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 dropdown 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.

| General Details | | | | |
|------------------------|-----------------------------|-----|------|--------|
| Page Type | : Document Manage | r | | |
| Page Title | : Document Manage | r. | | |
| Default category | : Show All | C. | | |
| Category Sort Order | Alphabetical | 1 | | |
| 🖾 Hide other categorie | s when viewing a categ | ory | | |
| Show descriptions o | n hover | | | |
| Enable podcast supp | port | | | |
| Reassword protect th | is page in View mode | | | |
| Page Design @Delet | e. | | Done | Cantel |
| | | | | |

2. Add New Document

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

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|--|----------------------------|-------|
| s Vieve Mode Edit - Design Reports Admin Users | Organizer 7 | _ |
| School of Excel | ence | |
| Where learning is fun and fu | n is learning. | |
| Wed, September 27, 2006 Documentation - Version 7.0 > | Schools > Document Manager | |
| Madd Image | | |
| Add test Are. | | |
| Add Picture and Test | | |
| 😰 Categories (3) 🎼 🚳 Show Other 🖓 Podcast Se | ttings 🕹 Add New Docum | ont |
| Categories: Award winning Essays (6) School Files (9) Teacher Handbook (1) Ust All (16) | U | |
| ALC: 3-3 | | F |
| 🔺 Name 👻 | Size | Dat |
| 🛍 🖾 (0) 🍠 Edit is Master Client List Final. doc | 64.00 Kb | 08/09 |
| (0) / Edit is Timeclock final.doc | 38.00 Kb | 08/09 |

- 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.

| File Upload | | | | ? 🛛 |
|-------------------|----------------------------|---|-------------|-------|
| Look in | Music and | Movies | N 0 # 10 D- | - |
| Peceré Desktop | 04 17 You Ci 10 Rose Of | uld Read My Mixil Ny Heart ng Winds | | |
| My Documents | | | | |
| My Conputer | | | | |
| Places | File name | 11 Four Strong Winds | * | Capen |
| | Files of type: | All Files | × | a |

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

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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.

| Filename | Status | Category | Delete | Description |
|--------------------------|--------|----------------------|--------|----------------------|
| 11_Four_Strong_Winds.m4a | DONE | Award wrong Essays 👻 | | Add File Description |
| | | | | |
| | | | | 40 |
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• 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.

| Title: | My Music |
|---------------------|--------------------------------------|
| Description: | This is my favorite song |
| Owner Name: | |
| Owner Email: | |
| Category: | Arts & Entertainment 👻 |
| Sub-Category: | Architecture 💌 |
| Transmiss of states | http://doc.v2.schoolcantas.com/aduca |

- 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.

| Title: | My Music |
|---------------|--------------------------------------|
| Description: | This is my favorite song |
| Owner Name: | Joe Smith |
| Owner Email: | jsmith@schoolcenter.com |
| Category: | Music |
| Sub-Category: | Music 😒 |
| Turses URL | http://doc.v7.schoolcenter.com/educ/ |