

**Role:**

Instructor

Objectives:

In this scenario, you will:

- Navigate to the **Add Podcast Episode** page
- Name and describe the podcast episode
- Upload or link to content media
- Attach additional files
- Define start and end dates

Quick Start Guide:**Creating a Podcast Episode**

Podcast episodes are displayed within a course in chronological order. They can be played directly from the course page. If a student subscribes to the podcast feed, the episodes can be played in a podcatcher or on an mp3 player.

Note: Each course has only one podcast feed. Students are not be able to subscribe to the feed until you enable the RSS feed option on the **Manage Podcast** page.

Navigation:

1. Enter a course.
2. Click a content area link in the course menu frame.
3. Click the **Edit View** link located at the top right of the page.
4. In the **Select** field, select **Podcast Episode**.
5. Click the **Go** button.

Steps:

Episode Information

1. Enter the name of the episode in the **Title** field.
2. Enter the description of the episode in the **Description** field if applicable.

Podcast Media

1. If the content media is stored on your computer, click the **Browse** button for the **Attach local file** option and navigate to and select the file.

If the content media is stored in the Blackboard Content System, click the **Browse** button for the **Copy file from the Content Collection** option.

Navigate to and select the file in your Content Collection. Click the **Submit** button.

If the content media is stored on another website, enter the address in the **Link to an external URL** field.

Supplemental Attachments

1. If you want to attach additional files to the episode, click the **Browse** button for the **Attachment** options and navigate to and select the files.

Options

1. If you want students to access the episode, select **Yes** as the **Make the episode available** option.

2. If you want to restrict access during a specific timeframe, select the appropriate **Display After** and **Display Until** options.

Submit

1. Click the **Submit** button.