

Podcasts Tool

At the end of this tutorial, you will be able to answer the following questions:

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Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **workspace** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

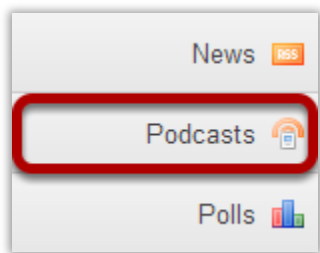
What is the Podcasts tool?

The Podcast tool allows instructors to distribute audio, video and PowerPoint files to their students either manually or via a RSS feed. Students that subscribe to a site's RSS Podcast feed have the audio, video or PowerPoint content automatically downloaded to a "podcatcher" application of their choice.

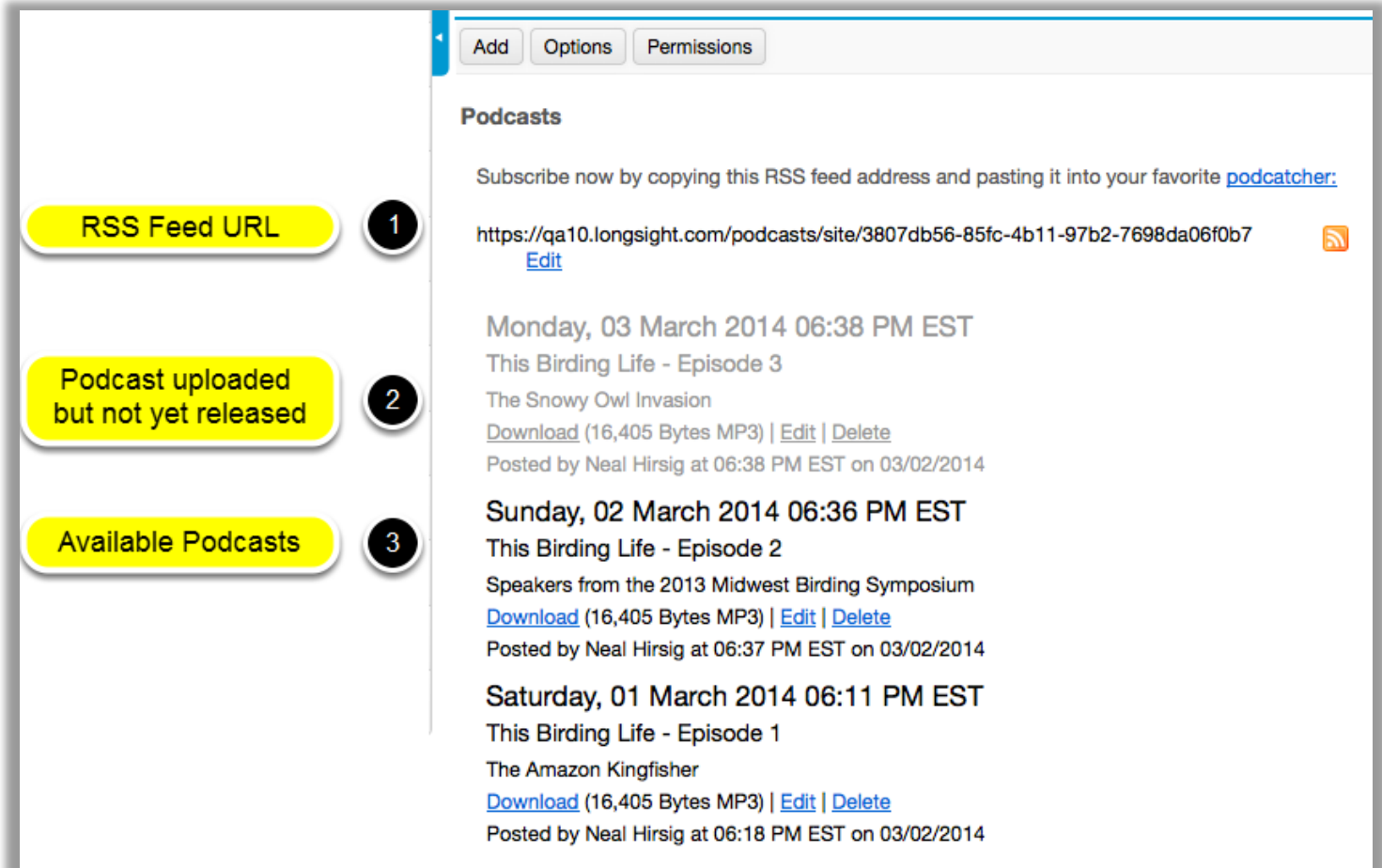
The Podcast tool is a convenient delivery mechanism for students to subscribe to a RSS feed and listen/view content on their Mobile devices.

