



**Student guide to Podcasts**

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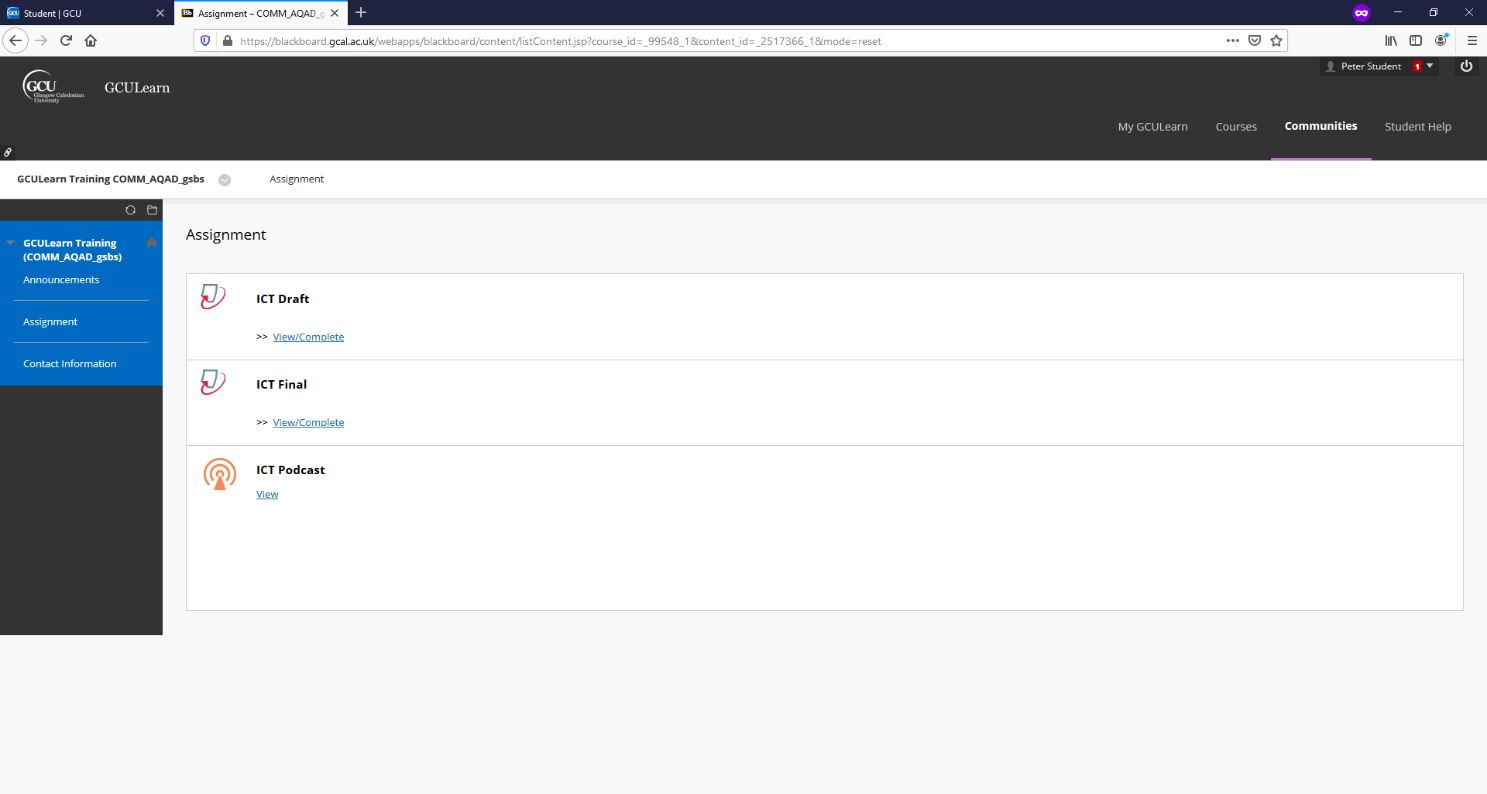
