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.)
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.

![Options settings](image)

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.