Instructors can also edit the Podcast permissions allowing students to upload and manage podcast files.

To access this tool, select Podcasts from the Tool Menu in your site.




Example of a site Podcast.



The screenshot shows a web interface for managing podcasts. On the left side, there are three yellow callout boxes with black numbers 1, 2, and 3. Box 1 points to the 'RSS Feed URL' field. Box 2 points to a status message 'Podcast uploaded but not yet released'. Box 3 points to the 'Available Podcasts' section. The main content area shows a list of podcasts with their titles, dates, and download links.

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<https://qa10.longsight.com/podcasts/site/3807db56-85fc-4b11-97b2-7698da06f0b7> 

Monday, 03 March 2014 06:38 PM EST
 This Birding Life - Episode 3
 The Snowy Owl Invasion
[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)
 Posted by Neal Hirsig at 06:38 PM EST on 03/02/2014

Sunday, 02 March 2014 06:36 PM EST
 This Birding Life - Episode 2
 Speakers from the 2013 Midwest Birding Symposium
[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)
 Posted by Neal Hirsig at 06:37 PM EST on 03/02/2014

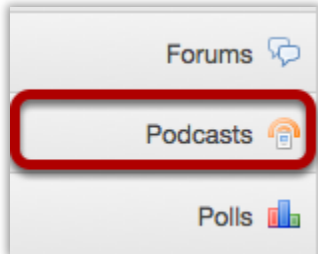
Saturday, 01 March 2014 06:11 PM EST
 This Birding Life - Episode 1
 The Amazon Kingfisher
[Download](#) (16,405 Bytes MP3) | [Edit](#) | [Delete](#)
 Posted by Neal Hirsig at 06:18 PM EST on 03/02/2014

Items you may see on a Podcasts page include:

1. RSS feed URL
2. Podcasts that have been uploaded but not yet released
3. Available Podcasts

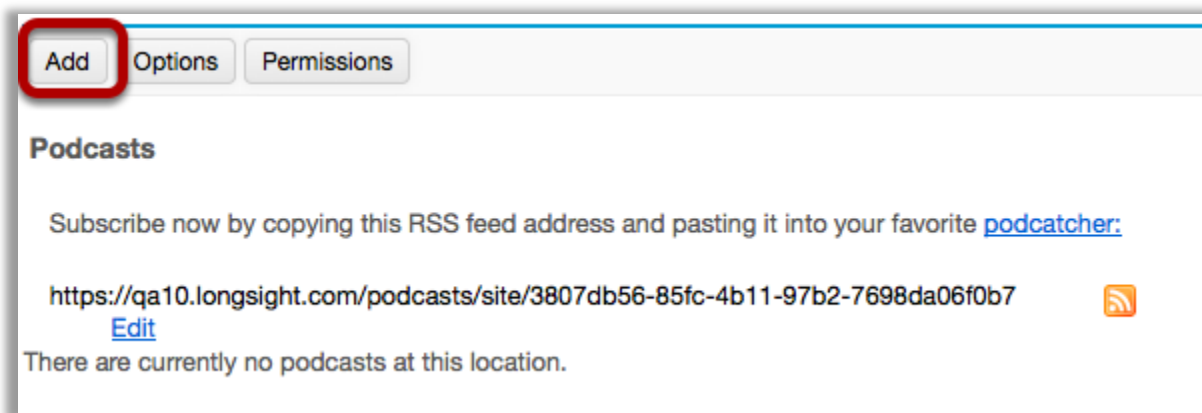
How do I add a podcast?

Go to Podcasts.



