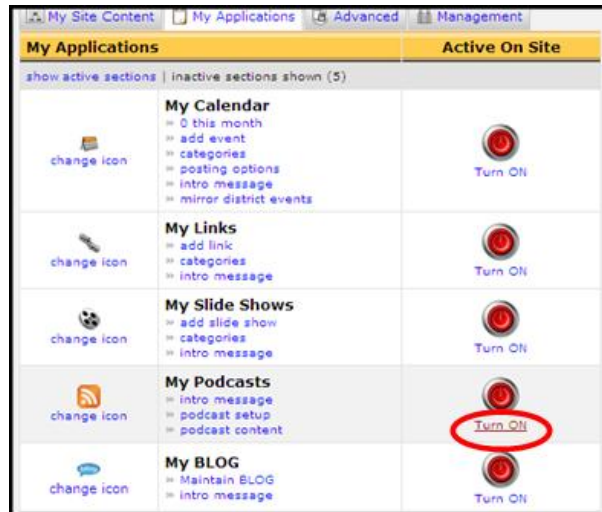


Podcasting on Your Teacher Web Page

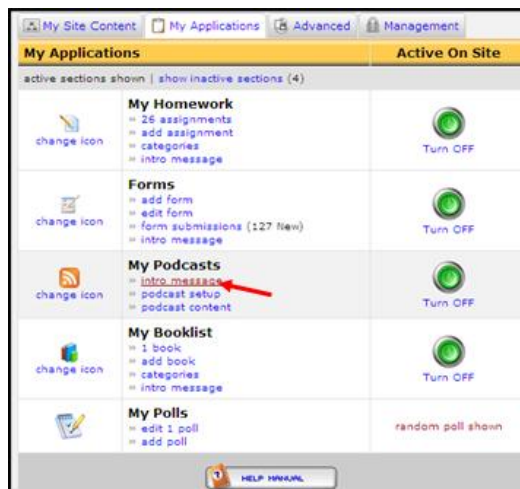
1. Login to your Teacher Web Page. Click on the **My Applications** tab. Click on **show inactive sections**.



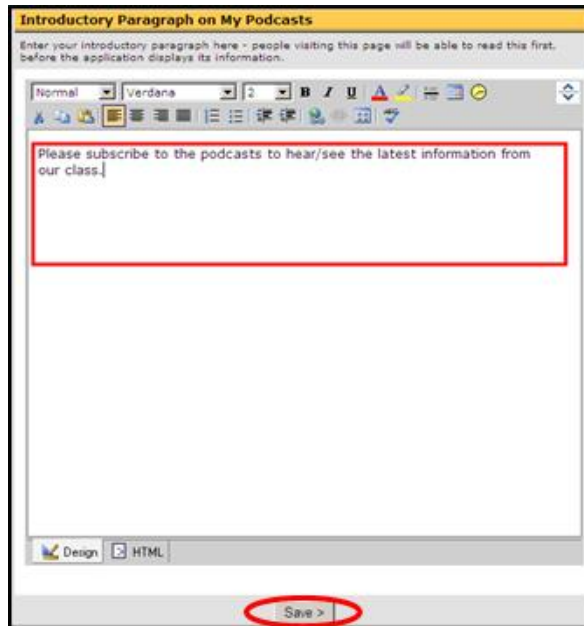
2. Click **Turn ON** beside **My Podcasts** so the application is active.



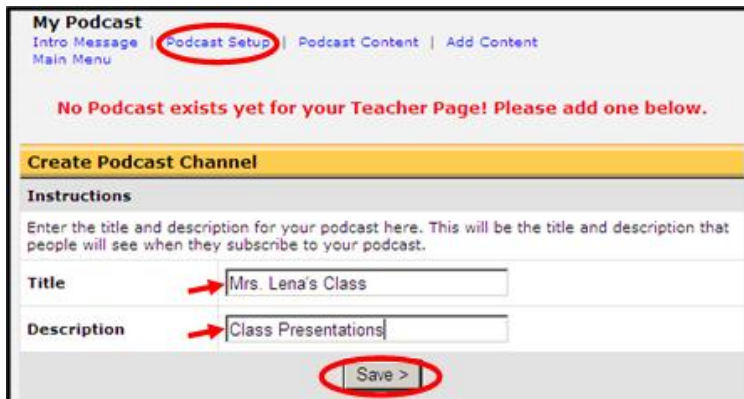
3. Click on **intro message** under **My Podcasts**.



