



Adding Podcasts to Your Course Using 'Podcast LX'

Podcasts are pre-recorded audio or audio-video files and can be used to record your lectures or add information to complement them. You can add Podcasts to Blackboard Courses using one of 3 methods:-

- Simply adding the file as you would any other file-type within a Course Content page
- Using 'Echo360' to record live lectures and automatically 'push' this to a Course
- Taking existing/pre-recorded Podcasts and use *Podcast LX*

Using *Podcast LX* allows instructors to manually add Podcast episodes to any content area within a Blackboard course as required. When podcast episodes are created, they will appear automatically in the **Podcast** tool within the **Tools Area** of the course. At the same time you can add a podcast section to your course menu which will list all the podcasts available within the content area of your course regardless of where you have put them.

This help-sheet will show you how to do add a podcast section to your Blackboard course Menu.

This exercise should take 15 minutes to complete

For Instructors

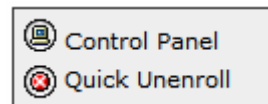
There are 2 stages to adding a podcast section to your course:

Stage 1 - adding Podcast to the Course.

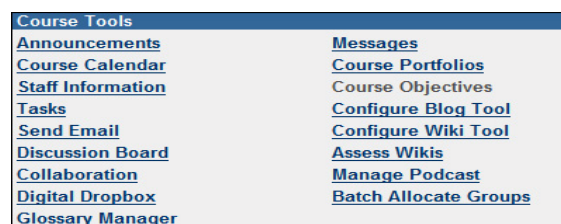
Stage 2 - adding Podcast to the Tool.

Stage 1 – Adding *Podcast* to the Course

1. Access your courses **Control Panel**.



2. From the Course Tools area click on **Manage Podcast**.



3. **Podcast Information** section lets you to enter the **title** and a **description** for your podcasts.

iTunes Metadata enables you to categorise your podcast series if you wish. You may also add a picture if you wish by clicking on **Browse**.

Options enables you to make an RSS feed available for your course podcasts. RSS feeds allows students to subscribe to your podcasts using an aggregator program such as iTunes.

If the instructor does not want to make course podcast content publicly available, the RSS feed can be disabled by ticking the **In Course Only** box. However, if you tick **Everyone. Available to the public** box anyone who knows the exact link to the RSS feed will be able to subscribe to it.

Click **Submit**.

Stage 2 – Adding Podcast to the Tool

We will now add a link in your Blackboard course's menu to take users to the central podcast page.

1. From the **Control Panel** click on **Manage Course Menu** from the Course Options area.

2. Click on **add tool link**.

3. From the drop down menu select **Podcast** as the tool to be added. Enter a text such as "Course Podcast" in the **Name** box and make sure that **Available for Student/Participant users** is ticked. Click **Submit**.

4. You will be taken back to the **Manage Course Menu** page where you'll see your podcast menu item listed as the final item.

If you now go back to your Blackboard course menu and click on the podcast tool you have just added, you will see a list of all the podcasts you have previously placed in your course's content area.

Please note: If you haven't placed any podcast episodes to your course's content area yet, then please follow [Adding Podcast Episodes to Your Blackboard Course's Content Area](#) guide.