



Introduction to Podcasting Activities

- **Activity 1 – Getting used to iTunes with subscribing and playing Podcasts**
 1. **Open iTunes** from the icon on the computer desktop.
 2. You should be brought to the iTunes music store. If not, **click on the Music Store name** in the manage media pane.
 3. In the left column of the browser pane in the Inside the Music Store box, **click on the Podcasts option.**
 4. On the Podcasts page, **click on the Business category** in the middle of the browser pane.
 5. On the Business: Featured Podcasts page, **click on the Cramer Radio Podcast** name in the second row of the page.
 6. You will be brought to the Cramer Radio Podcast description page. Notice the previous podcasts at the bottom of the page.
 7. **Double click on a previous podcast** at the bottom of the screen to hear a preview of the podcast.
 8. **Click on the subscribe icon** next to the podcast picture on the top of the page.
 9. **Click Subscribe** to the dialog box that appears.
 10. Notice the downloading of the latest podcast and the listing of previous podcasts.
 - To download a previous podcast, click on the Get button next to the podcast you want.

- **Playing an audio podcast.**
 1. **Double click on the podcast** that you just downloaded or select the podcast and click the Play button on the top left of the iTunes page.
 2. **Click and drag the timer diamond** in the player window to scroll through the podcast.

- **Downloading and playing a video podcast.**
 1. **Click on the iTunes Music Store name** in the manage media pane.
 2. In the left column of the browser pane in the Inside the Music Store box, **click on the Podcasts option.**
 3. On the Podcasts page, **click on the Video Podcasts category** in the middle of the browser pane.
 4. On the Featured Video Podcasts page, **click on the ABC World News Now Video** name in the first row of the page.
 5. You will be brought to the ABC World News Now Video description page. Notice the previous podcasts at the bottom of the page.
 6. **Double click on a previous podcast** at the bottom of the screen to view a preview of the podcast.

7. **Click on the subscribe icon** next to the podcast picture on the top of the page.
 8. **Click Subscribe** to the dialog box that appears.
 9. Notice the downloading of the latest podcast and the listing of previous podcasts.
 - To download a previous podcast, click on the Get button next to the podcast you want.
-
- **Playing a video podcast.**
 1. Notice the TV icon next to the video podcast you just downloaded. This notifies you that this is a video podcast.
 2. **Double click on the podcast** that you just downloaded or select the podcast and click the Play button on the top left of the iTunes page.
 3. **Click and drag the timer diamond** in the player window to scroll through the podcast.
 4. **Single click on the video window** on the lower left hand of the iTunes window to display a separate video window. **Resize the video window** by clicking and dragging the bottom right corner of the window out and in.
 5. **Close the separate video window** and stop the video podcast.
 - **Activity 2 – Subscribing to a Personal Podcast**
 1. **Open iTunes** via the icon on the desktop.
 2. **Click on the Advanced menu** and select **Subscribe to Podcast**.
 3. In the URL dialog box that appears, **type the following URL in the box:**
staff.fairfield.edu/jpotocki/podcasts/jeffpodcast.xml
 4. **Click OK.**
 5. The most recent podcast will download automatically. **Click on the Get button** to download the two other podcasts and play them.
 - **Activity 3 – iTunes University**
 1. **Open Internet Explorer** from the desktop icon.
 2. In the address bar, **type in the following web address:** <http://itunes.stanford.edu> and hit enter on your keyboard.
 3. **Click the “Open Stanford on iTunes” link** in the middle of the page. **Click Yes** to the security dialog box that appears.
 4. iTunes will automatically open and bring you to the public Stanford iTunes University page. Notice the customized school page and the available podcast content.
 5. **Click on the “Faculty Lectures” category.**
 6. On the audio tab, **Select the “Covering the war in Iraq” podcast** and **select the Get Song button** to the right of the podcast name.
 7. When the podcast is done downloading, **click on the Library name** in the media manager pane and find the “Covering the war in Iraq” audio podcast.
 8. **Double click on the podcast** or select the podcast and click the Play button on the top left of the iTunes page.
 9. **Click and drag the timer diamond** in the player window to scroll through the podcast.

- **Access the Student login page**
 1. **Open Internet Explorer again.**
 2. **In the address bar, type in the following web address:**
<http://itunes.stanford.edu/coursework/> and hit enter on your keyboard.
 3. **Click on the “Stanford Community” link** in the second paragraph to bring you to the student authentication page. iTunes will automatically bring you to the login page.