



Podcasting with Schoolwires

What is a podcast?

Podcasting is a method of distributing multimedia files over the Internet for playback on mobile devices and personal computers. Podcasts allow you to create audio for an audience to listen to at their convenience.

Podcasts must be saved as a **.FLV, MP3, MP4, M4A, M4V, WMA and MOV** file format to be inserted on a Podcast page.

If your files are **.wav** or **.wmv**, you will need to follow directions for inserting them on a flex page.

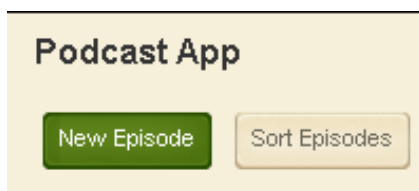
Podcasts must be recorded prior to creating a Podcast page in Schoolwires.

Creating a Podcast Page

- Select the **New Page** button.
- Select **Podcast** from the available page types.
- Give your Podcast a name (this will appear on the navigation bar) and click **Save**.
- This will then return you to the **Summary** tab.

Adding Episodes

- Open your podcast page.
- Select the **New Episode** button.



Working with a New Episode

Episode

Enter a title for your episode. If you want, you can add a description, post date, author and episode length. You can either upload a media file, or enter a file web address.

General Tags

Episode Title:

Add a title (this will appear on the podcast page).

Description:

You can add a description of the podcast. Within your description you can also add links and images.

Normal HTML Preview Words:0 Characters:0

Post Date:

You can select the date to have it posted on your page or leave blank to post immediately.

Author:

The Author is not required.

Episode Length:

The Length is not required.

Media File or Web Address:

Browse... Click Browse to locate the file.

⚠ We recommend uploading files that are in the FLV, MP3, MP4, M4A, M4V, WMA, and MOV format.

Activate on my page

Save Click Save when finished.

Managing Episodes

From the Podcast App page, you can manage all of your episodes.

- Use the **Sort Episodes** button to reorder how the episodes will appear on the Podcast page.
- Make individual episodes **active** or **inactive**.
- Select the **Edit** button to change information about the episode.
- Select **View** to view the episode.
- Select **Delete** to remove the episode from the page permanently.

