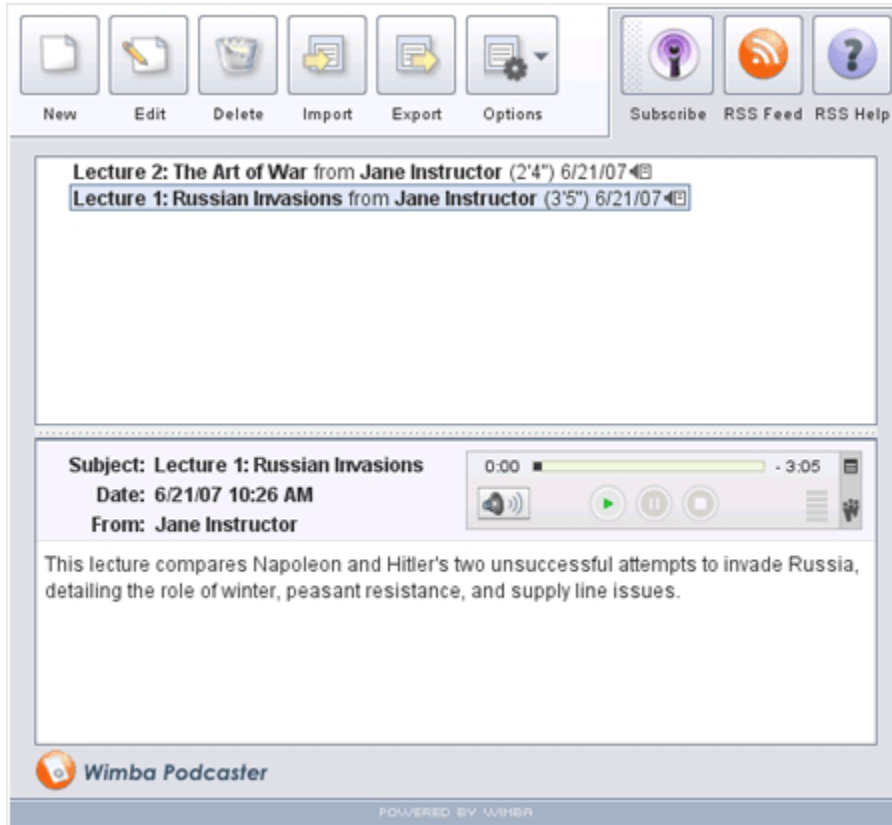


Wimba Podcaster

Overview

An authoring and subscription resource for podcasts



Introduction

Wimba Podcaster is a complete, start-to-finish podcasting application.

It allows you and your students to author (and/or upload) vocal recordings and distribute them over the Internet using syndication feeds.

All .mp3 files are hosted on the Wimba Voice server, which also automatically creates the RSS feed. Users can play messages directly within Wimba Podcaster, download audio from the feed, or subscribe using their preferred RSS reader.

Wimba Podcaster Creation

To Create a Wimba Podcaster

1. Log in to the Manager as a PowerUser or Administrator
2. Click the **Wimba Podcaster** link
3. Click the **New** button in the center of the screen
4. Enter a **Name** for your Wimba Podcaster
5. Click the **Create** button

Settings and Access Control

You may adjust settings to modify the behavior and appearance of your Wimba Podcaster. From the list of Wimba Podcaster instances, click the name of the one you wish to modify. A new page will appear with a list of categories on the left-hand side of the page.

Information

The **Information** area allows you to modify the **Name** of your Wimba Podcaster and specify additional, optional info.

A **Description** is useful for posting important text, such as a due date or instructions. This text appears below the Wimba Podcaster name and above the applet.

You may enter the **URL of the page where you will host your Podcaster**. A link to this page will appear in emails users receive, if they choose to be notified when a new message is posted. An Instructor may also select which individuals are notified within the **Privileged Users / Groups** areas.