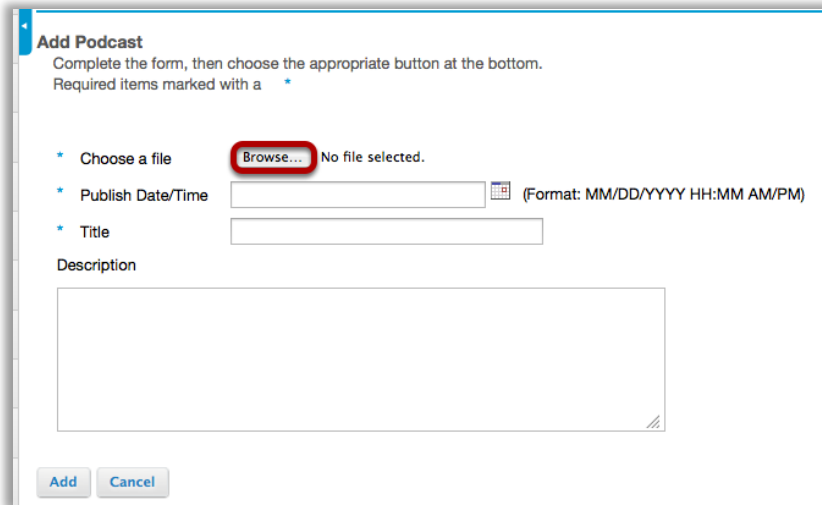
Select the **Podcasts** tool from the Tool Menu in your site.

Click **Add**.



This displays the Add Podcast dialog box.

Click Browse.



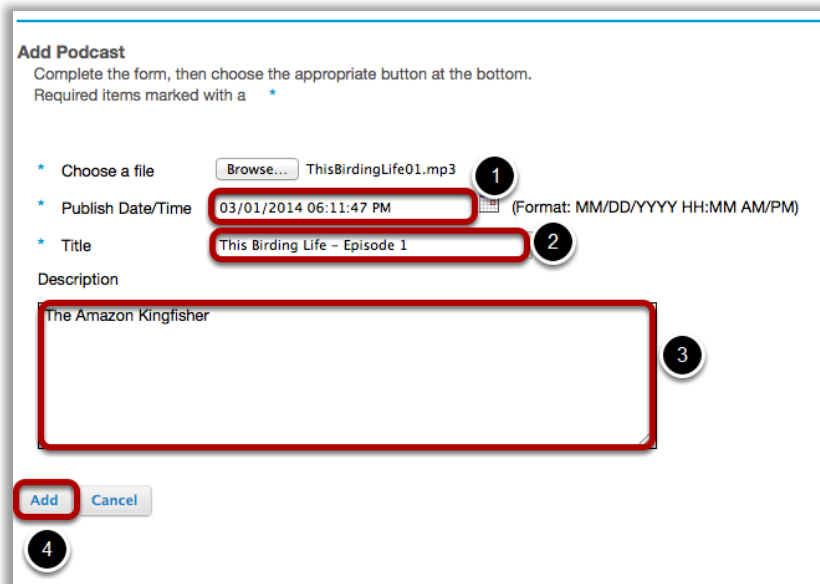
Add Podcast
Complete the form, then choose the appropriate button at the bottom.
Required items marked with a *

- * Choose a file **Browse...** No file selected.
- * Publish Date/Time (Format: MM/DD/YYYY HH:MM AM/PM)
- * Title

Description

Click the **Browse** button to locate and select the audio (.mp3) or video (.mp4) or PowerPoint (.ppt) file for upload.

Enter item information.



Add Podcast
Complete the form, then choose the appropriate button at the bottom.
Required items marked with a *

