

## Directions for Podcasting

### Create a Classcaster account

1. Go to [www.cali.org](http://www.cali.org)
2. If you do not have an account, create one using your email address and a chosen password (authorization code is ALBANYfac3)
3. Go to [www.classcaster.org](http://www.classcaster.org).
4. Click on '**Create a Blog**' on Classcaster's top menu.
5. Login to the CALI website. Read and accept the **Terms of Service**.
6. Complete the '**Create a user**' form. The form is pre-filled with information from your CALI account, including your email address and password. The Classcaster username is created by simply merging your first and last names. Make sure to enter your password in the 'Confirm Password' box near the bottom of the form.
7. Complete the '**Create a Blog**' form, naming your blog. Your blog's URL will be based on the name you give your blog. (<http://blogtitle.classcaster.org>)
8. On '**Choose a template**' feel free to pick from any of the templates. You can always change your mind and the template later.
9. You should then receive an email with a confirmation link. Click on the link in the email to open a browser window and activate your blog.
10. From the activation window you can head to the blog or to the admin interface.

### Record your Class

1. Connect an external mic to DVR if desired
2. Turn on DVR
3. The first time you press the RECORD button, the device starts recording. If you press it again, it pauses the recording (it will beep twice and display 'PAUSED' on the LCD display). If you press RECORD again (third time), it will continue recording into the same file. If you press the RECORD button and then press the STOP button, it will close the file. The next time you press the RECORD button, it will start recording in a new file. It isn't a bad idea (if you can remember to do this) to chop your class recordings into 30 minutes segments by pressing STOP and then RECORD again at the 30 minute points in the class. This makes it easier for students to download and listen.
4. When done, turn off DVR

### Download WMA files and Convert to MP3

1. Download and install ffmpeg so that you can convert the WMA file from the Olympus to MP3 (It can be downloaded here: [http://classcaster\\_news.classcaster.org/blog/resource/utilities/FFinstall.exe](http://classcaster_news.classcaster.org/blog/resource/utilities/FFinstall.exe) or you can download the Switch program here: <http://www.nch.com.au/switch/index.html>)
2. Pull apart the DVR
3. Insert the DVR into a USB drive on your pc
4. Open the DVR folder
5. Double click DSS\_FLD folder[s] (It maybe in different folders each time)
6. Copy and paste .WMA file to G:\classcaster
7. Rename the file[s] to include the date of the class session
8. Disconnect the DVR from the USB and put it back together

9. Drag and drop the .WMA files on top of MakeMP3 or add it to Switch by clicking on the 'add' button and navigating to G:\ \classcaster (if using Switch, make sure that the Output Format is set to **G:\ \classcaster**, the 'Encoder Settings should be Constant Bit Rate (CBR)checked, Bitrate 24, High Quality Encoding should be UNCHECKED and Stereo Encoding should be set to MONO, Click the convert button and your WMA will be converted to MP3.) This make take awhile – be patient ☺

### **Upload MP3 files to the Classcaster Website**

1. Go to: <http://blog's title.classcaster.org/>
2. Click Dashboard
3. Sign in with your username and password
4. Your dashboard displays
5. Click on your Blog Title (located after the words “administer your blog”)
6. Select File Center
7. Select 'New Folder' to create a a folder to store your MP3 files in. Give it a short name (such as class\_audio\_files).
8. Click 'Add' to create the folder.
9. Select New File
10. Click Browse
11. Browse to G://Classcaster
12. Select the .mp3 file[s]
13. Under the folder section (make sure you choose: **class audio files folder**)
14. Click Add

### **Create Post on Classcaster Blog**

1. Select Manage
2. Select New Post
3. Type title (use class date) and text
4. Hit enter after text
5. Select Insert Resource button (on the text toolbar)
6. Select **Class Audio files** folder
7. Select the .MP3 file[s] and click add post (this may take awhile – be patient) Wait for green successful message) ☺
8. Select **podcast** under the categories section
9. Click preview or Blog This!! You should receive a successful submission upload message.

### **Record a Podcast from your Cell Phone**

1. Go to: <http://blogtitle.classcaster.org>
2. Click Dashboard
3. Sign in with your username and password
4. Your dashboard displays
5. Click on your Blog Title (located after the words “administer your blog”)
6. Click on Manage (on top) and then scroll down to Activate Classcaster
7. Type in your cell phone number and a PIN number

8. Dial 404-727-5556 and follow the audio instructions (dial your phone number, put your PIN#) and just talk to record your podcast. Press # key when done.
9. Press 3 to listen to your podcast and press 4 to save it into Classcaster
10. Repeat steps 1-5
11. Click on the 'Posts' tab that is below the 'New Post' heading.
12. You should see, under 'Topic', a post titled ' A new Classcaster post ' with a 'Status' of 'Draft'.
13. Click on the edit icon for this post.
14. You can now edit the post, changing the title, text body, etc.  
NOTE: Generally I would leave the 'Click here for Classcaster audio' line alone since the link under 'here' points to your podcast.
15. When you are done editing the post, change the 'Status' to 'Published' and 'Update' the post.
16. Surf on over to Classcaster blog homepage and you should see your new podcast post.

Answers to other questions can be found here:

<http://www.classcaster.org/summary.php?op=display&page=faq#46>