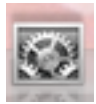


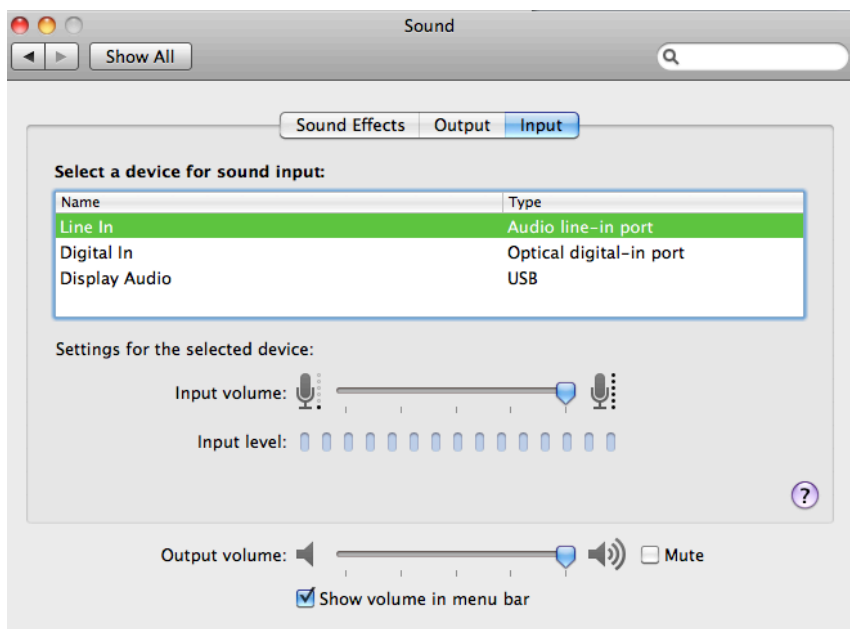
How to Make a Podcast

Note: If you are including audio in your podcast, prior to starting Podcast Capture, please consider the following.

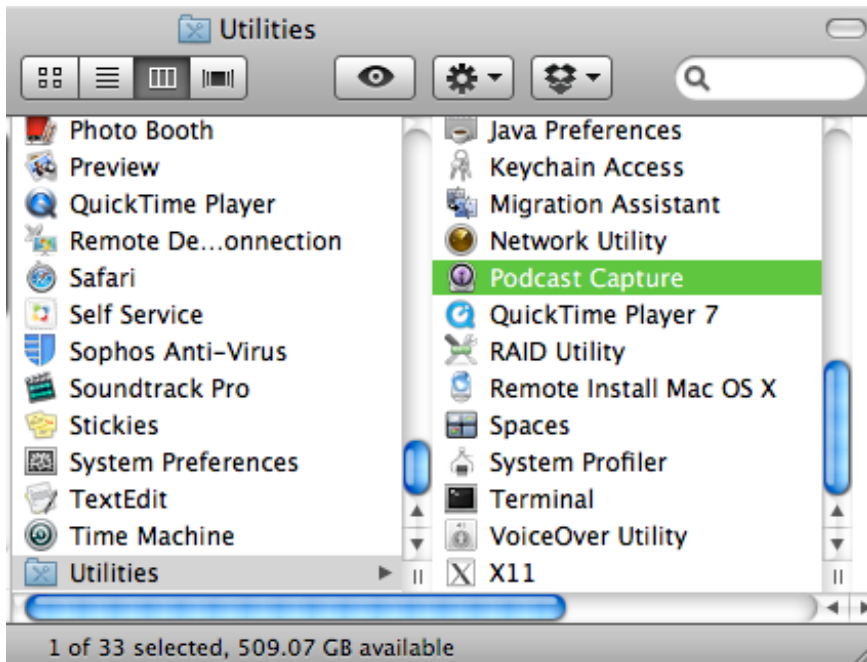
To ensure the computer sound volume is set appropriately for your speaking style. Select the System Preferences Gear in the dock, then click the Sound icon.



