

UPLOADING FILES TO THE PODCAST SERVER

1. Go to <http://podcasting.gcsu.edu/> (*It is suggested to use Mozilla Firefox when working with this website*).
2. To get an account to <http://podcasting.gcsu.edu/>, Kevin Mobbs at 678-839-5294 or kmobbs@westga.edu
3. When you have an account set up, scroll down and find “University of West Georgia.”



4. Log in to your podcasting account.
5. In the left-hand table, click Podcasting Channels. Once this is clicked, the title of your channel should appear.



6. Click on your channel title.

Channel Title	Date	Protect	Share	Update	Delete
Pam's Podcast	01/29/10		No	Update	Delete

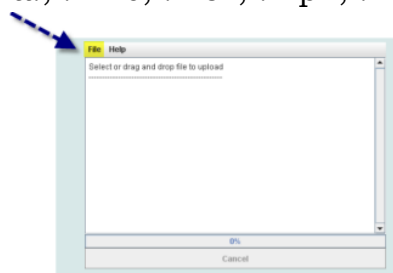
- At the bottom of your screen, click on the link that says “Click here to upload new podcasting episode.”

Podcasting Episode List	
Channel Title:	Pam's Podcast
Owner:	Pam Cooper
Publish Date:	Friday, January 29, 2010
Total Downloads	1
Unique Subscriptions	1
Total Episodes	2
Total Bytes Served	69.65 MB
Manual Subscription:	http://podcasting.gcsu.edu/4dcgi/podcasting/westga/channels1939/22140.xml
1-Click Subscription:	http://podcasting.gcsu.edu/4dcgi/podcasting/westga/channels1939/22140.xml
Channel Embed Code:	Click here to get embed code for GeorgiaVIEW VISTA or standard HTML Page
Subscription Button:	Click here to get subscription button code for standard HTML Page
Subscription Button:	Click here to get subscription button code for the GeorgiaVIEW VISTA

[Click here to upload new podcasting episode](#)

- Fill in the blanks to your episode. When you're finished, click on the button that says “Continue to Step 2.”

- In this section, you can upload your video file. In the top left of the window, click File, then Select File. You can also drag and drop your file into the window.
.aif, .aiff, .mp3, .wav, .m4a., .m4b, .mov, .mp4, .m4p, .aac, .m4v, or pdf.



- When your file is finished uploading, a confirmation window will open. Choose “Click here to continue.”

Confirmation

You have successfully uploaded the file. Click [here to continue.](#)

URL to subscribe this channel: http://podcasting.gcsu.edu/4DCGI/Podcasting/WestGa/Channel_1939/22140.xml

- Your episode will appear at the bottom of the page, in a window titled “Listing Episodes.”

Listing Episodes	
Title:	Rafael nadal Funny
Actions:	Delete Update Protect Move Add to Playlist Link Code Embed Code
File URL:	http://podcasting.gcsu.edu/4DCGI/Podcasting/WestGa/Episodes/15117/6386.mp4
Publish Date:	Jan 29, 2010
Downloads:	0
File Size:	13.93 MB
Title:	Rafael Nadal
Actions:	Delete Update Protect Move Add to Playlist Link Code Embed Code
File URL:	http://podcasting.gcsu.edu/4DCGI/Podcasting/WestGa/Episodes/31786/5595.mp4
Publish Date:	Jan 29, 2010
Downloads:	0
File Size:	13.93 MB
Title:	Judith Herrin Returns
Actions:	Delete Update Protect Move Add to Playlist Link Code Embed Code
File URL:	http://podcasting.gcsu.edu/4DCGI/Podcasting/WestGa/Episodes/7672/3693.mp4
Publish Date:	Jan 29, 2010
Downloads:	5
File Size:	13.93 MB