

## Publishing your Podcast for the Faculty of Arts (Creating a Podcast Series)

Go to the Faculty of Arts Home Page on <http://www.arts.usyd.edu.au>



Click on “Listen to our Podcasts” or type podcast in the URL after the arts URL: <http://www.arts.usyd.edu.au/podcast>



Click on “Login”

This will bring you to the Podcasting Home Page or Directory



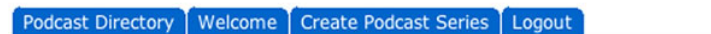
Enter your University Unikey and password



Enter your [UniKey](#) details below, and you will be dire

Login name:

Password:



### Secure Area for Publishing Podcasts

Create Podcast Series

By default this is the menu available to you. Once you have authoring rights to a Podcast, you will have more menu choices.

Enter your personal Details

Enter information about the Podcast Series you want to create.

If this is for lecture recordings for instance, the series would be the Unit of Study itself

Provide more details about what kind of Podcast this is going to be and the display options.

Send Details

When you submit this form, you will get a feedback screen and at this stage, the META Centre will probably need to contact you in order to set up your Podcast series.

Logout

[Logout](#)

This is similar to setting up space on the WebCT server. Once your series is set up, the process to upload sound or video files and of creating podcast feeds is automated.