If you make any modifications to this area, click the **Apply** button in the lower right-hand corner.

Settings

Display short message titles

By default, message titles contain a wealth of information:

- Subject
- Name of individual who posted the message
- Length of recording
- Posting date

If you select short message titles, only the subject line and the name of the individual who created the message will be displayed.

Allow users to post to podcast

By default, only instructors can create new podcast messages. Selecting this will extend this ability to students.

Podcast auto-published after

By default, messages will be automatically published (reach the syndicated feed) after 5 minutes of posting. You may adjust this to a shorter or longer duration.

Note: *Users who have downloaded a podcast message will not automatically see/hear any modifications made to that message after it is published. These modifications will only be available by reviewing the message within the Wimba Podcaster itself or within the RSS feed.*

Audio Quality

The default setting (**Standard Quality**) will suit most needs. However, you may adjust the quality higher or lower, depending on your users' connectivity to the Internet. **Standard Quality** streams audio messages at a rate of approximately 13 kilobits per second (kbps), which works well for users on high and lower-bandwidth connections alike.

Resource's allowed document bases

A list of authorized web pages where PowerUsers and Administrators may embed (also known as publish) this Wimba Podcaster.

URLs must begin with either an `http://` or `https://` prompt, and end with a trailing slash and an asterisk. This allows pages within these domains to publish applets.

(i.e., `http://www.wimba.com/*`)

Note: *The Wimba Voice server itself also contains a master list of **Allowed URLs**, set by an Administrator. If you include a URL not in the master list, only this resource may be published on the specified URL.*

Publish

Follow the on-screen instructions to copy and paste the appropriate code from the **Publish** page to distribute a link to the Wimba Podcaster, create a link on a web page (using HTML code), or embed the Wimba Podcaster on a web page.

Using Wimba Podcaster

Once a Wimba Podcaster is created and you are satisfied with its settings, it is ready for immediate use.

To Access a Wimba Podcaster

1. Log in to the Manager
2. Click the **Wimba Podcaster** link
3. Click the **View** (eye) icon located to the right of any instance from the list of Wimba Podcasters
4. The Wimba Podcaster will load in a new window

You can resize a Wimba Podcaster by dragging the gray bar (above the message pane) up or down.

Creating a New Podcast Message

The **New** button, located in the upper left-hand corner of the Wimba Podcaster, allows new messages to be created. By default, this option is available only to instructors, but may be enabled for students within the feature's settings.

Click the **New** button to create a new message. A **Compose** window will appear.

Subject

Enter a relevant title for your thread in the **Subject** field. This field is required.

Preparing Your Microphone (Optional)

Several optional features allow you to change your recording device and enhance your audio quality.

1. Click the **Menu** icon (small striped square), located in the upper right-hand corner of the Audio applet.
2. Select **Audio Input**, followed by the device of your choice
3. Select **Audio Filters**. By default, the two filters (**Auto Gain** to normalize voice and **Noise Reduction** to minimize background noise) are selected. You may enable/disable these as you see fit.

Note: *These settings will not be preserved when you reload or change a Wimba Podcaster.*

Recording a Message

1. Click the **Record** button (red circle) and speak into a microphone or headset connected to your computer to record your message

The **Time Indicator** on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time.

If you reach the maximum audio message length, recording will cease. All audio you have recorded up to that point will be preserved.

2. Click **Pause** (two bars) to pause recording; click this button again to resume recording your message
3. Click **Stop** (square) when you have completed your message

4. Click **Play** (green triangle) to listen to your message. Click **Record** to re-record.

Notes:

*During review, you may change your playback device by clicking the **Menu** icon. Select **Audio Output**, followed by the device of your choice.*

*During playback (or when a message is paused), you may hold down your mouse button and drag the **Slider Control** to rewind or fast-forward to a particular point in the message.*

Adding Text to a Message

To enter text to accompany your recording, click and type in the large text field at the bottom of the **Compose** window. Typing a message is optional, but may provide helpful information (such as verbiage to accompany a message, or "show notes"), or text that complements your recording.