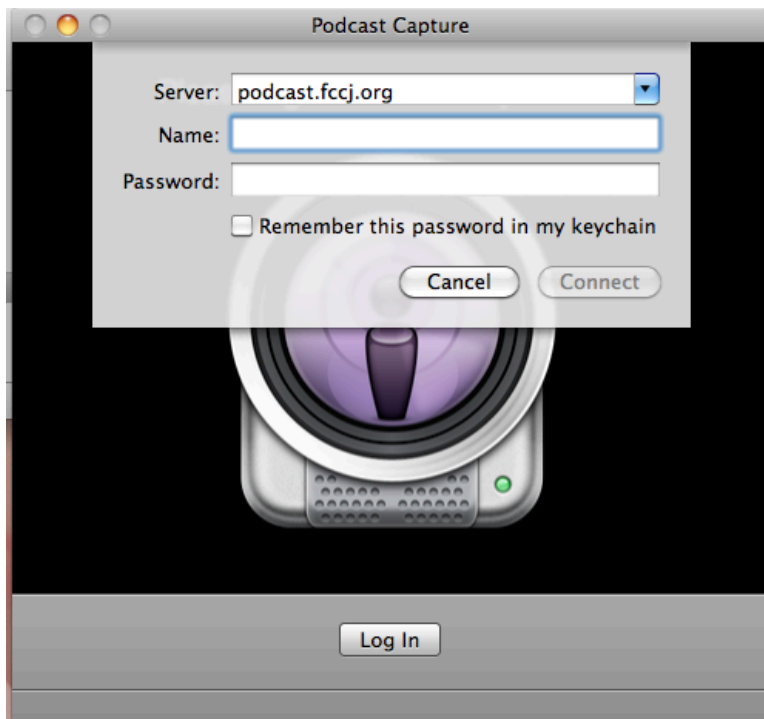
Select the Input Tab, click on the sound input device, and adjust the input volume appropriately.



Here's how to start. On your Mac, go to Finder, then under Applications, look for the Utilities folder. In that list of items, you will see Podcast Capture. Click Podcast Capture.



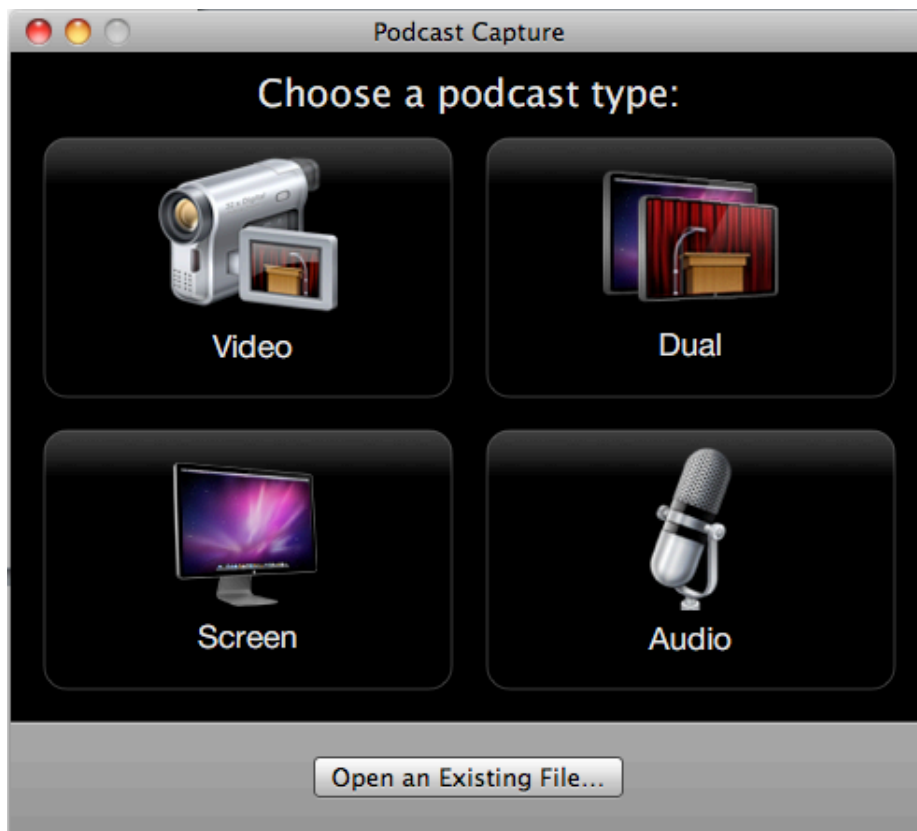
When you open the program for the first time, you'll need to log in with your Florida State College UserID and password. Then the system will ask you to choose a server. Type in the word `podcast.fccj.org` and click Connect.