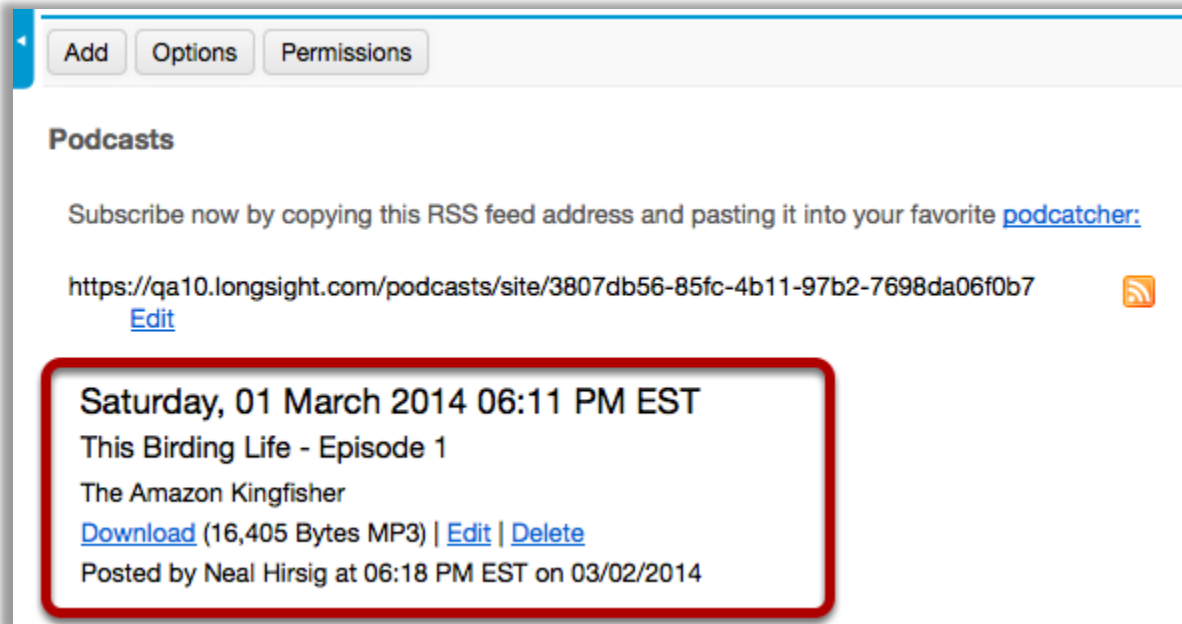
- * Choose a file ThisBirdingLife01.mp3 **1**
- * Publish Date/Time (Format: MM/DD/YYYY HH:MM AM/PM)
- * Title **2**

Description
 3

4

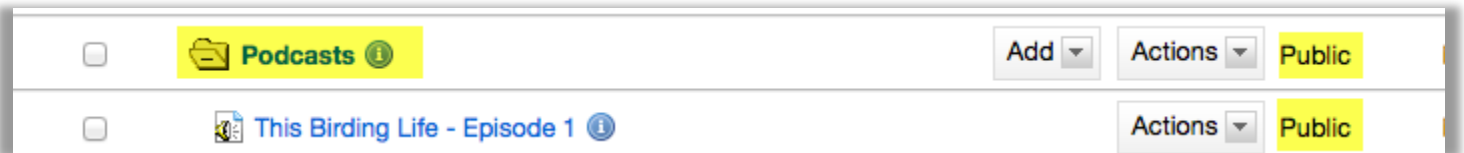
1. Select a release Date/Time.
2. Enter a Podcast title.
3. Enter a description.
4. Click **Add**.

View podcast.



After saving, you will return to the Podcasts page with the new Podcast item listed.

Notice the Podcast folder location.



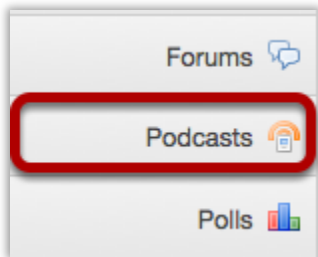
When the Podcast tool is added to the site, a "Public" Podcast folder is created in Resources automatically.

The Podcast folder created in the site Resources and all of the files uploaded are "Public" to allow users to subscribe and access the files through a podcatcher application.

How do I subscribe to a podcast?

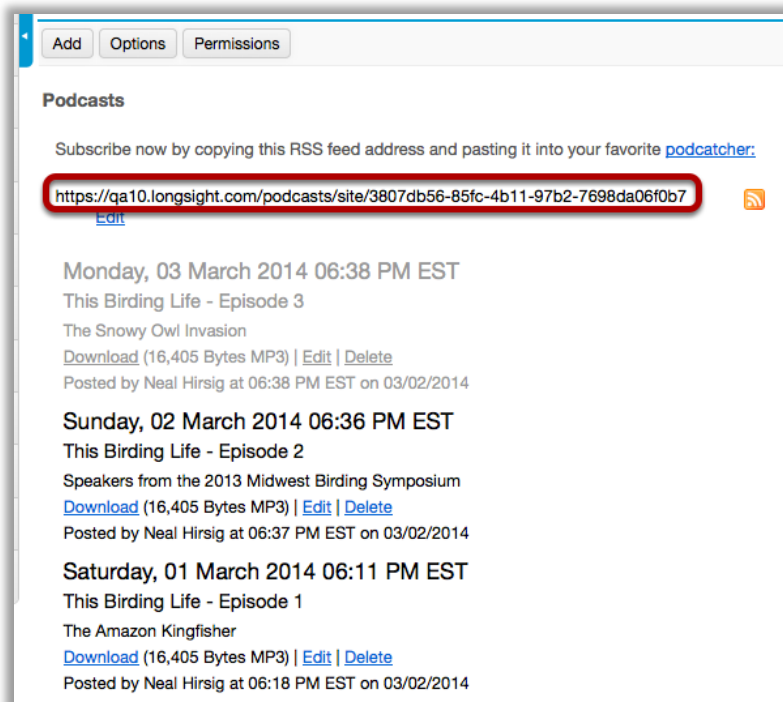
Instructors and students can subscribe to a site Podcast and have the Podcast files automatically downloaded to a "podcatcher" application of their choice (e.g. iTunes).

