

**Role:**

Instructor

**Objectives:**

In this scenario, you will:

- Navigate to the **Manage Podcast** page
- Name and title the podcast
- Assign categories and an image

**Quick Start Guide:****Managing a Podcast**

A podcast is a web-based broadcast of audio or video content that is often delivered to subscribers through an RSS (really simple syndication) distribution mechanism.

Podcast episodes can be played from the course page or sent to the student's podcatcher, such as iTunes and Juice, or by feed aggregators, such as Google Reader and Netvibes.

**Navigation:**

1. Enter a course.
2. Click the **Control Panel** link.
3. Click the **Manage Podcast** link.

**Steps:**

## Podcast Information

1. Enter the name of the podcast in the **Feed Title** field. By default, the podcast name is the name of the course.
2. Enter the description of the podcast in the **Description** field if applicable.

## iTunes Metadata

1. Enter the category in the **Category** field if applicable.
2. Enter the sub category in the **Sub Category** field if applicable.
3. If you want to display a graphic for the podcast, click the **Browse** button for the **Add Album Art** field and navigate to and select the image.

## Options

1. Select the **Visibility** option.

If you want students to access the podcast episodes from the course page (no RSS feed), select the **In Course Only** option.

If you want students to be able to subscribe to the podcast feed, select the **Everyone** option.

**Note:** The **Everyone** option makes the contents of the feed public to anyone who obtains the URL address.

## Submit

1. Click the **Submit** button.