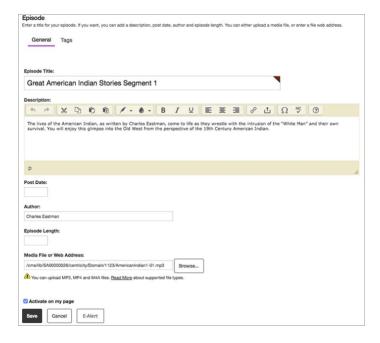# Podcast App User Guide

Include different podcasts for your web page using the Podcast app. A podcast is a series of either audio or video files, released episodically, and often downloaded through Really Simple Syndication (RSS). Podcases are a great way to showcase school bands and choirs or keep users current with what's happening with your courses. Visitors and users can subscribe to the podcasts.
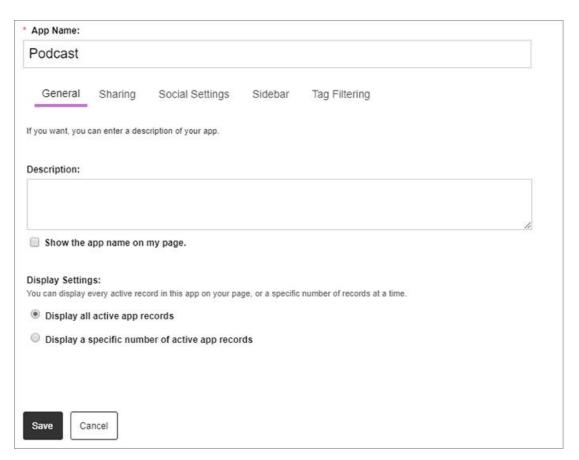

Add the Podcast app

Drag the Podcast app onto your page.

1. Enter the *Episode Title*.
2. Enter the *Description* for the episode. Include images or links and style your text as needed.
3. Enter the *Post Date* for when the episode was recorded.
4. Enter the *Author* information.
5. Enter the *Episode Length*.
6. Select the *Media File* or *Web Address*.
7. Select *Activate on my page* to display the podcast on your page.
8. Select *Save*.

Set additional options

1. Select *Options*.
2. Enter the *App Name* to update the app title.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Choose the *Display Settings* for the number of posts to list.

Podcast glossary

- RSS: Really Simple Syndication is a standardized group of web feed formats used to publish frequently updated material such as blog entries, new, podcasts, audio, and video. Subscribers to RSS feeds can use desktop, mobile, or web-based readers like Google Reader or My Yahoo RSS reader.
- .mp3: An extension for MPEG-1. It's an audio compression format for the transfer and playback of music on digital audio players.
- .mp4: An extension for MPEG-4. It's used to store digital video and audio streams. MPEG-4 Part 14 can also be used to store other data such as still images and subtitles.
- .M4A: The same as .mp4 but primarily used to store audio-only MPEG-4 files.

Tagging

You can add tags to categorize the individual record of a Blog, Headlines & Features, Podcast, or Premium Video app. Use these tags to filter which app records display on the end user website. If you choose, you can display the tags by which you filtered an app as clickable links on the end user website or simply display the filtered records without displaying the tags.