

instructional support

Enhancing Teaching and Learning through Technology

Wimba Podcaster (a component of Wimba Voice Tools)

What is Podcasting?

Podcasting is a method of automatically distributing digital media files to your students through subscription to content that can be accessed on their computers and transferred to mobile devices.

- Why use podcasting for my course?
 - It allows you and your students to author (and/or upload) vocal recordings and distribute them over the Internet using syndication feeds. Users can play messages directly within Wimba Podcaster, download audio from the feed, or subscribe using their preferred RSS reader.
- Do I need an iPod?
 - No. There are several different ways to distribute and access a podcast. Wimba is one way.
- Why use Wimba for Podcasting?
 - Wimba makes distributing and accessing the content very easy for instructors and students.

To create a Podcaster [container for podcasts]:




1. Log on to the Wimba site. Open your web browser and go to <http://pcc.horizonwimba.com/pcc/>
2. To log on, enter your *complete* PCC email address and Wimba password (initially “pcc123”). (Be sure to change your password later by clicking on “Edit my profile”.)
3. Make sure the **My Manager** tab is selected.
4. Click on **Wimba Podcaster**. This will take you to a screen with a list of all of the podcasts you have created or that you have access to.



5. To create a new podcast, click on the **New** button.
6. Enter a **Name**, e.g. “HST 101 (Smith)”. The description is optional, but it could be useful to list the intended use, due date or instructions.


Name	HST 101 (Smith)
Description	Supplemental lecture material from HST 101.

7. Click on **Create** at the bottom of the page.
8. You will return to the previous page with a list of your voice recordings. Click on the name of the recording you just created; in this example, “HST 101 (Smith)”.
9. Click on **Settings** on the left-hand side of the screen.


-  Information
-  **Settings**
-  Publish

Display short message titles

Allow users to post to podcast

Podcast auto-published after 5 min 

Teacher can edit his last post before it is published

Audio Quality Standard Quality - 12.8 kbit/s - Modem usage 

Resource's allowed document bases

Apply

If you checked Display short message titles, you will only see the subject line and the name of the individual who created the message; otherwise it will include length of recording and posting date.

Leave the Audio Quality at Standard. Leave the "Resource's allowed document bases" field blank.

10. If you make any changes on the Settings area, click on **Apply** at the bottom of the page to save it.

To create a link to your podcaster from MyPCC Course Tools, WebEasy or Spot

11. Click on **Publish** on the left-hand side of the screen.

12. **Select and copy** the URL Pointing to the Podcaster. (the first URL given)

- **URL pointing to the Podcaster**

<http://pcc.horizonwimba.com/pcc/pc?action=display&rid=963-1239400502871>

13. Paste it as a link from MyPCC Course Tools, WebEasy, or Spot.

Create a Podcast Message

14. Click on the new Wimba Podcaster link that you just created from MyPCC Course Tools, Web Easy, or Spot.

15. An Authentication window will pop-up if you have not login to Wimba account.

Enter your Wimba login account and password and click **Submit**.

Authentication

Enter a screen name (e.g. your first and last name):

Screen name:

Or enter your login information:

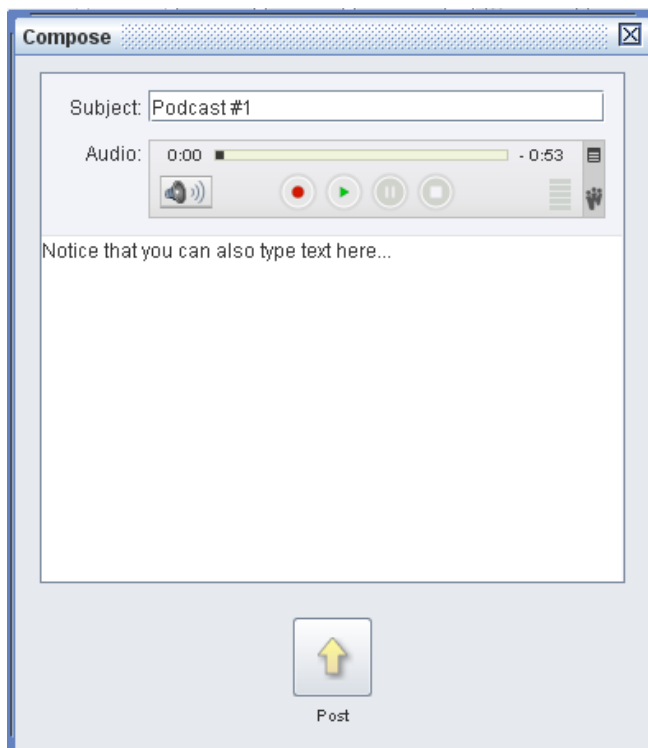
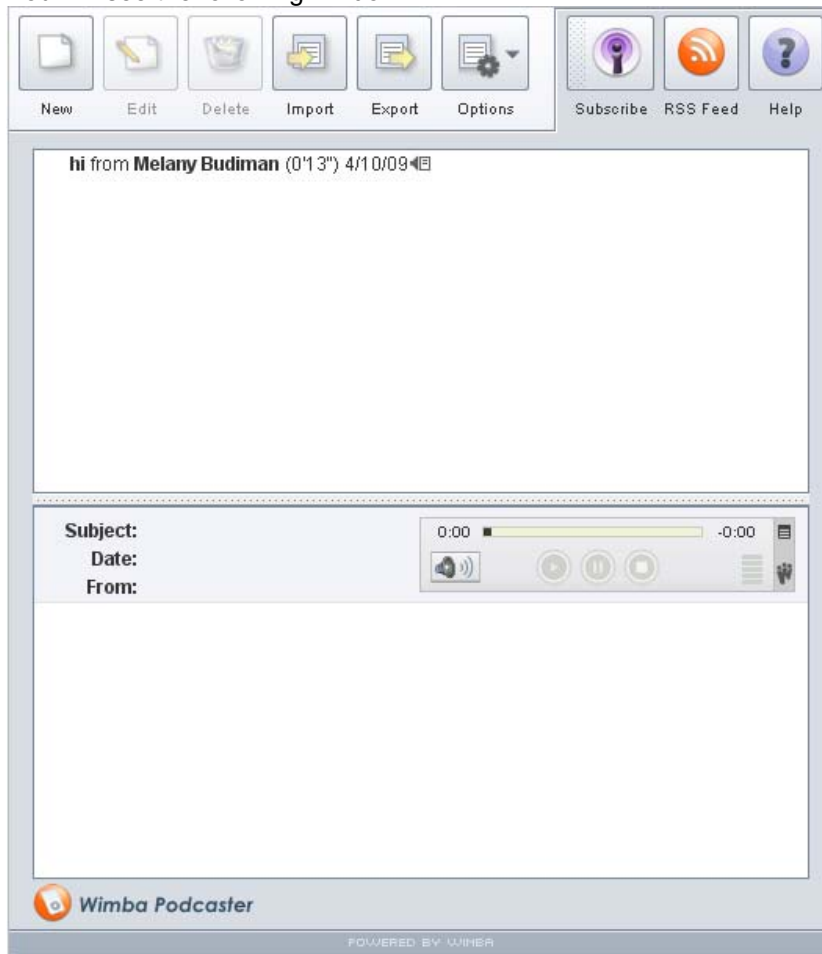
Login:








