OLAT / PODCAST

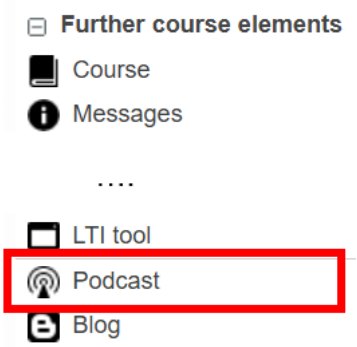
1. Overview

The **Podcast** course element allows you to embed a podcast learning resource or an external podcast into a course. The term is a combination of “pod” (‘play on demand’) and “cast” (from “broadcast”).

A podcast consists of one or more entries, also known as episodes. In the course element, you can then arrange these chronologically, upload an audio, or video file, and add a description of the content. Learners can subscribe to the podcast via an RSS feed so that they are notified of new entries or changes.

2. Setting up the course element

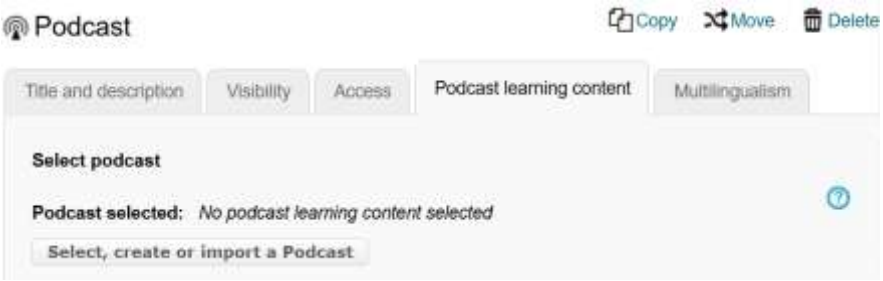
The Podcast course element can be found in the editor view under “Further course elements”:



Like any other element, this element is added to the course menu.

- If necessary, give the Podcast element a title, and, if desired, a description.
- If this element is not subordinate to other elements, set a group-dependent filter in the **Visibility** tab OR in the **Access** tab.
- Specify in the **Access** tab who is allowed to read only in the Podcast element, and who is allowed to read and write (i.e. create posts). With read and write permissions, users can view and comment on all published posts. With moderator permissions, however, participants can not only read and comment on all posts, but also edit, delete and create new posts. Moderators can also edit the title and description of the entire podcast.

- In the **Podcast learning content** tab, you have three options. You can 1. select and edit an existing podcast, 2. create a new podcast, or 3. import an existing podcast.



3. Importing and creating a podcast

- If you wish to import an existing podcast, click **Import**.



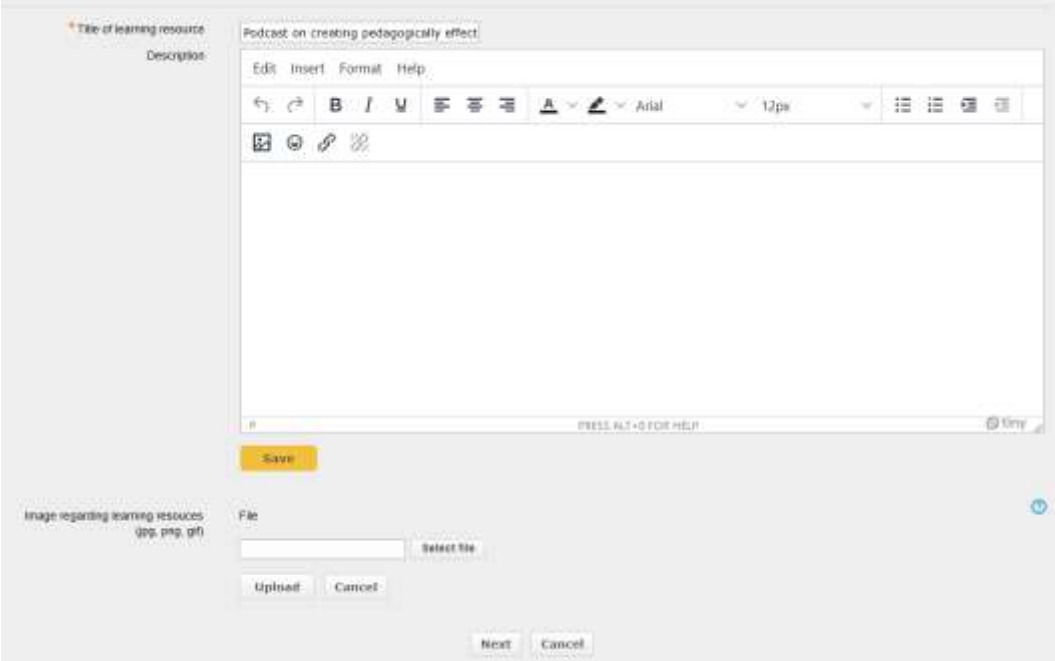
- You can then either select the podcast from your personal folder in OLAT, or upload the podcast from your computer as a ZIP file – the kind you receive, for example, when you export a podcast from OLAT.