Go to Podcasts.

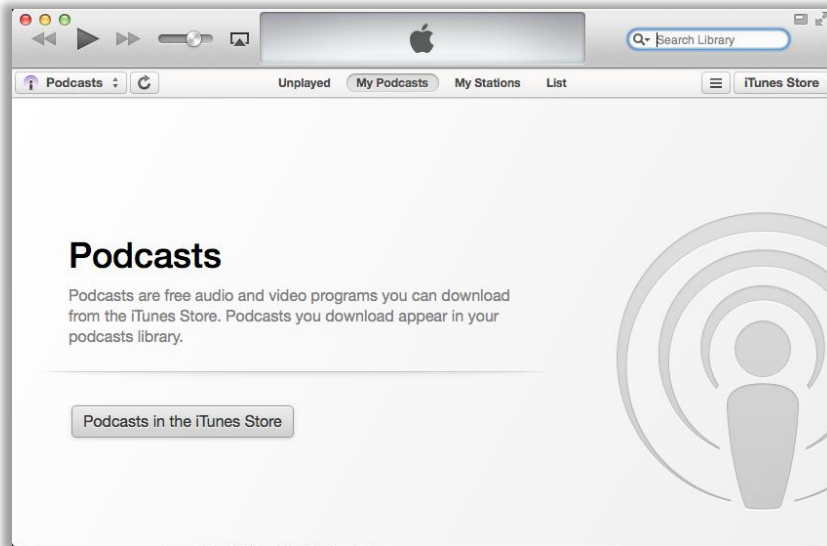


Select the **Podcasts** tool from the Tool Menu in your site.

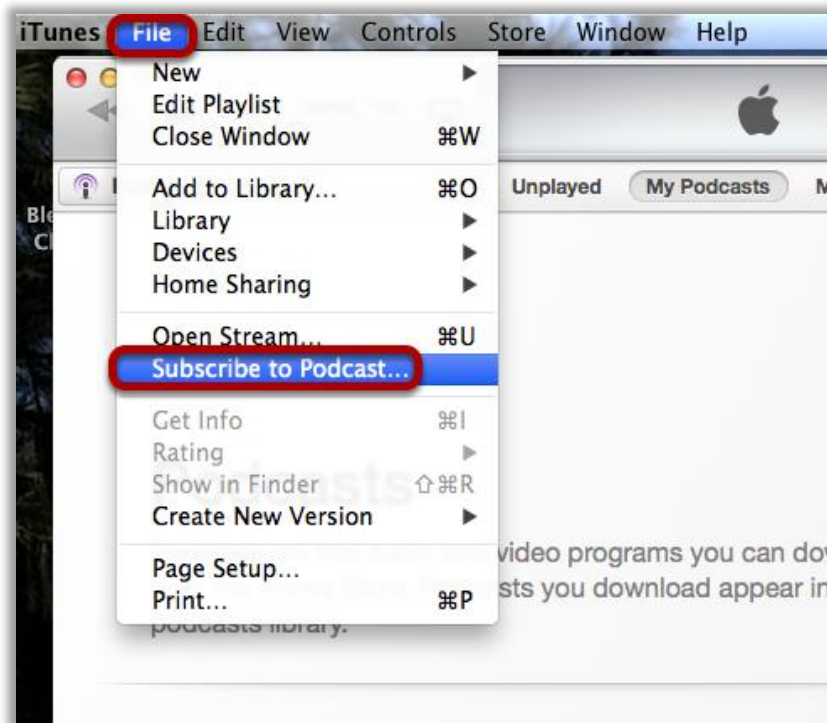
Copy the site's Podcast RSS feed URL.