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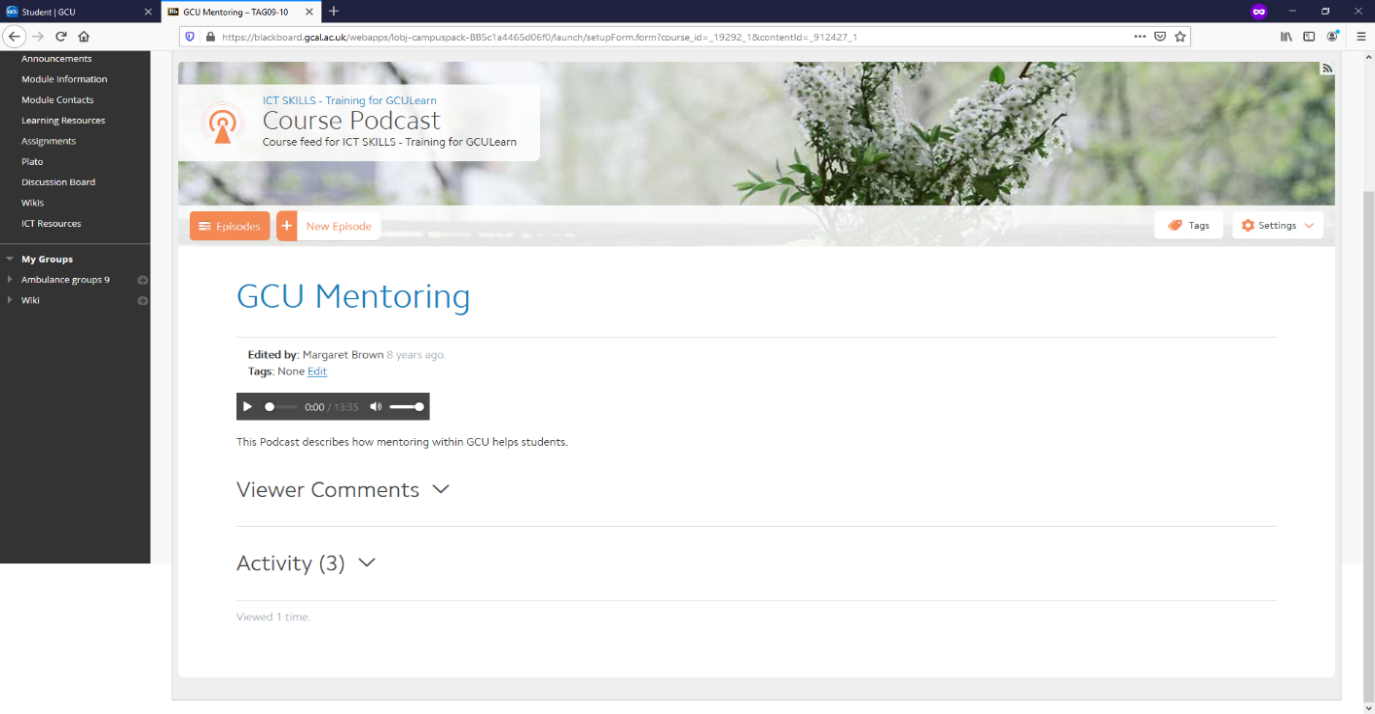
What is a Podcast

