

Upload a Podcast to your Blackboard Course

After you have recorded, edited and exported your podcast, it's time to post the podcast in your online course for your students to listen to or download.

1. Select the Control Panel.
2. Select the Content Area you would like to add your podcasts to (you can create a separate content area just for podcasts if necessary).
3. In the menu, select Podcast Episode from the drop down menu. Then select Go.
4. Within the Add Podcast Episode menu, add a title for your podcast. In section 2, locate the podcast you recently recorded and saved as an MP3. Select Browse within the "attach local file" field to locate your MP3 podcast.
5. If you have any additional documents that you would like to include with the podcast, attach them in section 3.
6. Within section 4, make sure that the "Yes" field is selected to make the episode available to your students.
7. When finished, select Submit.

Congratulations, your podcast is now available on your course web page for students to enjoy!

For more information on using the Campus Pack within Blackboard, watch this [training video](#).