eFundi Tutorial:
What is the Podcasts tool?

"A podcast is a topic-specific digital stream of audio files (in some cases, video or PDF also) that can be downloaded to a computer or a wide variety of media devices. They are funny, entertaining, educational, often short, and rarely boring. They can cover news, current events, history, or pretty much anything the creator would like." ([Jacqui Murray](#))

The Podcast tool allows instructors to distribute audio, video, and PowerPoint files to their students either manually or via a RSS feed. Students that subscribe to a site's RSS Podcast feed can have the audio, video or PowerPoint content automatically downloaded to a "podcatcher" application (such as iTunes) of their choice.

The Podcast tool is a convenient delivery mechanism for students to subscribe to a RSS feed and listen/view content on their Mobile devices.

Instructors can also edit the Podcast permissions to allow students to upload and manage podcast files.

Index

[Ways to use Podcasts in teaching and learning](#)

[How to access the Podcasts tool](#)

[Example of a site Podcast](#)

[How to add a Podcast](#)

[How do my students or I subscribe to a podcast?](#)

[How do I allow students to upload podcast files?](#)

[How do I view or download an individual podcast?](#)

[Help](#)

Ways to use Podcasts in teaching and learning

Podcasts are by no means a new technology, but the use of podcasts for teaching and learning have been on the rise in recent years. Some of the benefits of using podcasts for teaching and learning include:

- No time is wasted, students can easily listen to a podcast on their mobile phone while traveling
- Build critical thinking skills
- Develop and improve listening skills
- Strengthen language literacy – especially among second or third language students
- Allow students to practice speaking clearly and with confidence
- And much more

Here are some interesting articles we can recommend as you start exploring the ways in which you can use podcasting in your own teaching and learning practices:
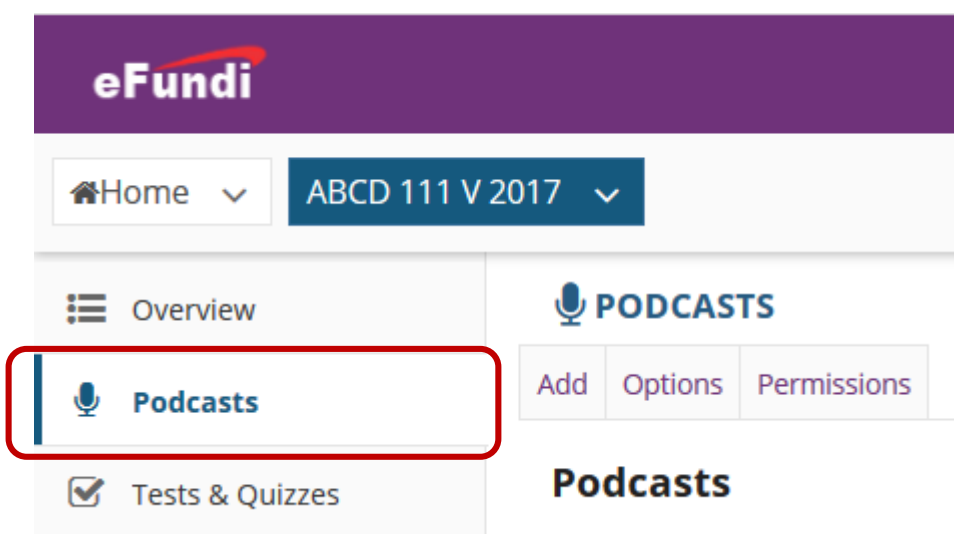- 7 things you should know about podcasting (Educause)
- Using podcasts in the classroom (EdTechTeacher)
- Teaching the art of listening (Teaching Now)
- Technology in the Classroom: How, Why to Use Podcasts (Teachhub.com)
- 4 Benefits of Classroom Podcasting and 4 Ideas to Try Today (ASCD in Service)

Contact CTL on your campus to find out what tech tools they might have available for you to use in your podcasting journey.

How to access the Podcasts tool

To access this tool, select Podcasts from the Tool Menu in your site.

What if you cannot see the Podcasts tool? Click here for the steps to add a tool to your site.

Example of a site Podcast.