Posting a Message

When you are satisfied with your recording, and have entered a **Subject** (as well as any appropriate text), click the **Post** button at the bottom of the **Compose** window.

If you do not wish to post this message, click the **Close (X)** button in the upper right-hand corner of the **Compose** window (Windows), or the red button in the upper left-hand corner (Mac), followed by the **Yes** button in the **Confirm** window.

Reviewing a Message

To Review a Message

1. Click a message title in the top half of the Wimba Podcaster
2. The message (and its text) will appear in the message pane at the bottom of the Wimba Podcaster.
3. To listen to a message, click the **Play** button within the Audio applet
4. To raise/lower volume, click the **Volume Control** button, in the lower left-hand corner of the applet
5. To change your playback device, click the **Menu** icon (small striped square), in the upper right-hand corner of the applet
6. Select **Audio Output**, followed by the device of your choice

During playback (or when a message is paused), you may hold down your mouse button and drag the **Slider Control** to rewind or fast-forward to a particular point in the message.

The **Time Indicator** on the left-hand side of the applet displays your current position; the indicator on the right shows remaining time.

Playback Options

In addition to the standard Wimba Podcaster features, the **Options** button provides additional playback abilities to students and instructors.

Play on Click

We have developed a more time-efficient manner for reviewing posts. Rather than first selecting a message and then clicking its **Play** button, you can choose to play messages automatically when clicking on them.

To enable this setting, click the **Options** button and then select **Play on click**. The next time you click on a message containing audio, playback will begin automatically.

Continuous Play

Continuous Play allows students and instructors to review all Wimba Podcaster messages at once (without the need to select each individual message for playback).

Messages will play from top to bottom, starting with the first message you select and ending with the last message posted.

It is recommended that you also utilize the **Play on click** feature (as detailed above) for even greater ease-of-use.

To Enable Continuous Play

1. Click the **Options** button
2. Select **Continuous Play**
3. Select and start the desired message from the top half of the Wimba Podcaster

Editing a Message

If you wish to modify a message, click the **Edit** button at the top of the Wimba Podcaster. A new window will appear, providing the ability to record/re-record an audio message, as well as alter any text and/or the **Subject** field.

Editing is only available to individuals with instructor level privileges, who may edit any message (including messages from other instructors and any student).

It is strongly recommended that edits are performed before a message is auto-published; otherwise, users who have already downloaded content associated with a message will not have the most recent information on their local machine or portable device.

Users can always go directly to the Wimba Podcaster, or the RSS feed, in the event a message has been modified since auto-publication.

Note: Users who have downloaded a podcast message will not automatically see/hear any modifications made to that message after it is published. These modifications will only be available by reviewing the message within the Wimba Podcaster itself, or within the RSS feed.

Deleting a Message

Individual messages can be deleted from the Wimba Podcaster at any time. However, keep in mind that users who have already downloaded a message's content will continue to retain it on their computers. Users who subscribe to a Wimba Podcaster after any of its content has been deleted will not automatically download former content.

Deletion is only available to individuals with instructor level privileges.

To delete a message, click the appropriate message in the top half of the Wimba Podcaster, followed by the **Delete** button at the top of the

A confirmation prompt will pop-up, asking if you wish to delete the message. Click the **Yes** button to delete the message. Click **No** to cancel.

Subscribing to Podcasts

There are three ways to subscribe to an instance of Wimba Podcaster:

- Click the **Subscribe** button to subscribe to this podcast in your default podcast reader application
- Drag the **Subscribe** button into any podcast reader application (such as iTunes, or Juice)
- Click the **RSS Feed** button; a new window will open. Copy/paste the URL that appears in the address bar into your preferred podcast reader application.

Once a user subscribes, their podcast reader application will automatically download new messages created within a Wimba Podcaster instance. This content will then sync to an iPod (or other portable device), if this has been set up within the podcast reader software.