Now you're in. This is where you'll start whenever you use this program again.

A dialog box will appear, giving you five options:

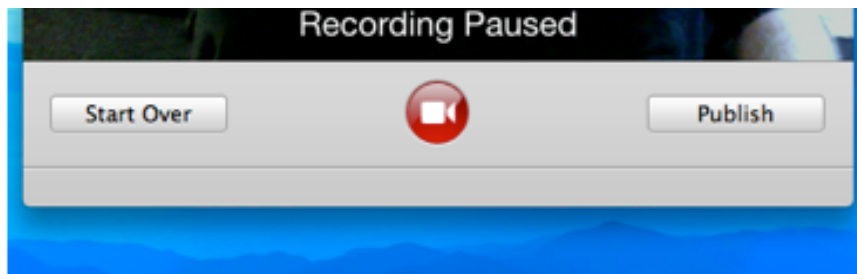
- 1) Video (using the camera built into or attached to your computer)
- 2) Dual (using both your computer screen and the camera – ex: a Keynote presentation with your face on the side)
- 3) Screen Capture (what's on your screen and audio narration)
- 4) Audio Capture (voice or music only)
- 5) Open an existing file



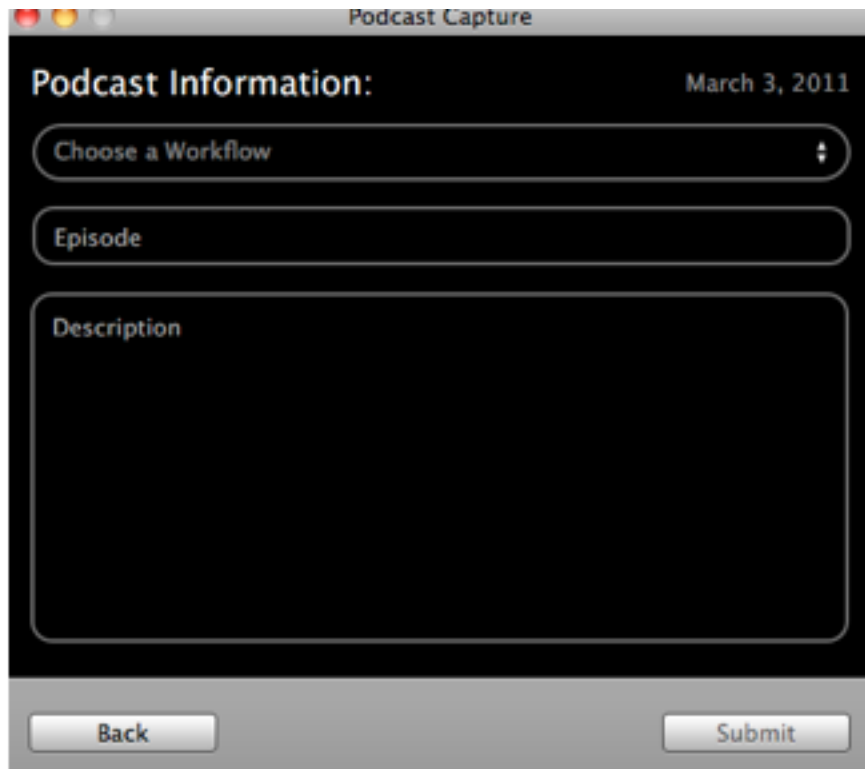
Let's use a video podcast as an example. Choose Video, now click the red Record button. You'll see an on-screen countdown. When it hits zero, start talking.