Password:

Anybody can go to the Podcaster by entering anything in the Screen Name. Make sure to ask your student to enter their full name.

Instructor must login using Wimba login and password information to have full control access in the podcaster.

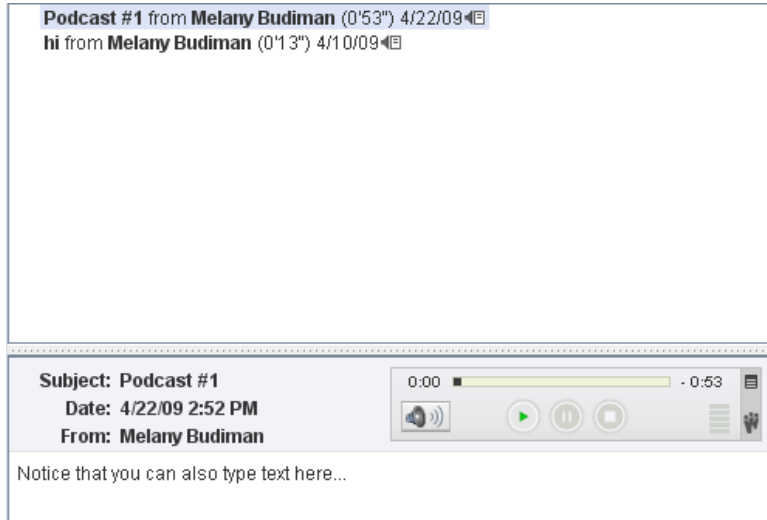
16. You will see the following window.



17. Click  to create the first podcast message.
 18. Click  to begin recording your message. Notice that you can pause the recording and continue by clicking the  button. When finished, click on  to stop recording.
 19. To listen to the recording, click on . If not satisfied, record the message again by clicking on the  button. You will be prompted to override the previous message. Click **Yes** and recording will begin.
 20. Be sure to add a subject. In the box below the Subject, you can provide your podcast information.
- When ready, click on the  button. The window will close and you will see your message posted.

21. To open your message, click on it so that it is highlighted. It will appear in the bottom part of the window.


Click  to listen.

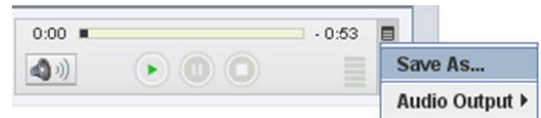


22. You can edit your own recording. Select the message and click . Click  and click **Yes** to re-record

your message. Click  when ready.

23. To delete a message, select the message you would like to delete and click .




24. To save the voice message, click the  next to the time and click on **Save As**.



Select where you want to save the file and enter a file name. You can save the audio file as an spx, mp3, or wav file. Click **Save** when ready.

Subscribing to a Podcast Message

There are three ways to subscribe to an instance of Wimba Podcaster:

- Click the  **Subscribe** button to subscribe to this podcast in your default podcast reader application
- Drag the  **Subscribe** button into any podcast reader application (such as iTunes, or Juice)
- Click the  **RSS Feed** button; a new window will open. Copy/paste the URL that appears in the address bar into your preferred podcast reader application.

Once a user subscribes, their podcast reader application will automatically download new messages created within a Wimba Podcaster instance. This content will then sync to an iPod (or other portable device), if this has been set up within the podcast reader software.

Note: *Subscriptions only apply to a single instance of Wimba Podcaster. If your course utilizes more than one Wimba Podcaster, repeat this process within each instance as desired.*