Note: *Subscriptions only apply to a single instance of Wimba Podcaster. If your course utilizes more than one Wimba Podcaster, repeat this process within each instance as desired.*

Importing

In addition to recording new messages, instructors also have the ability to import audio in order to create a podcast. The pre-recorded audio files must be 10 MB or less in size, and use one of the following audio formats:

- **MP3:** Mpeg 1, layer 3 at 32, 44 or 48kHz (mono or stereo)
- **PCM/WAV:** 8bit or 16bit at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **Ogg Speex** (NOT Ogg Vorbis): at 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)
- **GSM/WAV:** 8, 11, 16, 22, 32, and 44 kHz (mono or stereo)

To Import Audio

1. Click the **Import** button at the top of the Wimba Podcaster.
2. A new window will open. Browse for the file on your hard drive or network drive.
3. Select the appropriate file.
4. Click the **OK** button at the bottom of the Import window.
5. An **Import Progress** window will appear as the file is uploaded.
6. A confirmation message will appear once the import has finished.
7. A new message will appear in the Wimba Podcaster, titled with the name of your file. This title may be edited.

You may also import a previously exported "Wimba Voice Board" (Wimba Podcaster) (.wvb) file directly from the Manager interface by clicking the **Import** button, in the center of the screen, above the list of Wimba Podcaster instances.

Exporting

Podcast messages can be directly exported onto your local hard drive, bypassing podcasting applications such as iTunes. You may also preserve and import an entire Wimba Podcaster and import it into another Wimba Podcaster, Voice Board, or Presentation.

Wimba Podcaster content can be downloaded in the following formats:

- Wimba Voice Board (.wvb)
- Speex audio in archive (.zip)
- WAV audio in archive (.zip)
- MP3 audio in archive (.zip)

Note: *The Wimba Voice Board (.wvb) file format is only playable within a Voice Board or Voice Presentation. This format is recommended if you plan to import content to a Voice Board or Presentation.*

To Export Content

1. Select the podcast message(s) you wish to Export.

Note: *To select multiple messages, hold down the **Control** key on your keyboard and then click the appropriate messages.*

2. Click the **Export** button at the top of a Wimba Podcaster.
3. A new window will open.
4. Use the **Select what you want to export** drop-down menu at the top of the window to choose the appropriate content. Note that you may select all messages.
5. Use the **Select the export format** drop-down menu to determine your desired data output.
6. Click the **Next** button to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
7. Enter a name in the **File Name** box.
8. Click the **Save** button at the bottom of the window.

Note: *Opening a Wimba Podcaster without clicking a message, followed by the **Export** button, will allow you to export all messages.*

Clicking an individual message allows you to export either all messages or the selected message.

To Export Multiple Individual Messages

1. Select the first message of your choice.
 - To select the next consecutive message(s) / thread(s), hold down the **Shift** key on your keyboard and then click the next message(s)/thread.
 - To select a non-consecutive message you wish to export at the same time, hold down the **Control** key on your keyboard and then click the appropriate message(s).
2. Follow the instructions above to export the content.

You may also export an entire Wimba Podcaster directly from the Manager interface by clicking the **Export** button to the right of the appropriate resource from the list of Wimba Podcaster instances.

Saving Message Audio

Audio associated with any message can be downloaded to your local hard drive.

To Save Audio

1. Click the appropriate message from the top half of the Wimba Podcaster.
2. In the upper right-hand corner of the Audio applet, click the **Menu** icon (small striped square), followed by **Save as**.
3. A new window will appear. Use the **Save In** drop-down menu to select the download location of your choice. (Select your Desktop or a folder you have specified for exported content so it is easy to locate later).
4. Use the **Files of Type** drop-down box to select the file format you wish to save. You may select .wav, .spx, or .mp3.
5. Enter an appropriate name in the **File Name** box and click the **Save** button.