When you are finished, click the Pause button or use the following keystrokes:
fn + command + f2 (stop, pause, restart) Click the Publish button



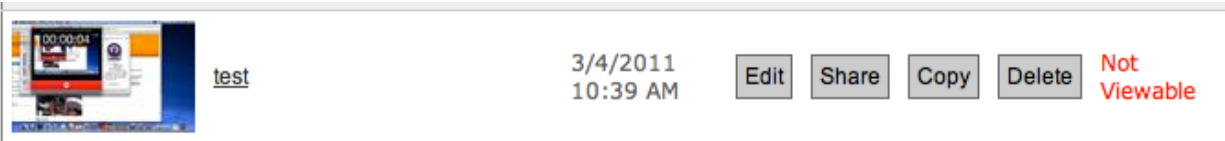
Normally the Workflow will be automatic, but you may have additional options.
Give the Podcast Episode a title (do not use special characters, such as the & symbol)
Type in any description you wish to add and click "Submit"



Once you've submitted your podcast, Podcast Producer will add an introduction and a closing based on the workflow that you selected and **send it to the MediaWorks system**. This usually happens quickly (time is based on the size of your file).

To use your podcast on a webpage or in a Blackboard class, go to the MediaWorks system at mediaworks.fscj.edu. When you log in, you'll see your file.