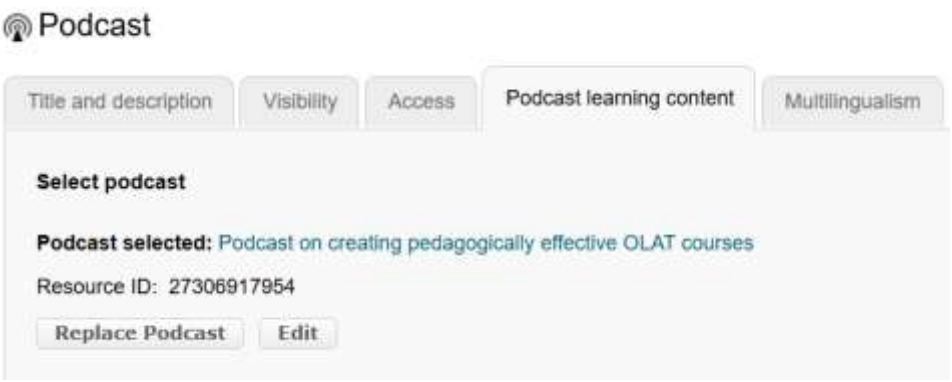
- If you would like to create a podcast, click on **Create**.



- Give it a descriptive title, such as “Podcast on creating pedagogically effective OLAT courses”, and perhaps, add a description. Click **Save** and then **Next**.