A podcast (combination of iPod and broadcast), is a method of broadcasting digital media (audio or video) via the internet. These files are usually episodic and can be downloaded and listened to/(viewed) on your computer, mobile device or portable media player. Podcasts provide an easily accessible platform and can be downloaded and listened to or viewed anytime/anywhere conveniently.

Podcasts within GCULearn

GCU Learn enables the creation of Podcasts which can be uploaded within a module for distribution. To download a podcast, open the course which contains the podcast, and navigate to the section which contains it, the module leader will provide information on the location of the link.

The page will open displaying the Podcasts which will normally have this icon beside it  , Figure 1.



Play Controls

Podcast title

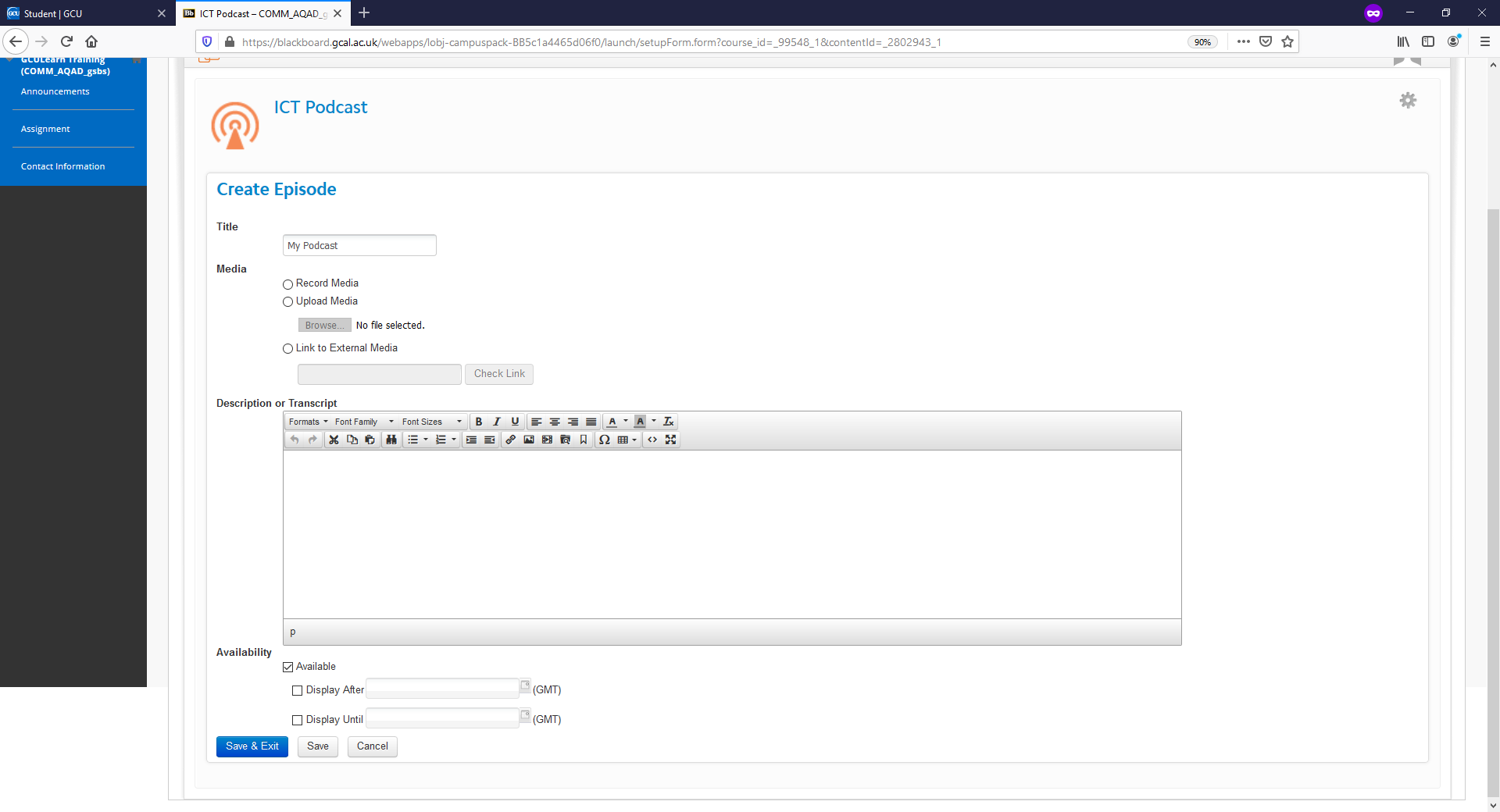
Comments and Activity menu

**Figure 1**: Course Podcast page

To listen to or download the Podcast click on the **Play** link, the podcast will open a media player and play.

You can comment on the podcast by entering a comment in the comment area. If there is more than one podcast you can use the links in the blue bar above the podcast name to move backwards and forwards to others.

You can also create Podcasts by clicking on the View button beside the Podcast name and clicking on the New Episode button. The New Episode Title field will be displayed, enter a name for the Podcast. The Create Episode dialogue box will be displayed. Add the information to the fields and click on the Save & Exit button, Figure 2**.**



Title Field

Media Type

Descriptor/Transcript Field

Availability Options

Figure 2: Podcast Create Episode dialogue box

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