

Using the Podcaster in CE6

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Overview

This short guide explains how to create a podcast using the Podcaster tool included in WebCT CE6. It will guide users through setting up a new podcast, making a recording and subscribing to the podcast. For more information on what a podcast is, or why you may want to create one, please see our more generic guide 'How to Podcast'.

The Podcaster

The Wimba Podcaster sits within WebCT CE6 and is added to your course area in the same way as other tools. It is a simple way for you to create an audio podcast for your course. Your students can either listen to recordings by logging on to the course area, or subscribe to the podcast enabling them to receive updates automatically five minutes after they've been recorded.

What you will need

- A CE6 course area
- A microphone
- Headphones/speakers

Adding a Podcast to your Course

First log in to CE6 and click on the course you want to create a podcast for. You can create as many podcasts as you wish, but in most cases one per course is usually sufficient.

Ensure you are in the 'Build' tab.

Click on **Add Content Link > Podcaster > Create Podcaster**.

Give your podcast a title and a description that will make sense to your students and then click **Save**. You will return to the course home page with a new link to the podcaster.

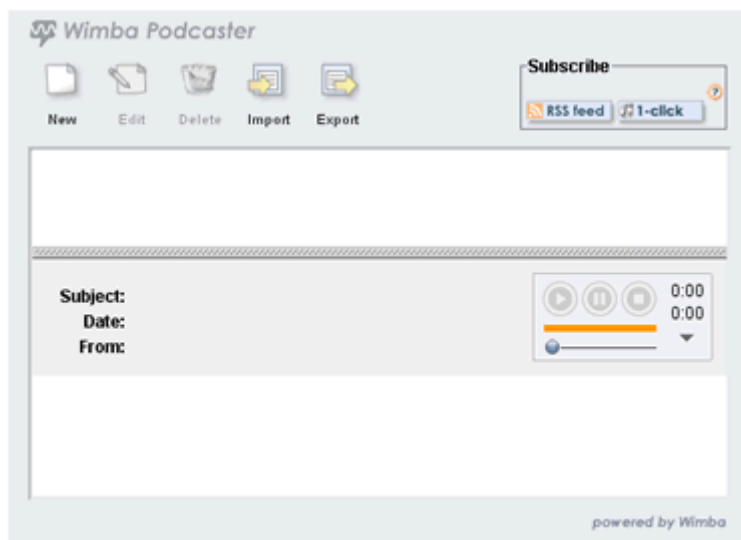
Making your Recordings

You must switch to the 'Teach' tab to make recordings.

Click on the link you have just created and then on the **Launch Wimba Podcaster** button

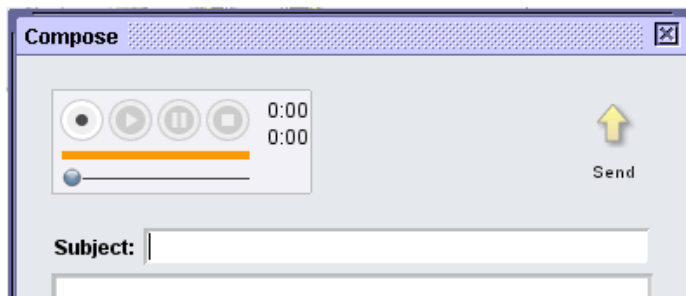
The first time you select this, you may be prompted to install a Java plugin. You may also be asked whether you want to "trust the signed applet distributed by Horizon Wimba". Select **Always** to trust the applet, so that you can run the podcaster without the prompts.

The Wimba Podcaster will appear.



DISTANCE AND E-LEARNING UNIT

To create a recording click **New**. The Compose window will appear.



Give your recording a title in the **Subject** field.

You should also type any accompanying text into the main window – a transcript or summary is useful for hard of hearing students or those without audio capabilities on their computers.

To begin recording, click the **Record** icon and **Stop** when you have finished. You can review your recording by clicking the **Play** button and re-record it if you are not happy.

When you are satisfied with your recording, click the **Send** button.

Instructions for your students – How to Subscribe to the Podcast

The real benefit in creating a podcast for your course is that once your students subscribe to it, they will automatically receive new entries without logging in to CE6. Once you have created an entry, students will be able to receive it with their podcasting software after approximately 5 minutes.



iTunes

For students using iTunes, they simply click on the **1-click** button. This will launch iTunes and complete the subscription.

Other Podcasting Software

Students should click on the **RSS feed** button. They should then copy the address from the address bar into the **subscribe** field of their software.

If they are using Internet Explorer 7 or Firefox 1.5, then they may have built-in RSS readers in their browser. If so, clicking on the **RSS feed** button will launch the subscription automatically.