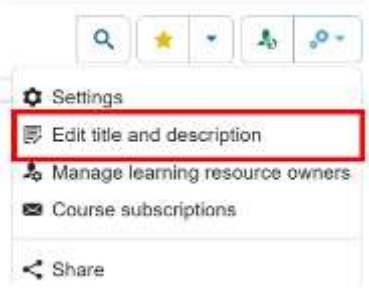
- Using the **Edit** button …



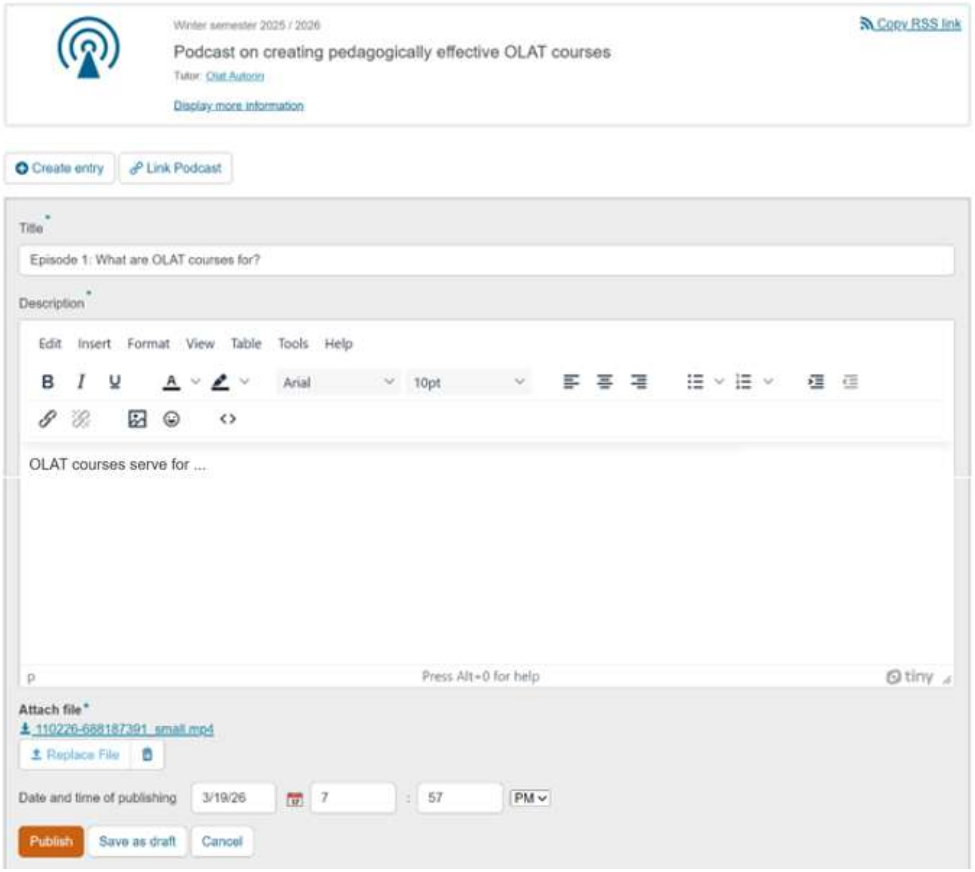
- … you can edit the podcast’s details, such as the description. You can **create your own episodes** or **include an external podcast already existing**.



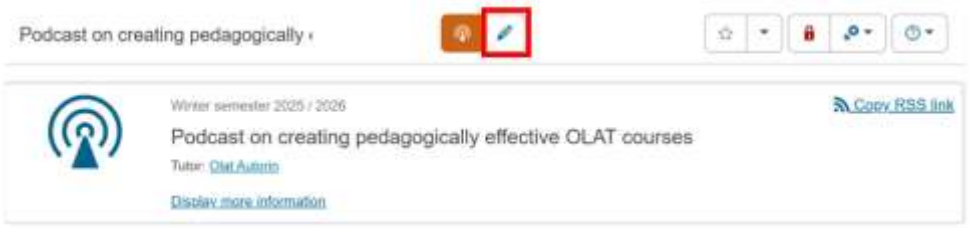
If you wish to edit the title or description at a later date, you can also click on the cog icon, and select **Edit title and description**.



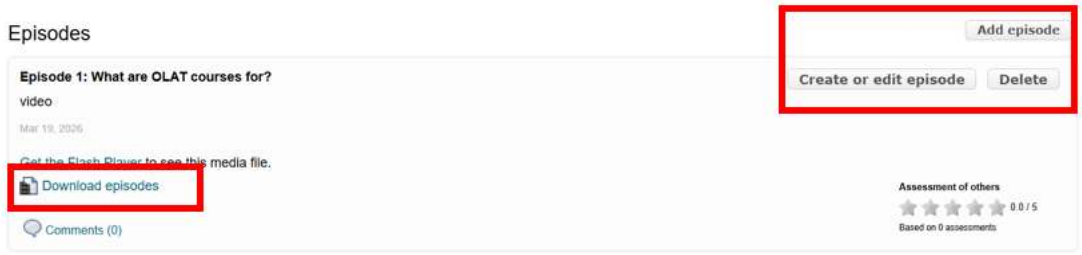
- If you are creating an episode, please provide a meaningful title, and a description for it.