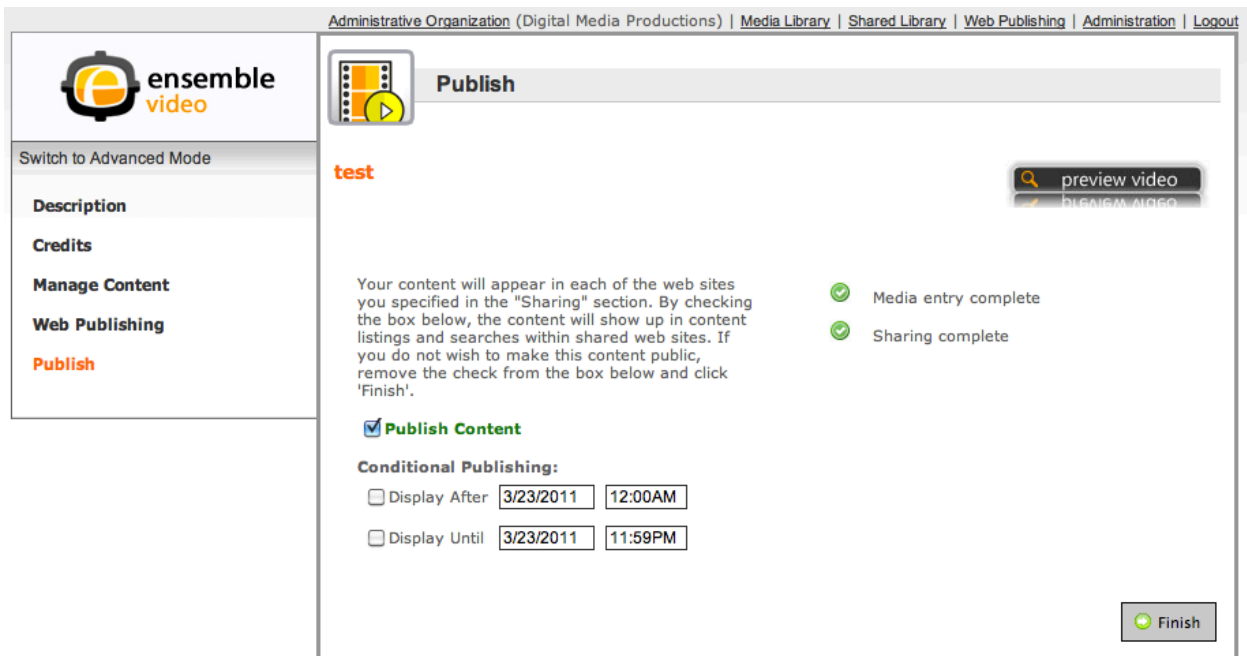
Click the "Share" button,



Check the "default category" button and click continue



Check "Publish Content" and click Finish



Click on “Web Publishing” at the top of the page.

The screenshot shows the Ensemble Video interface. At the top, there is a navigation bar with links: Administrative Organization (Digital Media Productions) | Media Library | Shared Library | Web Publishing | Administration | Logout. On the left, the Ensemble Video logo is displayed above a sidebar menu with options: Switch to Advanced Mode, Description, Credits, Manage Content, Web Publishing, and Publish. The main content area is titled 'Finished' and features a video player icon with a play button. Below this, the video title 'test' is shown. A 'preview video' button is visible in the top right. The central message reads: 'Congratulations! You have successfully completed your video.' Below this, the 'Publish Status' is 'Published'. At the bottom, there are two links: 'Go to Media Library' and 'Add Another Video'.

Locate your name, click on Web Site link

Tim Slater	Configure	Analytics	Install	Web Site			Edit	
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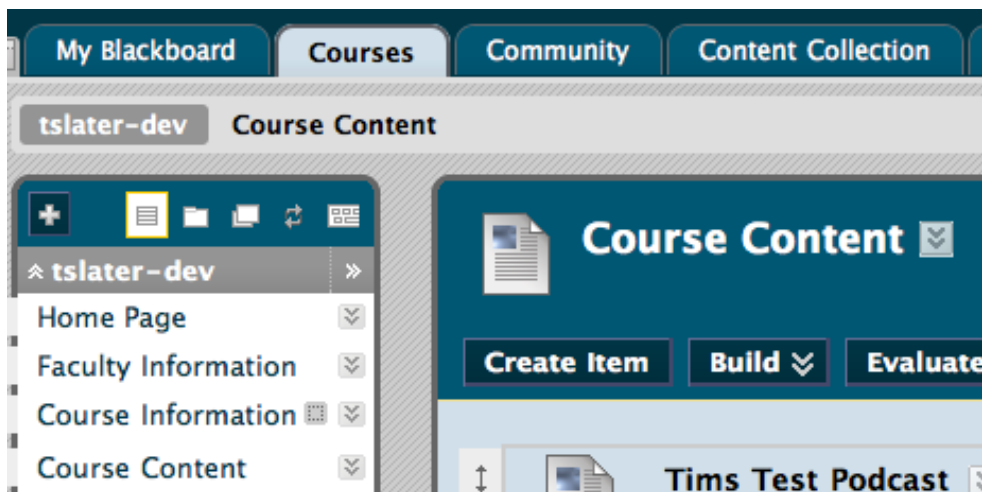
Click on the video name link that you want to view

The screenshot shows a search results page for 'Tim Slater'. The name 'Tim Slater' is displayed in large, bold text. Below it is a search bar with a 'Search' button and a 'List All' link. The results section shows '3 results' and a 'Sort by: Most Recent | Title' dropdown. The first result is a video titled 'test', which is displayed with a video player thumbnail and the title 'test'.