To access this tool, select Podcasts from the Tool Menu in your site. Items you may see on a Podcasts page include:

- RSS feed URL

- Podcasts that have been uploaded but not yet released

- Available Podcasts

How to add a Podcast

1. To access this tool, select **Podcasts** from the Tool Menu in your site.

2. Click on Add. This displays the Add Podcast dialog box.

3. Click the **Browse** button to locate and select the audio **(.mp3)** file for upload.

4. Enter **release date**
5. Enter a **title**
6. Enter a **description**.

🎙 **PODCASTS**

Add Podcast

Complete the form, then choose the appropriate button at the bottom.
Required items marked with a *

* Choose a file	[Browse...] 05. Paradise.mp3
* Publish Date/Time	17/11/2018 10:00 📅 → *Select a release Date/Time*
* Title	My favourite song → *Enter a Podcast Title*

Description

In this podcast we will deconstruct the meaning of my favourite song: Paradise by George Ezra

← *Enter a description*

[Add] [Cancel]

View podcast: After adding, you will return to the Podcasts page with the new Podcast item listed.

🎙 **PODCASTS**   [% Link] [? Help]

Add | Options | Permissions

Podcasts

Subscribe now by copying this RSS feed address and pasting it into your favorite podcatcher:

http://v-sakai-dev-lnx2.nwu.ac.za:8080/podcasts/site/bd7bb311-4697-4b65-9e36-b63fce1e1bd5
   Edit

Saturday, 17 November 2018 10:00 AM SAST   → *Not released yet*
My favourite song
In this podcast we will deconstruct the meaning of my favourite song: Paradise by George Ezra
Download (8.6MB MP3) | Edit | Delete
Posted by ELNE VAN NIEKERK at Wednesday, 14 November 2018 01:13 PM SAST

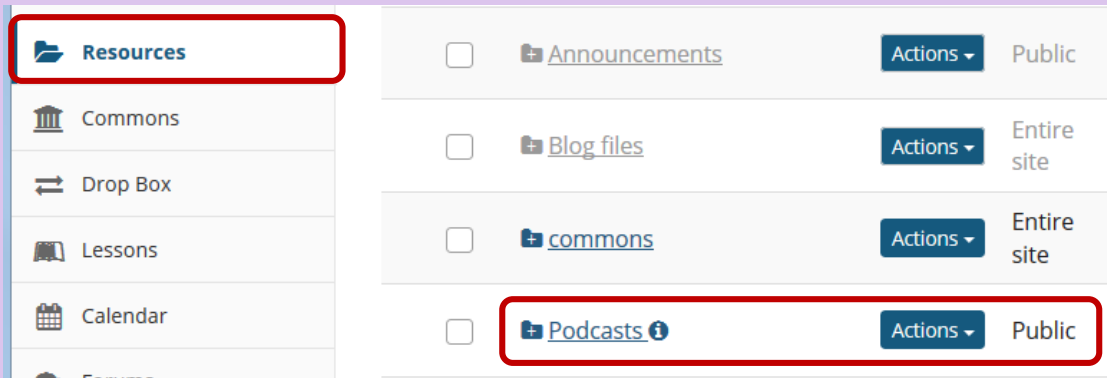Thursday, 15 November 2018 12:00 PM SAST   → *Released to students*
South Africa: The Heart problem
Its fifty years since the world's first heart transplant was performed at Groote Schuur hospital in Cape Town. But, there remains a persistent rumour that a black man called Hamilton Naki played a much bigger role than he has been given credit for. In this podcast SOUND AFRICA investigates and asks why this question still lingers all these years later. This episode is a preview to the new Sound Africa season coming early next year. Follow us on iTunes or SoundCloud and subscribe to our newsletter, to never miss an episode. Source: https://soundcloud.com/soundafrica/the-heart-problem