- By clicking **Publish**, you make the post available to participants. If you wish to discard your changes, click **Cancel**.
- **In the podcast's edit mode**, you can see a list of existing episodes, add new ones or delete episodes.



You can also edit each episode or download them individually.



- **In the course view**, course owners can see all entries, including those that have not (yet) been published. Here too, they can create a new episode, edit an existing episode, or delete it.

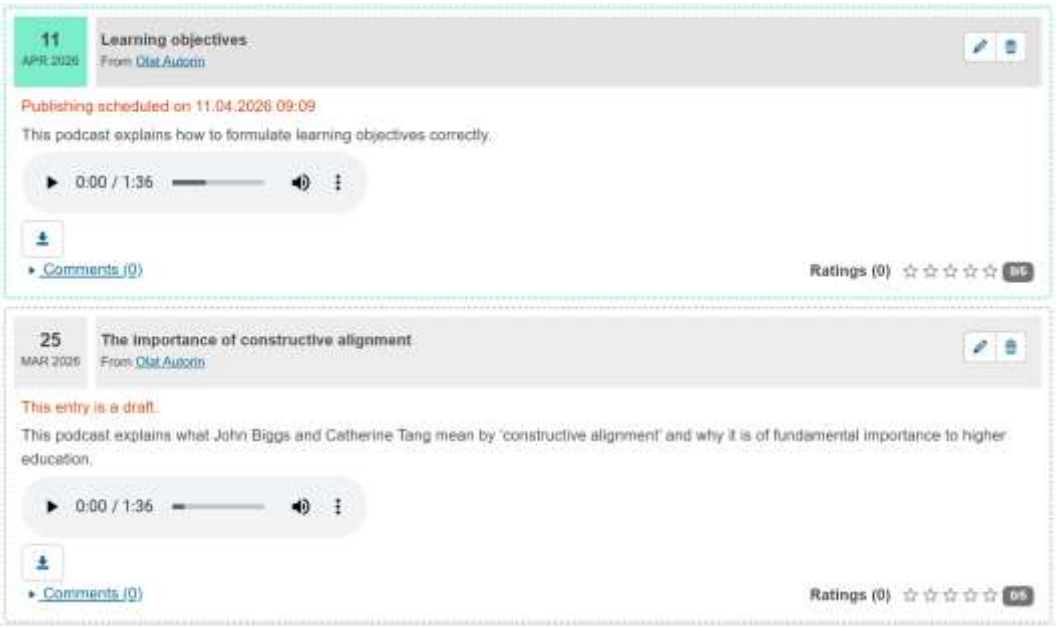


- When editing entries in the course view, you have the option to replace the file, to save entries as drafts, or schedule them for publication at a later date. You can set the exact date and time of publication for the participants in your course.



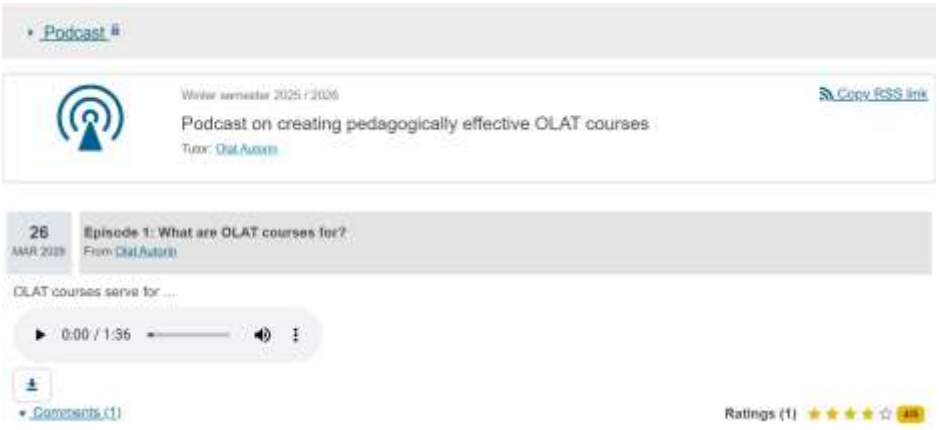
- As soon as you save entries or episodes as drafts or schedule them for future publication, they will be marked with a red label and displayed with a dotted

border. You can also identify entries that are scheduled for publication by the green date field in the top-left corner.



