Adding a Podcast to Your Webpage

Podcasting simply refers to audio or video files which are provided on the Internet. To create or listen to a podcast, you do not need an ipod or mp3 player. To create a podcast, you need a microphone and a computer.

There are 2 ways to add a podcast to your SchoolCenter webpage:

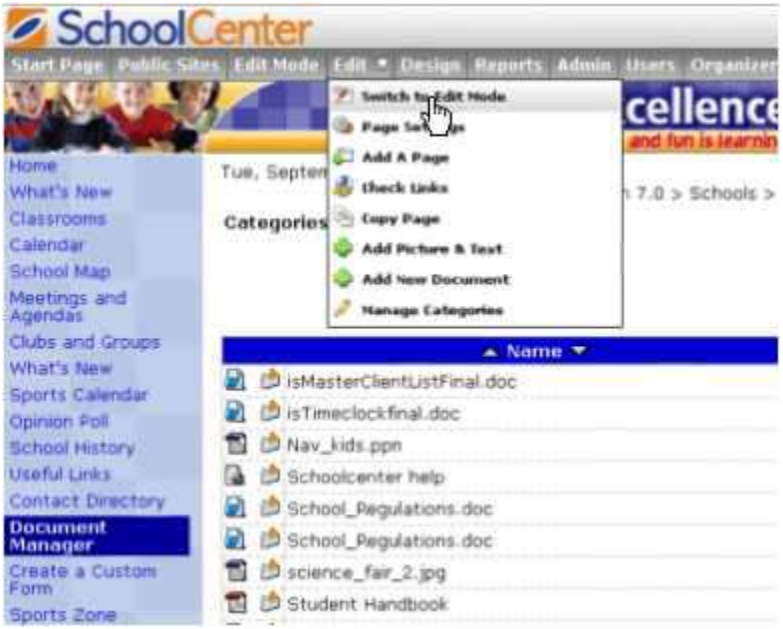
1. *Audio only* podcasts can be added in the same way you would add an image on a webpage.
2. Put it in your document manager.

Adding a Podcast to your Document Manager

You can add podcasts to your site through the Document Manager

1. Document Manager

- From your Document Manager, Select Switch to Edit Mode from the Edit drop-down menu.

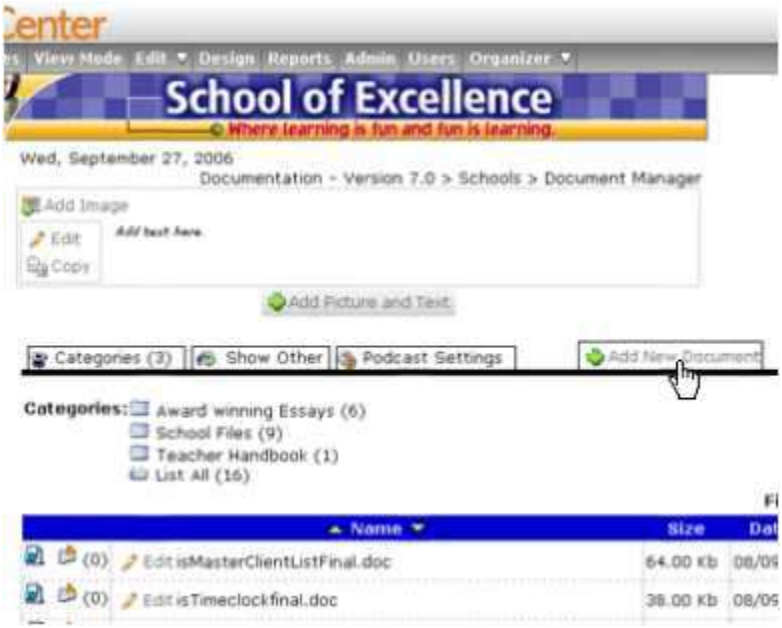


- Select Page Settings from the Edit drop-down menu.

- To Enable Podcast Support, select the Enable podcast support box.
- When you are finished with your Page Settings, click on the Done button.

2. Add New Document

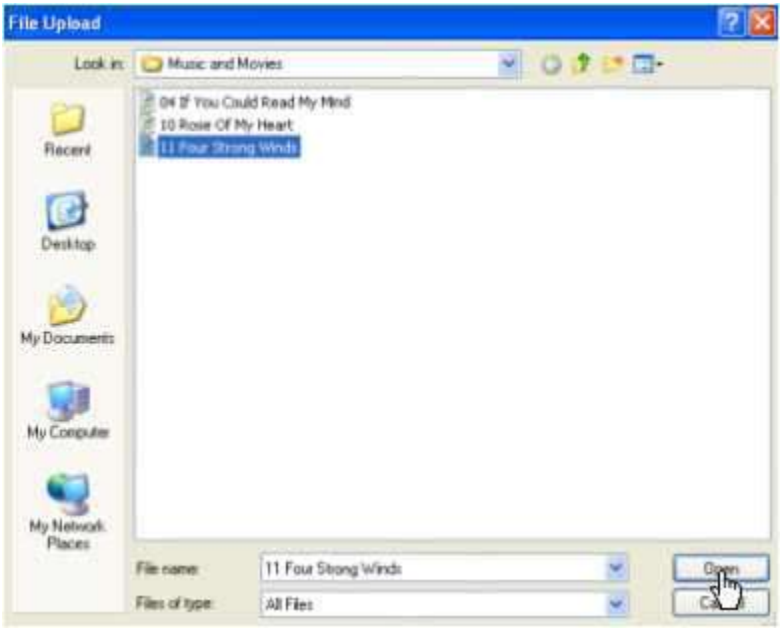
- To start adding a Podcast to your page, click on the Add New Document button.



- The Upload New Document window will open.
- Select a Mode for the Document and then click on the Select Upload Method button.

- To add a music or video file from your hard drive, click on the Browse… button.

- You will see a window similar to this one (depending on your computer). Select the media you wish to add.
- Then click on the Open button.



- You have the option to Cancel at anytime.
- Click on the Done button.

3. Podcast Settings

- Your Edit Document window will open.
- You have the option to Edit your Document if you wish.
- Once you are finished editing your document, click on the Done button.

- To set up Settings for your Podcast, click on the Podcast Settings button.

- The Podcast Settings window will appear.
- Enter in a Title for your Podcast.
- Fill out a Description for the Podcast into the Description box.

- Type the Owner's Name.
- Enter in the Owner's Email.
- Select a Category for the Podcast.
- You have the option to select a Sub-Category for the Podcast.
- To select an iTunes URL, click on it's link.