



University of Otago Podcasting Service Quick Reference Guide



You need to log in to do any of these tasks on your podcasting site. To do this:

- Go to the url of your site (<http://podcasts.otago.ac.nz/yoursitename/>)
- Click **Log In** on the right side of the window.
- Once you've logged in, click **Site Admin**, then follow the instructions below.

If you want to....	Then you should
Add a new podcast	Click Posts , then Add New Podcast . Add a Title, Description, click the Browse button to attach an audio or video file, then click Publish .
Edit an existing podcast	Click Posts . Hover (hold) your mouse over the title of the podcast you want to edit and click Edit . Make your changes and click Publish . (You can't change an audio or video file - you have to delete and re-create the post).
Delete an existing podcast	Click Posts . Hover (hold) your mouse over the title of the podcast you want to edit and click Delete . Click OK .
Add a member of staff or tutor	Click Users , then Add user . Enter their username, choose their role and click Add User .
Remove a member of staff or tutor	Click Users , then Authors and Users . Hover (hold) your mouse over the name of the person you want to edit and click Delete . Click OK .
Add or remove a class list of students	Click Users , then Manage Groups . If the list of paper codes on this page is not correct, then contact the HelpDesk.
Change the way your name is displayed	Click Users , then Your Profile . Type your preferred name in the Nickname box, then choose your nickname from the "Display name publicly as" drop down list. Click Update Profile .
Get more help	Refer to the Podcasting Owners Manual at http://www.otago.ac.nz/podcasting . If you can't find the answer there, then contact the HelpDesk (extn 8888, email helpdesk@otago.ac.nz).