4. Podcast view for students

- Students can only see published podcast entries. Participants can listen to or download the audio files within the course using the audio player integrated into OLAT.



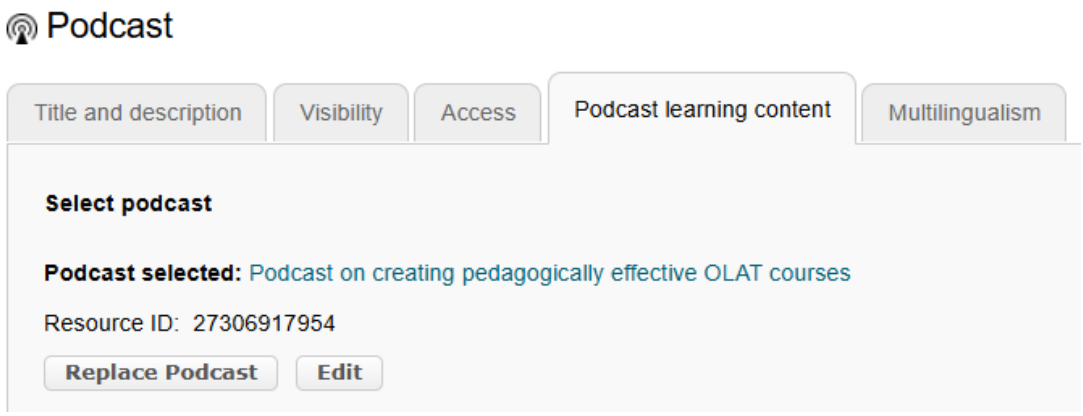
- They can also comment on and rate an episode, as well as edit and delete their own comments.



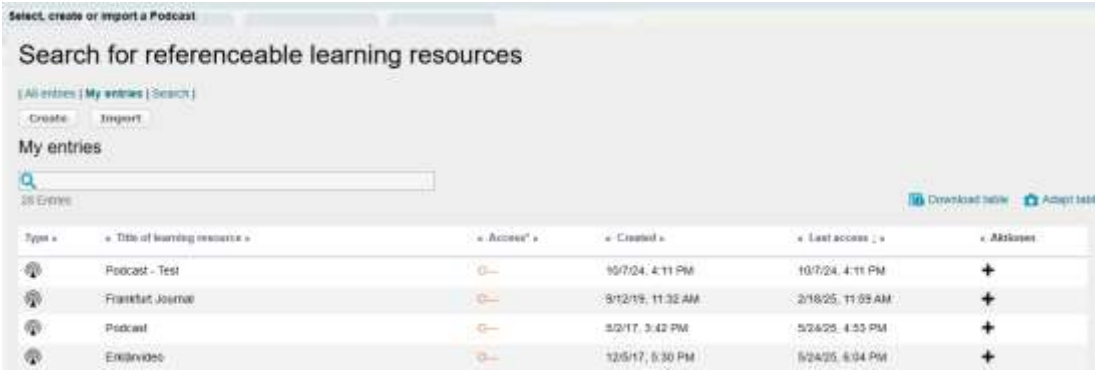
- You can read the comments by clicking on **Comments**.

5. Replacing a podcast

- You can replace a podcast with another one by clicking the **Replace Podcast** button in the **Podcast learning content** tab.



- Clicking the **Replace Podcast** button will display a list of all your podcasts for you to choose from. Click on + to select a podcast.



6. Subscribe to the RSS-Feed

To be notified of new posts and updates to a podcast, you can subscribe to it via an RSS feed. You will find the link to the RSS feed in the top right-hand corner of the blog. Click on Copy RSS link . The link will then be copied to your clipboard, and can be pasted into a feed reader using Ctrl+V.