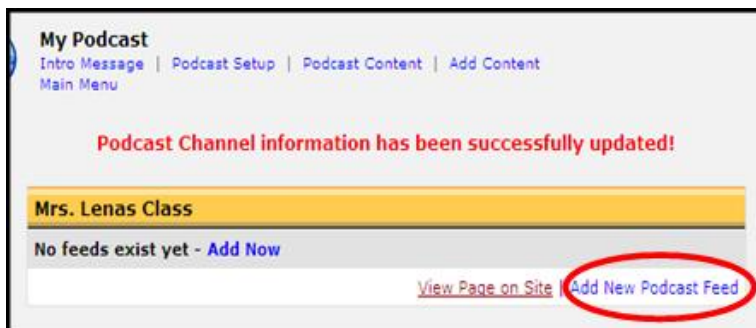
4. Type an intro message to your students and/or parents, and click **Save**.



5. Click on **Podcast Setup**, and type in a **Title** for your channel. Then type in a **Description** of your channel. Each staff member is given one channel. You can put in unlimited feeds to the channel. If you teach multiple subjects/grade levels, then you should enter in a generic Title.



6. Click on **Add New Podcast Feed** to upload your material.



7. Type a **Title** for your content. This is the only required field. Feel free to fill in any other pertinent information. Click **Save** when you have completed the information and have uploaded your file.

For Audio – See Below (File must be in a compressed format like mp3. You may have up to 60 minutes of audio.)

The screenshot shows the 'Add Podcast Feed' form with the following fields and annotations:

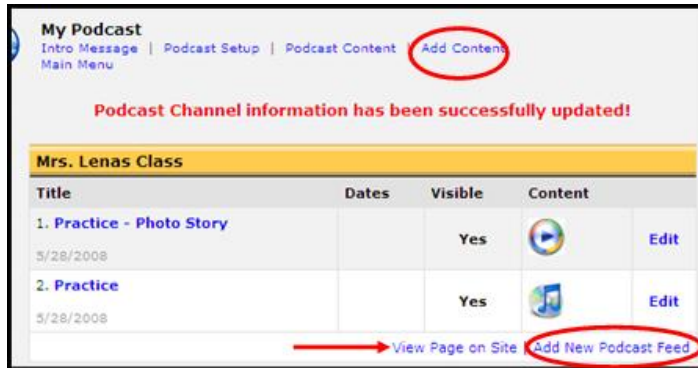
- Title:** 'Practice' (Annotated as **required**)
- Description:** (Annotated as **optional**)
- Podcast Channel:** 'Mrs. Lenas Class'
- Visible on Website?:** 'Visible' (Annotated as **choose visible or not displayed**)
- Date Available:** (Annotated as **optional**)
- Date Expires:** (Annotated as **optional**)
- Content Type:** 'Audio'
- MP3 Audio:** 'C:\Documents and Settings\ALena\...' (with a 'Browse...' button)
- Save >** (Annotated with a red arrow)

For Video – See Below (Choose Windows or Mac, and browse for your compressed file like mp4. You may have up to 30 minutes of video.)

The screenshot shows the 'Add Podcast Feed' form with the following fields and annotations:

- Title:** 'Practice - Photo Story'
- Description:**
- Podcast Channel:** 'Mrs. Lenas Class'
- Visible on Website?:** 'Visible'
- Date Available:**
- Date Expires:**
- Content Type:** 'Video' (This section is highlighted with a red box)
- Windows Video:** 'C:\Documents and Settings\ALena\...' (with a 'Browse...' button)
- Mac Video:** (with a 'Browse...' button)
- Save >** (This section is highlighted with a red box)

8. See image below for a picture of uploaded content. If you would like to add more, click on **Add Content** or **Add New Podcast Feed**. If you would like to see your Podcast on your web page, click **View Page on Site**. It takes a few minutes depending on the size of the audio/video file for the material to be visible on your site.



9. Click on the audio/video icon to hear that material, or **Subscribe** to have all material downloaded to your computer. See **Podcast Overview** for more information on the **Subscribe** feature.