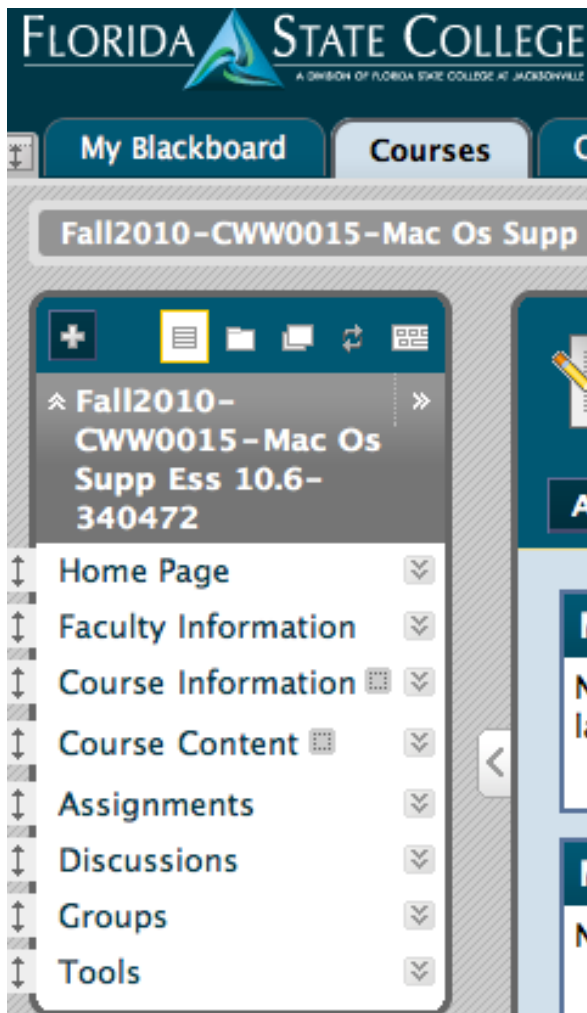
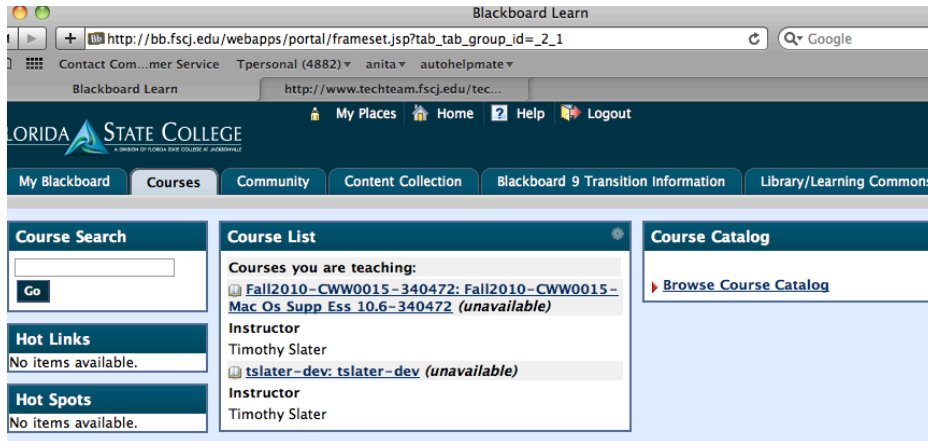
The video will open in a new window. Copy the http address or url of the video.