Open your preferred podcatcher application (e.g. iTunes).

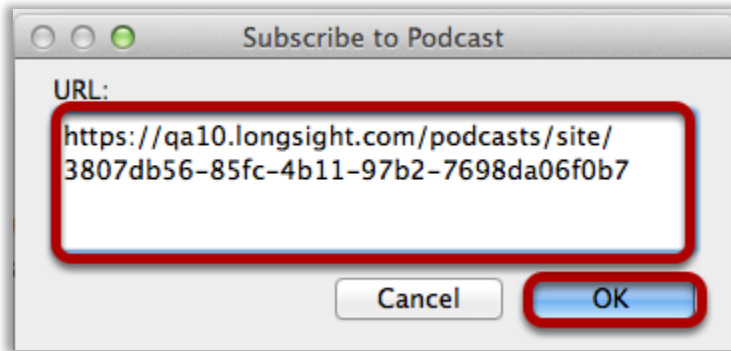


Click File / Subscribe to Podcast.



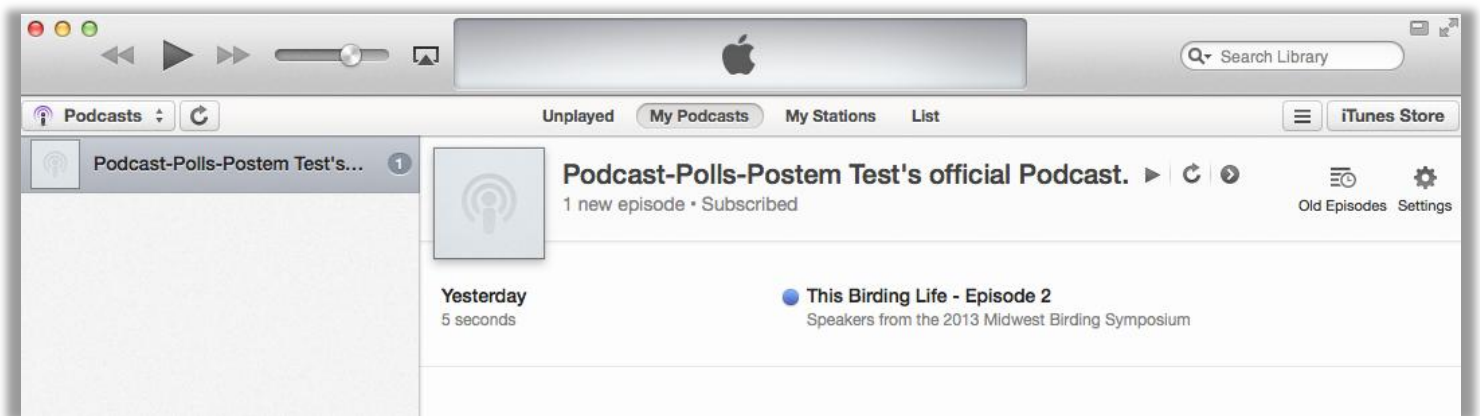
From the **File** menu, select **Subscribe to Podcast**.

Paste the URL.



Paste the site's Podcast RSS feed URL into the URL box, then click OK.

View subscribed podcast.

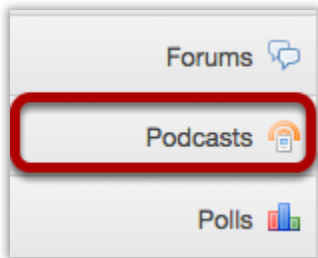


You are now subscribed. The image above displays the example Podcatcher application (iTunes) with a subscription to the site's Podcasts.

How do I allow students to upload podcast files?

