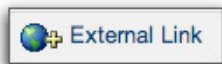


Placing Your Podcast Link in Blackboard

Once you place your podcast on the Cal Poly podcasting server, you will need to take the link that you copied by **Right-clicking** or **Control-clicking** on the **RSS Podcast icon** and place it into your Blackboard course. Please follow the instructions below:

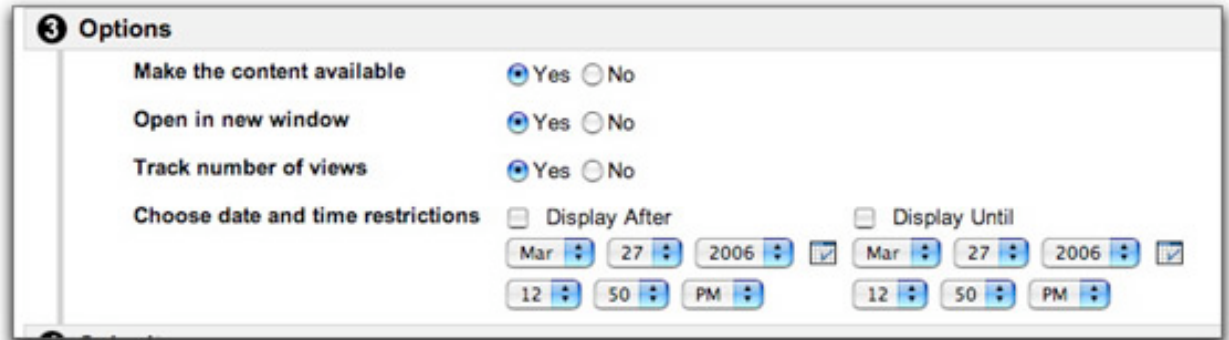
1. Enter the Blackboard course where you want to place the podcast link by clicking on the Blackboard course link in the Cal Poly portal at <http://my.calpoly.edu>
2. Click on the **Control Panel** of your Blackboard course.
3. Click on the specific link of the **Content Area** you wish to place the podcast link in for student access (e.g., **Course Materials**, **Assignments**, etc.) Better yet, create your own Blackboard navigation button that says "Podcasts" in the **Manage Course Menu** area and then click on the Podcast Content Area you've created).
4. Click on the **External Link** icon.



5. When the **Add External Link dialog box** appears, type in a name for the podcast subscription in the **Name** textbox. Retrieve the link you previously copied to your Text Edit or Microsoft Word document by copying it to the clipboard (i.e., highlighting the link and selecting **Edit > Copy**). Paste the podcasting link into the textbox labeled **URL** of the **Add External Link dialog box** by selecting **Edit > Paste**. Provide some text in the **Text** textbox that informs your students where this link will take them. (Note: Technology and Learning Services will provide you with a document to upload into your Blackboard course that will explain to your students in detail how to access the subscription in their iTunes software, etc. You should probably place this document before this external link or copy/paste the information of that document into this textbox.)

A screenshot of the "Add External Link" dialog box. The title bar says "Add External Link" with a book icon. Below the title bar is a section header "1 External Link Information". There are three main sections: "Name" with a text box containing "Podcast Subscription Link"; "URL" with a text box containing "itpc://129.65.62.127:16080/weblog/lfose/?flavor=i" and a smaller text box below it containing "For example, http://www.myschool.edu/"; and "Text" with a large text area containing the text: "<p>This is the subscription link to click upon and subscribe to the podcast Dr. Luanne Fose - The Tweed Geek within iTunes on your computer. (Note: You must have iTunes installed on your Mac or PC for this to work). For more instructions, please see the attached tutorial." At the bottom of the dialog box, there are radio buttons for "Smart Text", "Plain Text", and "HTML" (which is selected). To the right of these are icons for a square root symbol, a double-headed arrow, a checkmark, and a "Preview" button with a document icon.

6. Scroll down the Blackboard page to the **Options** section. Select the following options: **Make the content available** – **Yes**; **Open in new window** – **Yes**; **Track number of views** – **Yes**. If you wish to have date and time restrictions on the viewing of this link, you can select them here. If you don't want any time restrictions, leave it alone and students will have access to this podcasting link from the time you turn on your Blackboard course until the time you turn it off.



The screenshot shows the 'Options' dialog box in Blackboard. It has a title bar with a '3' icon and the word 'Options'. Below the title bar, there are four main sections:

- Make the content available**: Radio buttons for 'Yes' (selected) and 'No'.
- Open in new window**: Radio buttons for 'Yes' (selected) and 'No'.
- Track number of views**: Radio buttons for 'Yes' (selected) and 'No'.
- Choose date and time restrictions**: This section contains two sub-sections:
 - Display After**: Includes a checkbox (unchecked), a date selector (Mar 27 2006), and a time selector (12:50 PM).
 - Display Until**: Includes a checkbox (checked), a date selector (Mar 27 2006), and a time selector (12:50 PM).

7. Click on the **Submit** button at the bottom of this **Add External Link dialog box**.
8. When you're ready for students to access this link, don't forget to turn on your Blackboard course (i.e., make the course available) by clicking on the **Control Panel** > **Settings** > **Course Availability** and selecting **Yes**; then click the **Submit** button to finish making the course available.