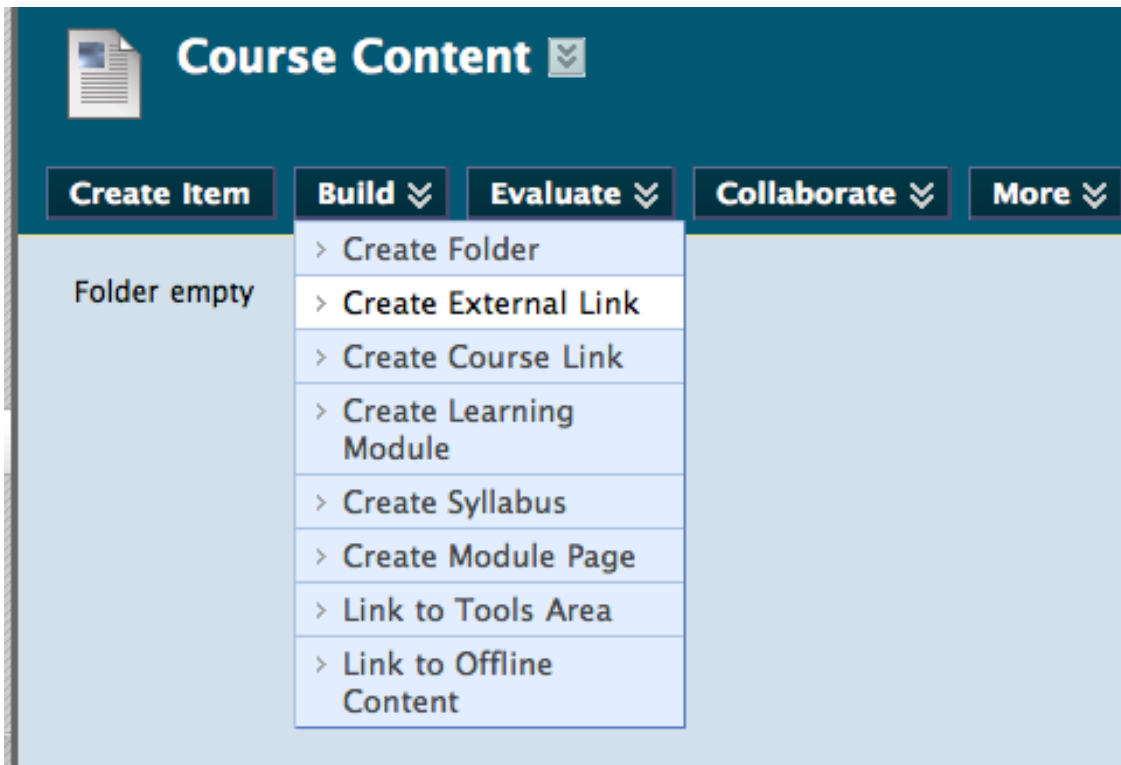
Now log into your Blackboard class. Click on “Courses”



Choose the course where you want to show the video. Next select “Course Content” or create a button for videos.



Click “Build”, “Create External Link”



Name your video. Paste http address or url. Click “Submit”

A screenshot of the 'Create External Link' form. The header is dark blue with a pencil icon and the text 'Create External Link'. Below the header, there is a paragraph of text: 'An External Link is a shortcut to a Web resource. Add an External Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)'. Below this text is a legend: '* Indicates a required field.' and two buttons: 'Cancel' and 'Submit'. The form is divided into sections by a horizontal bar. The first section is titled '1. External Link Information' and contains two required fields: 'Name' with the value 'video name' and 'URL' with the value 'http://mediaworks.fscj.edu/app/sites/8DM1Lc5JEU2aFxl'. Below the URL field, there is a note: 'For example, http://www.myschool.edu/'.

If you have questions about MediaWorks, or you want to try it and you don't already have an account, please contact Michelle Nifong at manifong@fscj.edu.

MediaWorks Note: If you have a MediaWorks account, but you do not have a web publishing site, follow the steps below.

Login to mediaworks.fscj.edu. Click the “Web Publishing” tab, if you do not see your name listed on the Web Publishing screen, click “Add a New Destination” button.



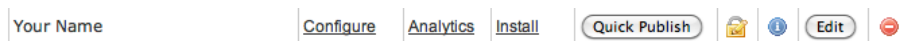
Click “Add a New Destination”



Enter a website name that you can easily identify (i.e. John Doe). Click “Add”



Scroll down the list and locate your name and click “Quick Publish”
After you click “Quick Publish” the text will update to read “Web Site”



When you submit content to be published, this preconfigured website destination will now appear as an option.

