

Gabcast

Simple Podcasting



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=Shortcut =Advice =Caution

Introduction

A **podcast** is a series of multimedia files (usually audio mp3) that are distributed over the internet. A podcast is usually updated on a regular basis and offers a subscription feature allowing users to download the newest episode once it is available. Individual podcast files, called **episodes**, are typically available for listening online or can be downloaded for playing from a computer or an mp3 player.

Gabcast is a service that allows you to record audio files and create a podcast using phone or voice over internet protocol (VoIP). Gabcast does not require you to download any software or upload audio files to a server. A free Gabcast account allows you to record episodes up to 60 minutes long and provides you with about 200 MB of storage space.

These instructions will take you through the basic steps of setting up a podcast using Gabcast. Be aware that Gabcast is not supported by OTS. If you have problems with Gabcast, you will need to contact their technical support services directly.

Summary

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Registering for a Gabcast Account

Follow the directions below to set up your Gabcast account.

1. Go to <http://gabcast.com>.
2. Click on the **Sign up now** button.
3. Click the checkboxes next to the Terms and Conditions. Click **Submit**.
4. Enter the information requested on the **Account Details** page. Click **Submit**.
5. Go to your email to activate your Gabcast account.

Creating a Gabcast Channel

Once you have your Gabcast account, you can set up your podcast. Each distinct podcast is called a **channel** on Gabcast.

1. Go to <http://gabcast.com>.
2. Login with the email account and password used to create your Gabcast account.
3. Select **Create a new channel**.
4. Enter a **Title** and **Description** for your channel. People will see this information in their aggregator when they subscribe to your podcast.
5. Enter a numeric **Channel Password**. Record this password so you will remember it later.
6. Select a **Category** from the dropdown menu.
7. Edit any additional information on this page. If you would like people to be able to search for your podcast, be sure to enter appropriate keywords.

8. If you are using Gabcast in conjunction with a blog, complete the steps below:
 - Select the **Add new blog** link. Use the dropdown menu to select your blogging service from the available list.
 - Enter your username and password for your blog account
 - Choose to embed the Flash player in your blog. This will allow users to play your podcast directly from your blog page without downloading the file.
 - Click **Add**.
9. Click **Submit**.

Planning an Episode of Your Podcast

Unless you frequently speak extemporaneously, you will probably want to plan your episodes so your recording will be of an appropriate quality. This is especially important since you will not be able to edit the audio files you create through Gabcast. The tips below should guide you in planning for your podcast episodes.

1. Listen to some other podcasts to get a feel for what does and does not work in a podcast. You can find other educational podcasts through iTunes or at Podcast Alley (<http://www.podcastalley.com/index.php>).
2. Consider your audience and purpose. If the podcast is aimed at students, think about how to engage them in your podcast. Make sure the podcast has a specific purpose or function in the class.
3. Build some variety into the format of your podcast to keep it interesting. Instead of lecturing on a single topic, consider incorporating short quizzes, interviews, or changes in topic in your episode.
4. Make an outline for your podcast. Save this outline; you may want to post this as a “show notes” document to allow students to view the content of the podcast before accessing it. You might want to include the following segments in your podcast.
 - Your introduction
 - A brief overview of the content of the podcast.
 - The content of your show, in multiple sections if necessary
 - The “sign off” for your show
5. Listen to your podcast. Evaluate your recording to decide if the podcast is of adequate sound quality, if it is engaging to listeners, and if you need to prepare differently for the next episode.

Recording a Podcast Episode

Now that you have a channel, you are ready to record an episode of your podcast. You should prepare for your podcast prior to recording, by making either an outline for your episode or writing out a script.

1. Dial the following number: 1-800-749-0632.
2. Enter your channel number followed by the pound (#) sign.
3. Enter your numeric Gabcast password followed by the pound sign.
4. To create a new post, press 1 on your phone to record.
5. Once you are done recording, press the pound sign.
6. If you would like to listen to your podcast before publishing it, press 1. If you are ready to make your podcast available for download, press 2.
7. You may either post a second podcast or end the call.

Tagging Episodes

Your episodes will be given a default title on creation. To make it easier for users to organize downloaded files and to make your episodes easier to search, you should add tags to your episodes.

1. Go to <http://gabcast.com> and login.
2. After logging in, you will be in the My Channels tab. Select **manage episodes**.
3. Select **Published episodes** from the **Actions** menu.
4. Select the **Tag** icon (Figure 1, 1) under the episode name.
5. Enter a Title, Description, and Keywords for your episode. Be descriptive so the users can easily find and identify these files after they have downloaded them to their computer or MP3 players.
6. Click **Submit**.

- ★ Changes made to tags will not be changed on files that have already been downloaded by students. If you are going to edit the tags on an episode, you should do so as soon as possible after it is recorded.



Deleting an Episode

You may need to delete an episode of your podcast if it is of poor quality or if you are running out of disk space.

1. Go to <http://gabcast.com> and login.
2. After logging in, you will be in the My Channels tab. Select **manage episodes**.
3. Select **Published episodes** from the **Actions** menu.
4. Select the **Delete** icon (Figure 1, 2) under the episode name.
5. Select **Yes** under **Delete this recording?**

- ★ Before deleting the file, you may want to download it to your computer. This allows you to have a copy for future use, if needed.

- ! If you are linking to your episodes from a blog, you may want to remove the blog entry containing the episode before you delete the episode for Gabcast. If you do not, the link will still appear on your blog but will be inactive. This may frustrate visitors.

Subscribing to Your Podcast

Once you have begun podcasting, you will need to be able to provide instructions to others on how to subscribe to your podcast. You will want to subscribe to your own podcast as well, to ensure that the podcast feed is working and to download the files you have created to your desktop as a back-up. Follow the instructions below if you are using Gabcast as a standalone platform for podcasting.

1. Go to <http://gabcast.com>.
2. Under **Search episodes on Gabcast**, enter your channel number.
3. On the search results page, click on the title of your podcast.
4. Select **click to subscribe**.
5. Select the icon next to RSS Clients.
6. Copy the URL from the new window that opens. This is the URL for the podcast feed.
7. Paste the URL from your podcast feed into a podcast aggregator.