

Wimba Tutorial – Adding a Podcaster to Vista

Introduction

This tutorial will show you how to integrate the Wimba Podcaster software into a Vista class using the PowerLink. Commonly recorded events using this tool might be lectures (60 minutes maximum) or directions and information about projects. Students and faculty can use the built-in podcast recorder to create a voice recording. Other class members can then listen to this file on the web or download it to their PC or Mac, or to a portable digital music player such as an iPod.

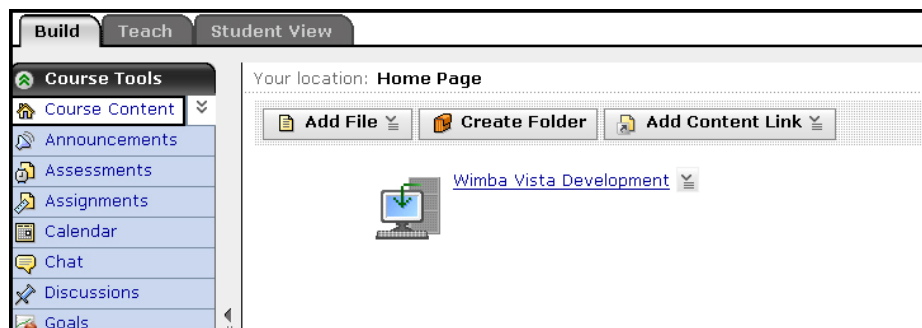
⚠ Notice: Publish in the syllabus or in Vista that you will be recording sessions in the podcaster and explain how files can be accessed.

Table of Contents

Getting Started	1
Turning on Podcast.....	2
Adding a Podcast.....	3
Settings.....	4

Getting Started

1. Sign into to Vista then choose the **Build** tab.



⚠ Notice: Have a USB headset ready to record with. Without a headset feedback is unavoidable. Headsets also keep conversations private, try to record in a quiet location where one is not likely to be interrupted.

Turning on Podcast

By default the Podcast tool is not on in Vista. In order to access the Podcast Tool you must first turn it on.

Warning: If you already have the Podcast link on your vista page under **Add Content Link**, then please skip this section and go to “Adding a Podcast.”

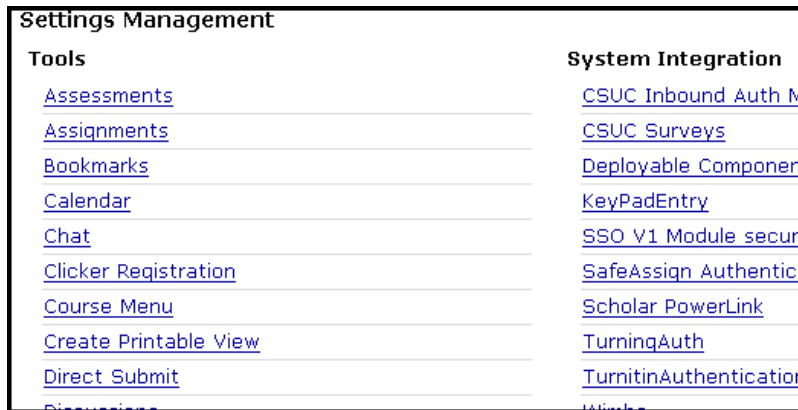
1. In the **Designer Tools** on the bottom left of the page, click on **Manage Course**.



2. Click on **Settings**.



3. Scroll down the **Tools** list and click on **Podcast**.



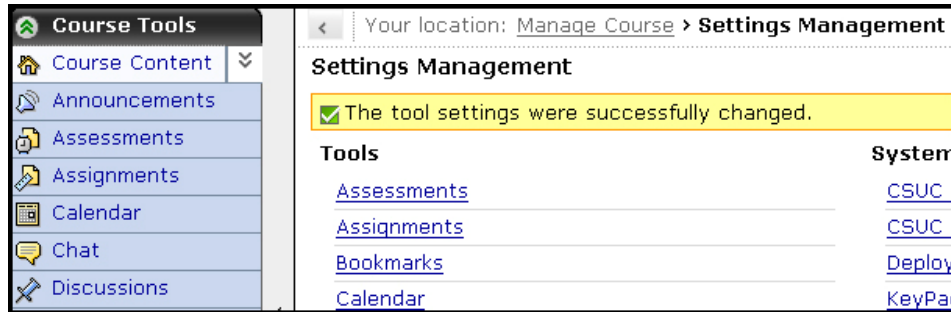
4. To enable this tool, click on the **True** bubble and click on **Save Values**.

Title	Value
Enable Tool	<input checked="" type="radio"/> true / <input type="radio"/> false
rid	<input type="text"/>
This setting has been locked.	
This setting has been locked.	
This setting has been locked.	
This setting has been locked.	
This setting has been locked.	
Allow Instructors to create Wimba Classrooms *	<input checked="" type="radio"/> true / <input type="radio"/> false
This setting has been locked.	

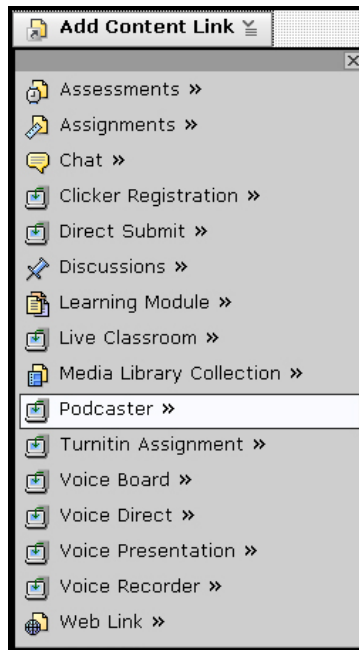
*Required fields

Adding a Podcast

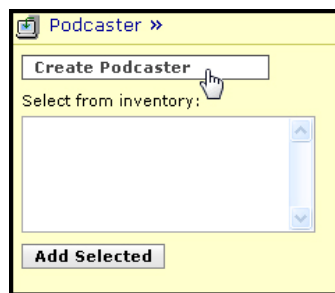
1. After turning on the Podcaster, go back to your Vista homepage by clicking **Course Content** on the tool bar on the left of the page.



