



<https://unilearn.hud.ac.uk>

1

Type in this web address:

<https://unilearn.hud.ac.uk>

and log in.

My Institution **Modules** Library Campus Pack

2

Make sure the edit mode is ON (top right of the screen).

Edit Mode is: ● ON ?

librja-test (Jess Test Module)

Announcements

Module Information

Staff Information

Reading List

My Demo Content

Assessment

Learning Resources

Content

3

Under the module tab (top left) select the required folder to add the podcast tool in.

Build Content

Assessments

Tools

Partner Content



First Week Demos

This is all of the items I created du

Discussion Board

Groups

Chat

Virtual Classroom

Tools Area

Campus Pack Wiki

Campus Pack Blog

Campus Pack Journal

Campus Pack Podcast Feed

Campus Pack Podcast Episode

Campus Pack Content

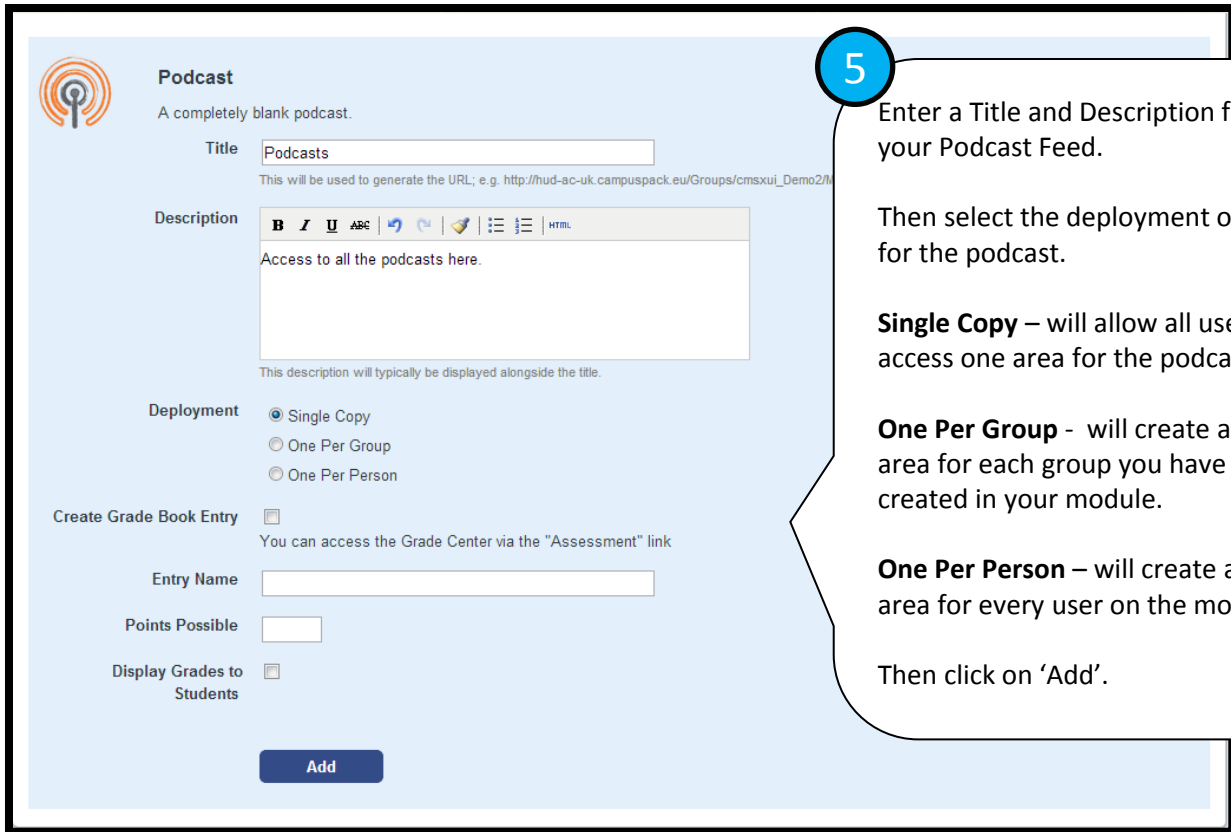
Achievements

More Tools

4

The selected folder page will then open.

Hover over the 'Add Interactive Tool' menu and select 'Campus Pack Podcast Feed'.



Podcast
A completely blank podcast.

Title Podcasts
This will be used to generate the URL; e.g. http://hud-ac-uk.campuspack.eu/Groups/cmsxui_Demo2/

Description
Access to all the podcasts here.
This description will typically be displayed alongside the title.

Deployment
 Single Copy
 One Per Group
 One Per Person

Create Grade Book Entry
You can access the Grade Center via the "Assessment" link

Entry Name

Points Possible

Display Grades to Students

Add

5 Enter a Title and Description for your Podcast Feed.

Then select the deployment option for the podcast.

Single Copy – will allow all users to access one area for the podcasts.

One Per Group - will create an area for each group you have created in your module.

One Per Person – will create an area for every user on the module.

Then click on 'Add'.



To add a podcast episode, Click 'New Episode'.

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7 Give your podcast episode a title and click on Continue.

8 **Record Media** - If you want to record the podcast now, click 'Record Media', ensure your microphone is turned on, and click 'Record'. Once you have finished speaking, press 'Finish'.

Upload Media - Click Choose File, and locate your previous recording, select it, and then click Open.

Link to External Media - If you would like to use a podcast from another website, first click 'Link to External Media' option. Then copy the link of the podcast and paste it into the textbox. Click 'Check Link'. If a green tick is shown, the URL is correct, if a red X shows, ensure the URL is entered correctly.

9 Enter a description for the Podcast here.

10 Make sure you have made the podcast available by selecting the 'Available' tick box. If necessary, select a date the podcast will be made available for viewing or a date the podcast will be available until.

Click 'Save & Exit' to upload your podcast.



11

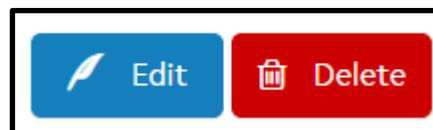
Your podcast episode will then go through processing.

And will appear as a link on you Podcast Home page.



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Once the link is selected ,anyone who has access to the podcast feed will be able to play the podcast episode.



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There is an option to 'Edit' or 'Delete' the episode in the top right hand corner.