



# Sakai Help - Podcasts Tool

## 1. Introduction

The Podcasts tool allows you to quickly and easily create podcasts from your audio or video files. These podcasts can be made available directly on your site, or broadcast to any user that wishes to subscribe to your podcast.

## Quick Start

Click the **Add** action beneath the Podcasts tool title bar. Choose the audio or video file you wish to upload for your podcast. Enter a title for your podcast. Select a date and time for your podcast to be published. Click **Add** when done.

To revise a podcast you've created click on the **Revise** button for that podcast. To delete a podcast you've created, click on the **Delete** button for that podcast, and then click on the **Delete** button when you are asked to confirm.

Continue reading for more detailed instructions and instructions for advanced features.

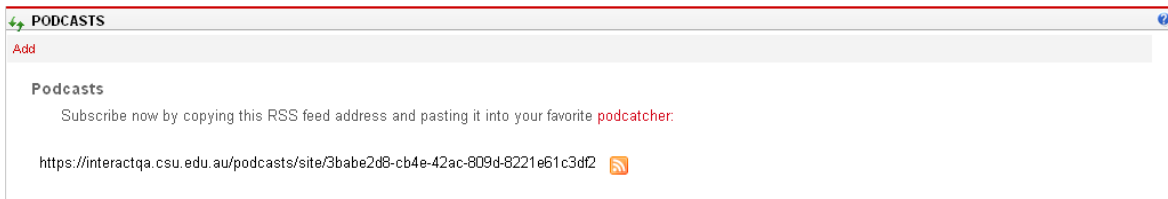
## 2. What is a Podcast?

Podcasting is simple way of broadcasting a series of related audio or video files over the Internet. A podcast consumer, in most cases, has a piece of software, called a "pod catcher" that will automatically download the audio or video files to their computer. iTunes® is a popular pod catcher, but not the only program for this purpose. Consumers then have control over when they listen to the podcast, unlike traditional streaming media (e.g., AM radio). Most consumers use a portable media device (e.g., an iPod) to listen to podcasts, but they can also listen to the podcasts directly on their home computers as well. Consumers can subscribe to a podcast with an RSS (Really Simple Syndication) feed that will automatically add new content to their computer or media device.

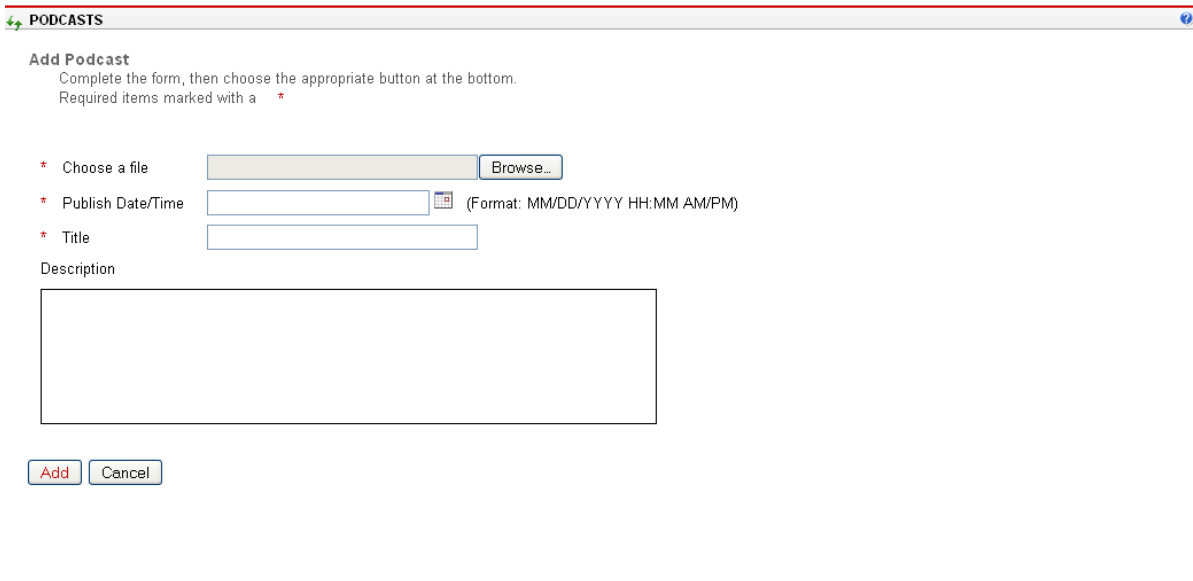
## 3. Add Podcasts to a site

In order to have a podcast you must add "episodes", audio or video files that are instalments in your podcast series. Users that subscribe to your podcast will then be able to see your episodes.


