Add.**

The podcast file has been added to the site's Resources, in the Podcasts folder. At the top of the Podcasts page is a paragraph about subscribing your podcast to Pod catcher. For more information about Podcatchers and subscribing to podcasts, see the Least You Need to Know Document entitled Subscribing to a Podcast.