

## Signing up to a Podcast for easy automated downloading of your recordings

*Summary: This section explains what a Podcast is in relation to the MyMedia Service, and how you can utilise them to automate the downloading of all the lecture recordings for a particular unit in order for you to access them anytime from your home computer.*

### What is an RSS Feed or Podcast?

In the context of MyMedia Services, an RSS feed is a way to subscribe to a set of lecture recordings so that you receive new recordings as soon as they become available. This means you won't have to go to the unit webpage in MyLO to download the lecture recordings each week.

- "Audio Podcast" is a name for a set of audio-only recordings (mp3 files) distributed via an RSS feed.
- "Video Podcast" is a name used to describe a video recording series (m4v files) distributed via an RSS feed.

### What is required to subscribe to a Podcast?

- You need software installed on your computer to monitor the link for updates and to download files when they become available.
- You need the Podcast link for the recordings you want to subscribe to.

This guide describes how to subscribe using iTunes (<http://www.apple.com/au/itunes/download/>), but there are many other software products capable of RSS subscription.

### How to find and copy the RSS Feed link

Browse to your unit page in MyLO and click on the link to the recordings for the unit. The MyMedia Service unit portal will be shown and you should see a page similar to that below\*:

MyMedia Service KMA003/ALL: KMA003 - Mathematics Foundation Unit

**UPCOMING echo** THURSDAY JANUARY 5 6:00PM EST

VIEW MORE WEEKS

**Week 1**  
1 LECTURE SCHEDULED

**Week 2**  
2 LECTURES SCHEDULED

Monday, January 9, 2012 6:00-7:30pm

Thursday, January 12, 2012 6:00-7:30pm

**Week 3**  
2 LECTURES SCHEDULED

echo AUDIO PODCAST VIDEO PODCAST © 2010 Echo360 Inc. All rights reserved. Echo360 Privacy Policy

The Audio Podcast and Video Podcast links

Scroll to the bottom of the page. To choose whether you want to subscribe to the Video Podcast feed or the Audio Podcast feed, right click (hold down control and click on Mac) on the respective link and from the context menu click:

- “copy link location” if using Firefox
- “copy shortcut” if using Internet Explorer 9
- “copy link address” if using Chrome
- “copy link” if using Safari

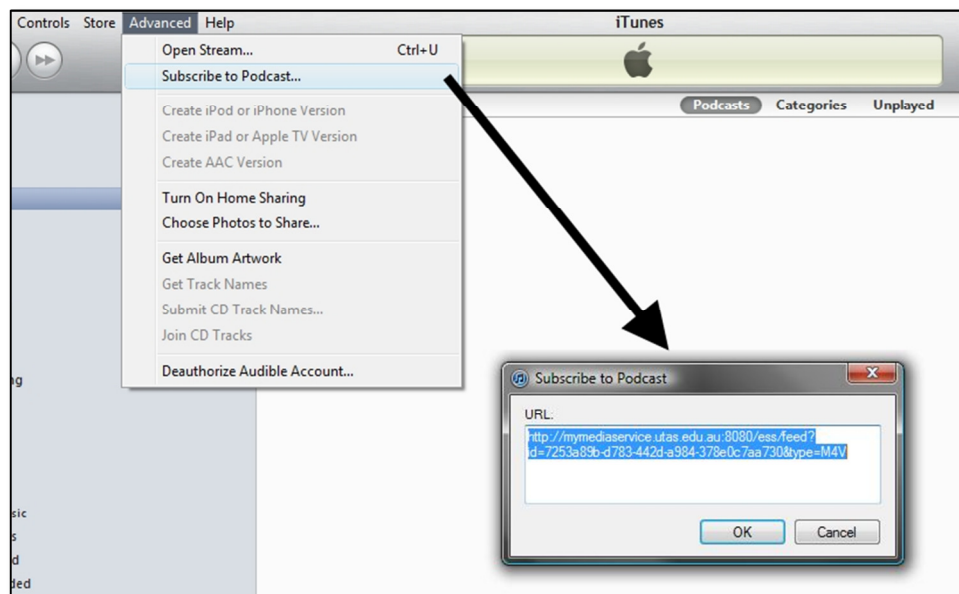
*\*If no RSS feed subscription is available, it may be because the unit coordinator/your lecturer has decided not to allow downloads. Sometimes this is for copyright or other legal reasons. This is best discussed with your lecturer as we cannot override their request.*

## Using iTunes to subscribe to the feed

Once you’ve copied the feed link (URL), open iTunes and do the following:

### On Windows

1. From the **Advanced** menu, select **Subscribe to Podcast...**
2. Delete any URL information already in the window by highlighting it and hitting backspace or delete on the keyboard.
3. Paste the previously copied Video Podcast or Audio Podcast link into the **Subscribe to Podcast** window.
4. Click **OK**.



iTunes will then download the current recording for the unit you have subscribed to. All prior recordings (recordings from the week(s) before) are also listed but in order to download them you need to click on the **Get** button for each listed recording (or **Get All** at the top). When new recordings become available, iTunes will automatically download those for you when you open the iTunes application.

### On Mac

It's the same process on Mac, except the **Advanced** menu is in the top menu bar rather than inside the iTunes window.