Click **Podcasts** in the left menu to open this tool.



Click the **Add** action beneath the Podcasts tool title bar.



Click the **Browse** button and select a video or audio file to upload.

Enter the publish date and time. This is the time when the episode will become available to users. The date and time must be entered in the DD/MM/YYYY HH:MM AM/PM format. For example, to enter the fourth of February 2010 at 9:00 in the morning you would enter the following: "04/02/2010 09:00 AM". You can also click on the  icon to enter a date/time. Click on the icon and then enter the desired time in 24 hour format, so 2:30pm is entered as 14:30. Now click on the desired date and the date and time will be entered for you in the correct format.

Enter a title for your episode. You may also enter a description if you wish. Click the **Add** button when you are finished to add the episode to your podcast.

## 4. Edit and Delete Episodes

### 4.1 Edit Episodes

To edit an episode you've already posted to your site, click on the **Revise** button that appears below the title of the podcast you wish to edit.



**PODCASTS**

**Revise Podcast**

Update the form, then choose the appropriate button at the bottom.

Current File Anton Spanish File

Choose a file

Publish Date/Time   (Format: MM/DD/YYYY HH:MM AM/PM)

Title

Description

You can select a new audio or video file to replace the current one by clicking on the **Browse** button. Each episode can have only one audio or video file associated with it.

You can edit the title and description by entering them into the appropriate text boxes.

You can also edit the date and time you want your episode to be published. This is the time when the episode will become available to users. The date and time must be entered in the DD/MM/YYYY HH:MM AM/PM format. For example, to enter the fourth of February 2010 at 9:00 in the morning you would enter the following: "04/02/2010 09:00 AM". You can also click on the 📅 icon to enter a date/time. Click on the icon and then enter the desired time in 24 hour format, so 2:30pm is entered as 14:30. Now click on the desired date and the date and time will be entered for you in the correct format.

When you have finished making changes, click the **Save Changes** button.

#### 4.2 Delete Episodes

To delete your episodes, click on the **Delete** button that appears beneath the title of the episode you wish to delete. You will be asked to confirm the deletion. If you are sure click **Delete**.

### 5. Access podcasts

#### 5.1 Access from site


Site members can directly access a podcast by clicking on the **Podcasts** tool.



Add

#### Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<https://interactqa.csu.edu.au/podcasts/site/3babe2d8-cb4e-42ac-809d-8221e61c3df2> 

Thursday, 29 April 2010 11:25 AM EST

Lorem Ipsum

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

[Download \(7.9MB UNK\)](#) | [Revise](#) | [Delete](#)

Posted by Anton Terblanche at 04:23 PM EST on 06/29/2010

Thursday, 25 February 2010 11:36 AM EST

Intro for Battlefield Vietnam

Video game trailer.

[Download \(18.4MB UNK\)](#) | [Revise](#)

Posted by James Sloane at 11:36 AM EST on 02/26/2010

Thursday, 25 February 2010 09:29 AM EST

Adam Hills - Advance Australia Fair

Adam Hills with Advance Australia Fair

[Download \(0.7MB UNK\)](#) | [Revise](#)

Posted by James Sloane at 09:29 AM EST on 02/26/2010


There will be a list of published episodes available for download. Click on the **Download** button beneath the title of the episode you wish to access. You will then be able to open or save the file to your local computer.

## 5.2 Access from a pod catcher

A pod catcher is a program used to automatically download podcasts. iTunes® is a popular pod catcher, but not the only program for this purpose. In order to subscribe to a podcast using a pod catcher you will need the address of RSS feed. This address appears on the **Podcasts** tool main page.

#### Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite [podcatcher](#):

<https://interactqa.csu.edu.au/podcasts/site/3babe2d8-cb4e-42ac-809d-8221e61c3df2> 

Find the **Subscribe to podcast** action in your pod catcher and then copy and paste this address into it. Your pod catcher should then automatically download any new content that is published for this feed.