> *Note:*
>
> *When the Podcast tool is added to the site, a "**Public**" Podcast folder is created in **Resources** automatically.*
>
> *The Podcast folder created in the site Resources and all of the files uploaded are "Public" to allow users to subscribe and access the files through a podcatcher application.*
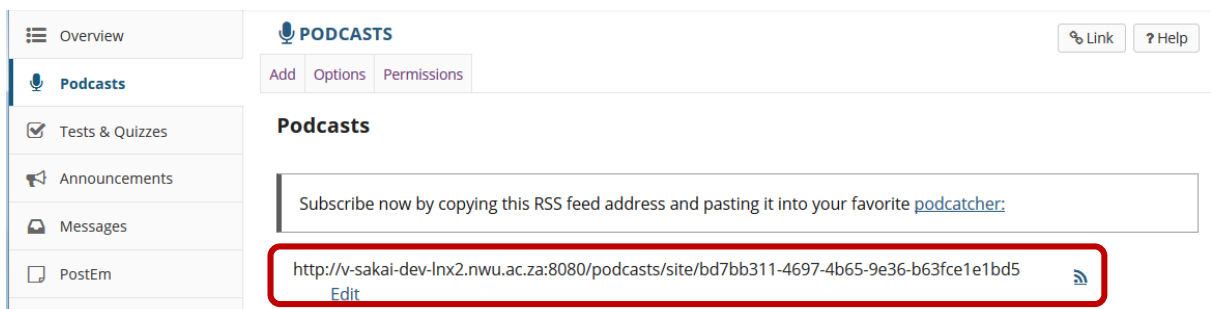

How do my students or I subscribe to a podcast?

[Back to index](#)

Instructors and students can subscribe to a site Podcast and have the Podcast files automatically downloaded to a "podcatcher" application of their choice (e.g. iTunes, Podcast Addict or Overcast).

Select the **Podcasts** tool from the Tool Menu in your site.

Copy the site's Podcast RSS feed URL.

Open your preferred **podcatcher application** (e.g. iTunes, Podcast Addict or Overcast)

Choose the option to **subscribe** to or **add** a podcast channel or RSS feed.
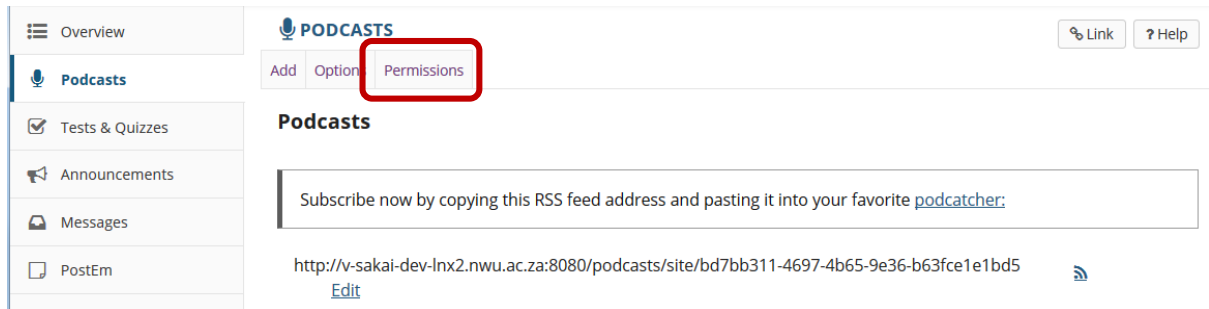
How do I allow students to upload podcast files?

[Back to index](#)

Instructors can edit the Podcast tool permissions to allow students to upload and manage the site's Podcast files. This provides a convenient mechanism for students to share audio, video and PowerPoint files.

Select the **Podcasts** tool from the Tool Menu in your site.

Click **Permissions**.

Modify the student tool permissions:

Under the Student column, check the boxes for Create podcasts, Edit own podcasts, Delete own podcasts, and then click **Save**.

Student users will now have an "**Add**" button on their display of the Podcast tool allowing them to add podcast files.

How do I view or download an individual podcast?

Select the **Podcasts** tool from the Tool Menu in your site.

Find the podcast you want to view, and under its title, click **Download**.

Thursday, 27 October 2016 11:44 AM SAST
'Online all the time' Teachers' work in the digital age
Please visit this website for more podcasts from Oxford University: https://podcasts.ox.ac.uk/keywords/teaching
Download 62.2MB MP3) | Edit | Delete
Posted by LIEZL KRUGER at 11:53 AM SAST on 10/27/2016

When prompted, you may choose to open the file or save it to your computer.

> *Tip: Podcasts are listed in order of date published with the latest post appearing at the top, similar to a blog.*

Need help?

You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Call centre: 018 285 5930

Campus support:

Mafeking:	Potchefstroom:	Vanderbijlpark:
Tel.: 018 389 2447	Tel.: 018 285 2295	Tel.: 016 910 3035/8
Office: ADC Building, Block D Room G80	Office: Building E8, Room 107A	Office: Building 13, Room SL313

OR

Log a ticket: support.nwu.ac.za