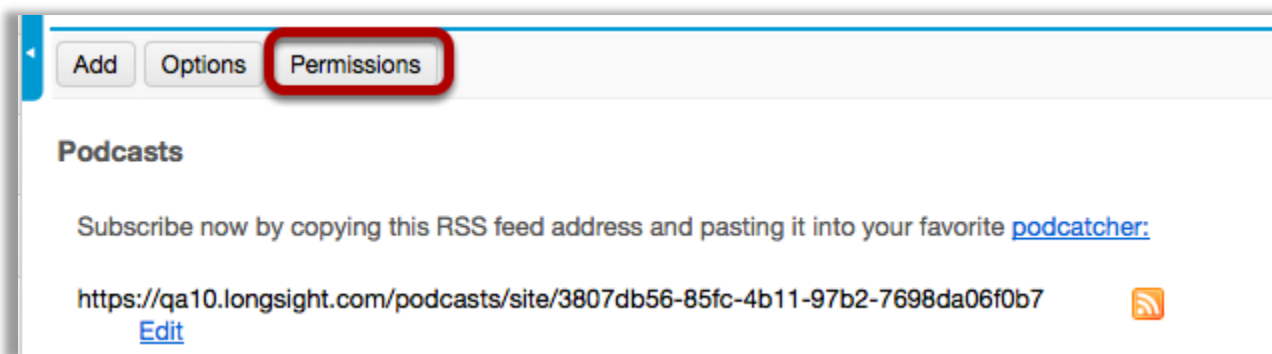
Instructors can edit the Podcast tool permissions to allow students to upload and manage the site's Podcast files. This provides a convenient mechanism for students to share audio, video and PowerPoint files.

Go to Podcasts.



Select the **Podcasts** tool from the Tool Menu in your site.

Click Permissions.



Modify the student tool permissions.

Permissions
Set permissions for Podcasts folder in worksite "PSYCH 400 001 SU14" (psych400_001_su14)

[Undo changes](#)

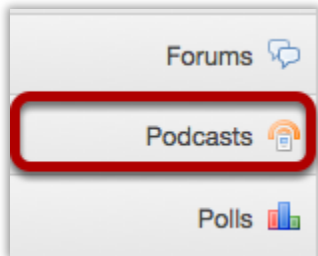
Permission	Instructor	Student	Teaching Assistant
Create podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete any podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own podcasts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden podcasts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Under the Student column, check the boxes for **Create podcasts**, **Edit own podcasts**, **Delete own podcasts**, and then click **Save**.

Student users will now have an "Add" button on their display of the Podcast tool allowing them to add podcast files.

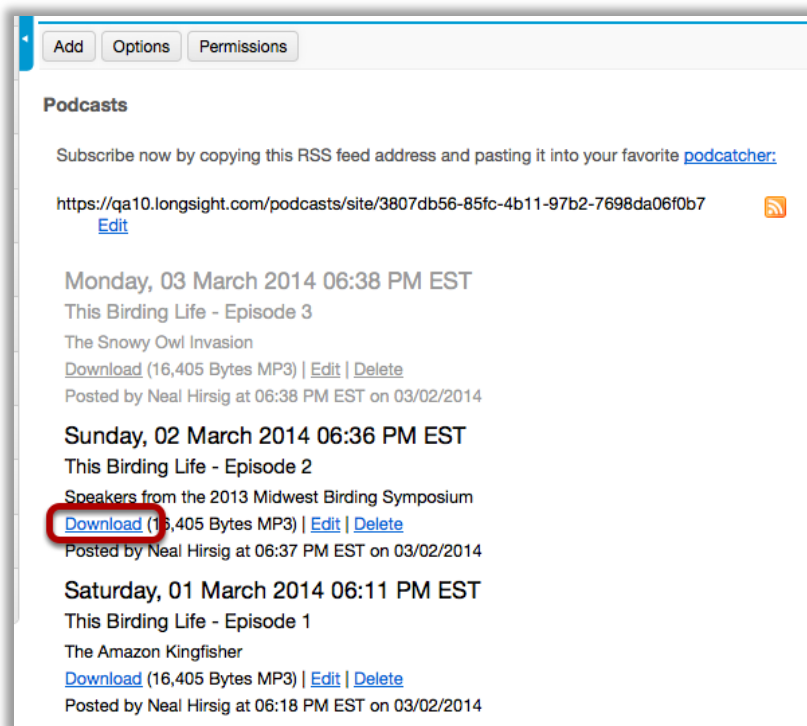
How do I view or download an individual podcast?

Go to Podcasts.



Select the **Podcasts** tool from the Tool Menu in your site.

Click **Download**.



Find the podcast you want to view, and under its title, click **Download**.

When prompted, you may choose to open the file or save it to your computer.

Note: Podcasts are listed in order by date published.