

HOW TO CREATE A PODCAST USING PODCAST CAPTURE

Getting Started

1. Open the internet using an internet browser and then navigate to <http://podcast1.usouthal.edu:8171>.
2. Click on Podcast Capture.

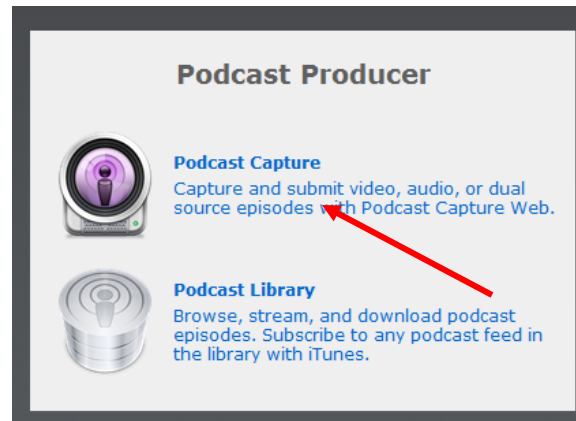


Figure 1. *Podcast Producer* window.

3. Log into Podcast Capture using your username and password,
 - Students sign in with their Jag number
 - Faculty will use their email address
 - The password is Mobile1

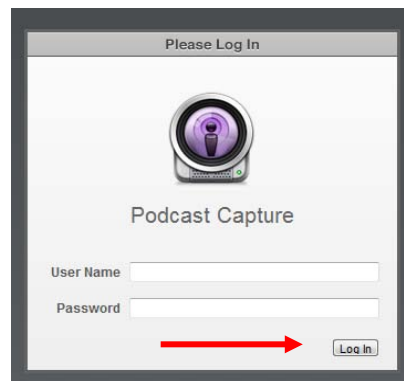


Figure 2. *Podcast Capture Log In* page.

4. Once you log in, a screen will appear with four boxes labeled video, dual, screen, and audio. At the bottom of the box, you will see a button labeled “Open an Existing File.”

This screen allows you to create a variety of projects.

- Video button-This button allows you to create a video using Podcast Capture, click the Video button and record a video. Keep in mind that this feature has limited editing ability.
- Dual button-This button allows you to create podcast that has dual features such as video and audio or screen recording and audio. Click the Dual button to record a podcast with dual features.
- Screen button- This button allows you to record your screen. To record your screen, click the button labeled Screen.
- Audio button-This button allows you to record an audio podcast. To record an Audio podcast, click the audio button.



Figure 3. Podcast Capture *podcast type page*.

Uploading a file from your computer

1. Click on the button Open an Existing File.



Figure 4. *Open an existing file window.*

2. Locate the file on your computer you would like to upload and click on it. Click the open button to upload the file. A screen Podcast Capture will appear with information regarding the workflow.
3. Select a workflow
4. Give your file a title or description.
5. Click Publish (This does not mean it is finished! It has only completed the submission process).

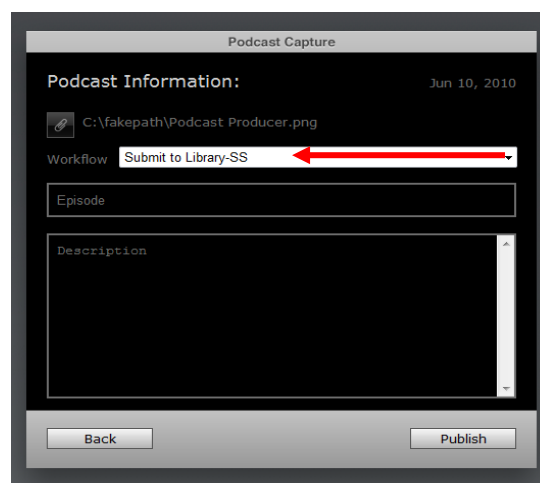


Figure 5. Podcast Capture *podcast information window.*

6. Check your email. A link to your podcast is sent to your email from Podcast Capture.
7. You will need to log into iTunesU to paste the RSS link.

***For further assistance, contact the Innovation in Learning Center at (251) 461-1888.**