WebLearn
Collaboration Content Assessment Information Management

Posting a Podcast

The News tool allows those with the maintain role to integrate existing podcasts within your WebLearn site.

The Podcasts tool allows those with the maintain role to create and distribute multimedia content in WebLearn.

Recording a Podcast

See the guidance provided on the Oxford Podcasts site: http://www.oucs.ox.ac.uk/podcasts/ which provides an introduction to podcasting and further information.

Typically, audio podcasts are saved in MP3 file format, while video podcasts ('vodcasts') are saved in MPEG file format.

Using the News tool to display a podcast

Oxford has produced a series of podcasts – both audio and video recordings of lectures and discussions covering a broad range of areas and topics. The podcasts are available on the Oxford podcasts site: http://podcasts.ox.ac.uk

Once you have set it up, the **News** tool in your WebLearn site **will** automatically display any new media item that may be added to the podcast series you have chosen.

Locate a podcast

When adding the **News** tool, you will need to specify a URL pointing to the RSS address of your target podcast.

1. Locate a podcast or series of podcasts that you are interested in, and click on the RSS button
2. On the next page, copy the URL of the page from the address bar
3. Now you have the target URL which is required by the WebLearn **News** tool

Adding the News Tool

You will need to add the **News** tool as it does not appear in WebLearn by default.

1. To add the **News** tool, **Click Site Info → Click the Edit Tools link**
2. **Click the checkbox beside the News tool**
3. **Click Continue** (at the bottom)
4. Provide a descriptive name in the Title field
5. Paste the URL of the podcast series in the URL field
6. **Click Continue** (at the bottom)
7. **Click Finish** (at the bottom)

The **News** tool, with the embedded RSS feed, appears in the list of tools to the left side.

Adding the Podcast Tool

You will need to add the **Podcast** tool as it does not appear in WebLearn by default.

1. To add the **Podcast** tool, **Click Site Info → 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 new Podcast

To use the podcast tool, you first need to record a podcast (or find an existing one such as an Oxford podcast – see above). Once you have recorded or located a podcast, you can use the Podcast tool to make the file available to students.

1. To post a podcast near the top of the browser, **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**
   or Click the Calendar icon to choose publication date
5. **Type a Title**
6. Optionally, **Type a Description**
7. **Click Add**

The podcast file has automatically been added to the site's Resources, in the Podcasts folder. At the top of the 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.