

# Four Steps to Your Podcast

With the aid of this guideline you will be able to add a podcast to your course in no time and create your first episode.

## Requirements

Produce an audio or video file for your podcast episode by means of appropriate recording software (e.g. [GarageBand](#)) before saving it in a Flash-compatible format (FLV, MP3, MP4, M4V, M4A or AAC).

In case you have not created a course yet you will get further information in the chapter "[Creating Courses](#)" on how to proceed before generating a podcast by means of the following instruction.

## Create Podcast

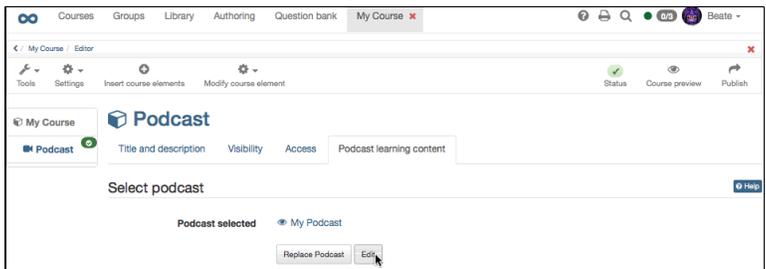
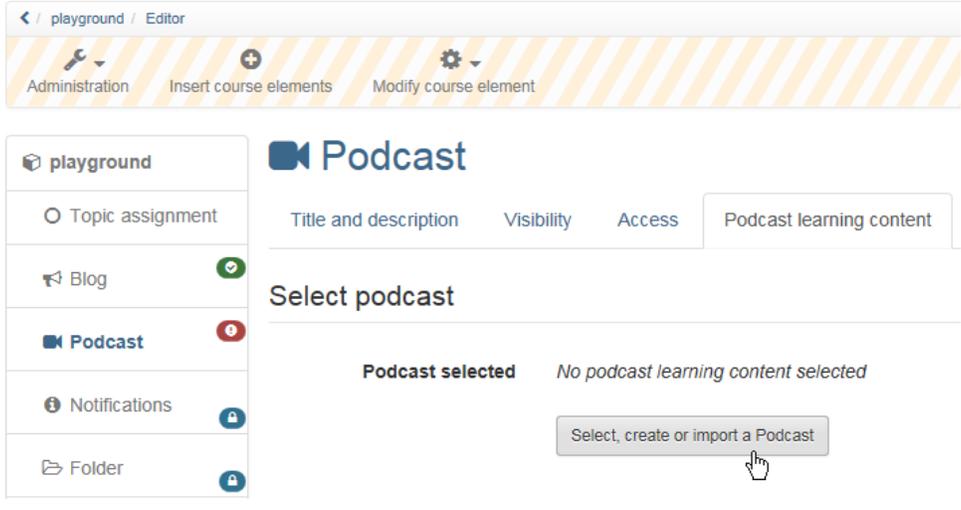
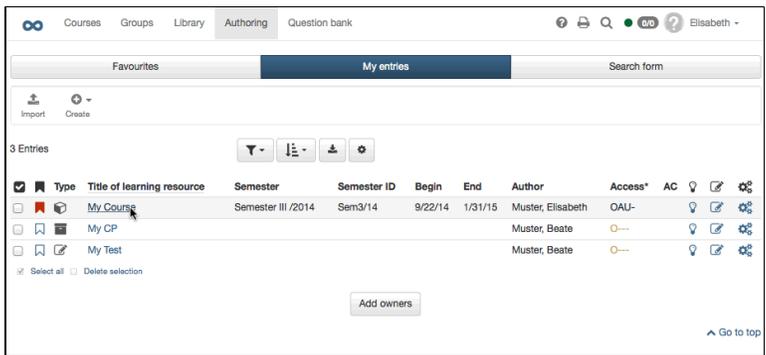
| Step 1: Open course editor and insert podcast course element |   |
|--|---|
| 1  | Search for your course in "Authoring", section "My entries," and open it.                                 |
| 2  | Click "Course Editor" at the top of the Administration drop-down menu.                                    |
| 3  | Select position at which your Podcast course element should be inserted by clicking on it.                |
| 4  | Select "Podcast" in the pop-up "Insert course elements" in the toolbar.                                   |
| 5  | Indicate a short title for your course element in the tab "Title and description" and save your settings. |

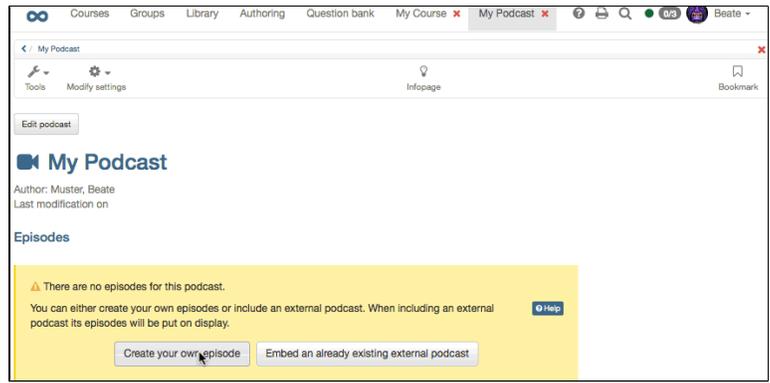
| Step 2: Create a Podcast |   |
|--------------------------|---|
| 1                        | Click on "Select, create or import podcast" in the tab "Podcast learning content."                                |
| 2                        | Click on "Create."  |
| 3                        | Indicate the title of your podcast. This information will appear in the header of your podcast. Click on "Create" |

| Step 3: Fill podcast with content |   |
|-----------------------------------|---|
| 1                                 | In the course editor click on "Edit" in the tab "Podcast Learning Content". |



|   |   |
|---|---|
| 2 | <p>Click on "Create episodes".</p> <p>If you already have an external podcast, you can also include it.</p>                 |
| 3 | <p>Enter a title, select an audio or video file from your computer and click "Publish". Add a description if necessary.</p> |



Additional episodes can be added later on following the same pattern or directly within the course view.

| <b>Step 4: Publish and activate your course</b> |   |  |
|---|---|--|
| 1   | Select "Publish" in the toolbar on top.   |  |
| 2   | Check course element before clicking "Next."  |  |
| 3   | Under "Modification of course access", select "Published" and, if required, set up "Access for participants of the organisation". |  |
| 4   | Click on "Finish."  |  |

Your podcast is now embedded and course participants can download the first episode.