2. Once back on the homepage, click **Add Content Link** at the top center of the page.



3. Click on **Podcaster**, and then click **Create Podcaster**.



⚠ Notice: If you already have an existing Podcast you can add it at this time by selecting the title and clicking **Add Selected**.

4. Add a title for your Podcaster, and remember that it cannot have any punctuation. Give it a simple and short name, which will make your files appear more organized and easier to read. When you are finished click **Continue**.



Create Podcaster

* Title:

* Required field

Settings

1. The title is already filled out with the title you previously put in, but filling in a description can be very helpful. This is an optional step.



General Settings

* Title
Best practice: Use "course_name - podcast_name", eg. "Biology 101 - Extra"

Description

2. Next you can adjust the audio settings. Keep the audio quality at **Standard Quality** unless you have a specific need for something else.



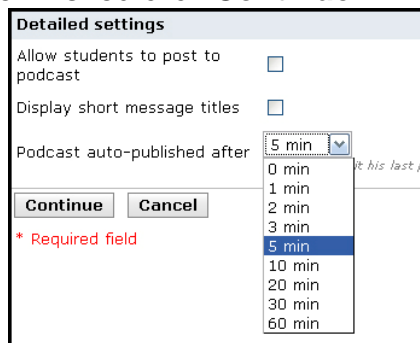
Audio settings

Audio Quality

Detailed settings

Allow students to post to podcast

3. The rest of the detailed settings you can change according to your specific needs. When you are finished click **Continue**.



Detailed settings

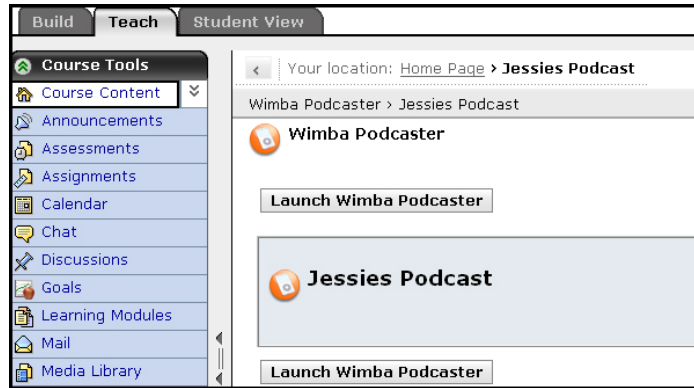
Allow students to post to podcast

Display short message titles

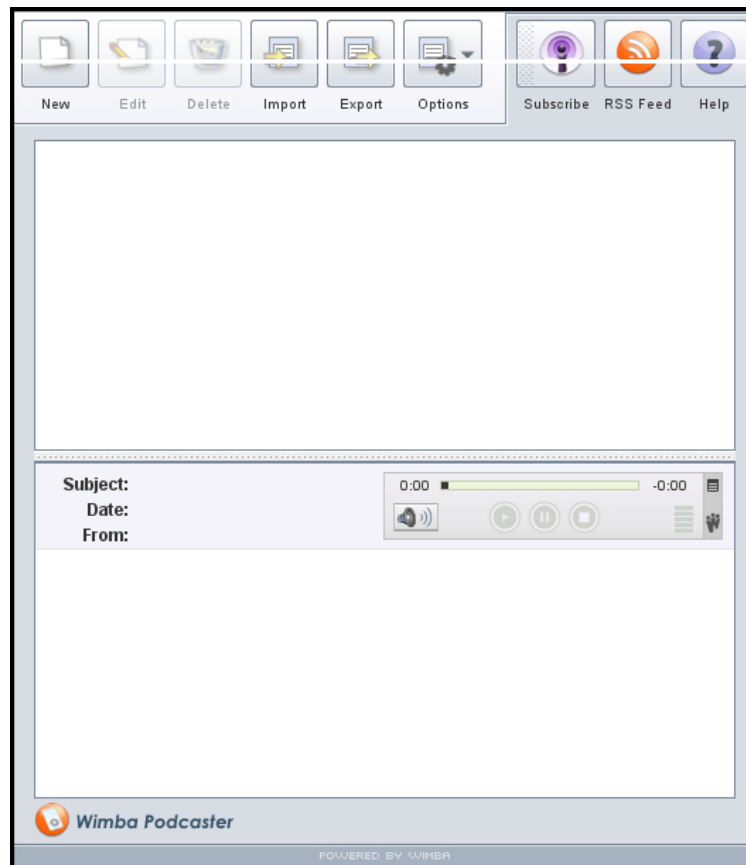
Podcast auto-published after

* Required field

- After you have finished with the settings, an icon to your Podcast will appear on your Vista homepage. In order to open and use it you have to move to the **Teach** tab.



- Once in the **Teach** tab click on **Launch Wimba Podcaster**. This is what the new Podcaster will look like:



- From here you can start a new Podcast by clicking on **New**. Or you can import or export audio by clicking on the **Import** or **Export** icon next to the **New** icon.

 **Warning:** Users should practice a few times before recording a session.