

## Wimba Tutorial – Using a Podcaster

### Introduction text

This tutorial will show you how to use the Podcaster Tool. 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.

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### Getting Started

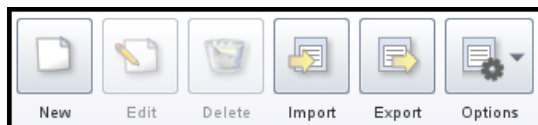
1. Sign into Vista then choose the **Teach** tab.



2. Click on the link to a Podcaster that you have previously created.

### Using Wimba Podcaster

1. Once you are in the Podcaster click on **New** on the toolbar on top of the page.



2. Next, add a subject.

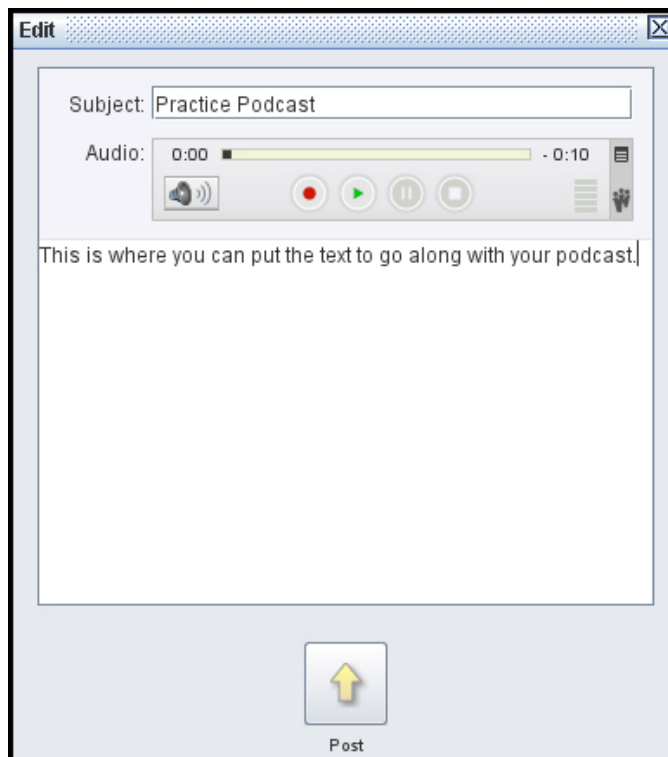


Subject: Practice Podcast

3. When you are ready to record, click on the red circular **Record** button. When audio is being recorded the bars to the right will light up. When you are finished recording click on the square **Stop** button. If you need to pause during the podcast creation click on the double bar **Pause** button.



4. Next you may add some text to the podcast. Click the **Post** arrow when you are finished.



Edit

Subject: Practice Podcast

Audio: 0:00 - 0:10

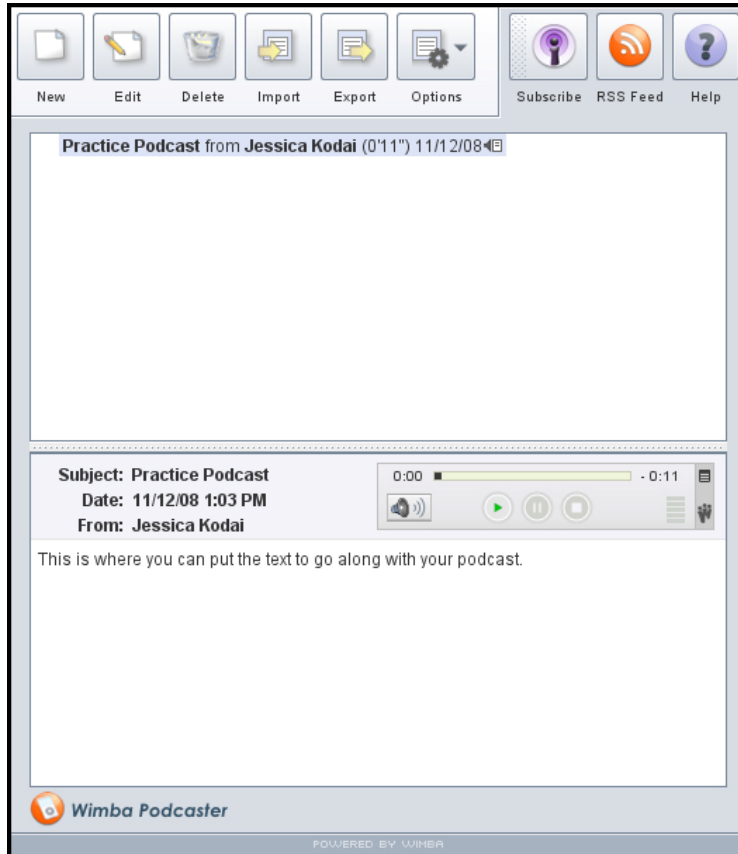
This is where you can put the text to go along with your podcast.

Post

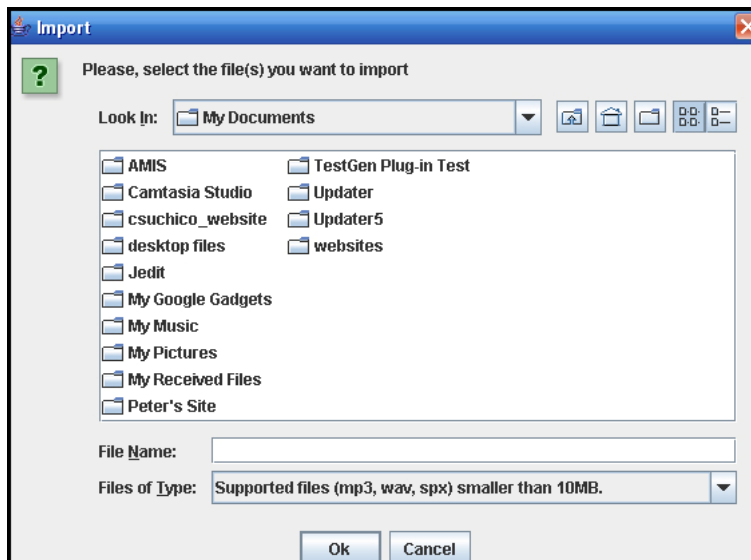
The screenshot shows a window titled "Edit" with a subject field containing "Practice Podcast" and an audio progress bar at 0:00 of a 0:10 duration. Below the audio controls is a text area with the placeholder text "This is where you can put the text to go along with your podcast." At the bottom of the window is a yellow arrow button labeled "Post".

## Extras

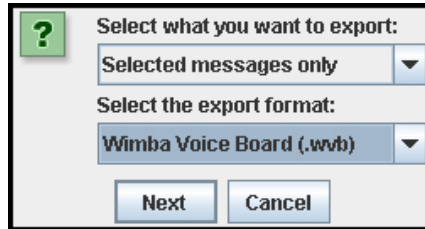
- You can edit or delete a Podcast by selecting the specific one, and then clicking on the **Edit** or **Delete** buttons.



- The Podcast tool also imports audio files. Only mp3, wav, and spx that are under 10 meg can be uploaded. Click on **Import** and the following screen will show up.



7. Find and select the audio file that you would like to add and click **Ok**.
8. To export a file click **Export**. Select what podcast you want to export from the first drop down list, and then select **Wimba Voice Board (.wvb)** as the export format. Click **Next**.



9. Next choose where to save the file. Then click **Save**.

