

Here are step-by-step instructions for publishing your podcast using FirstClass

1. On your FirstClass desktop locate the **Web Publishing** icon. It looks like this:



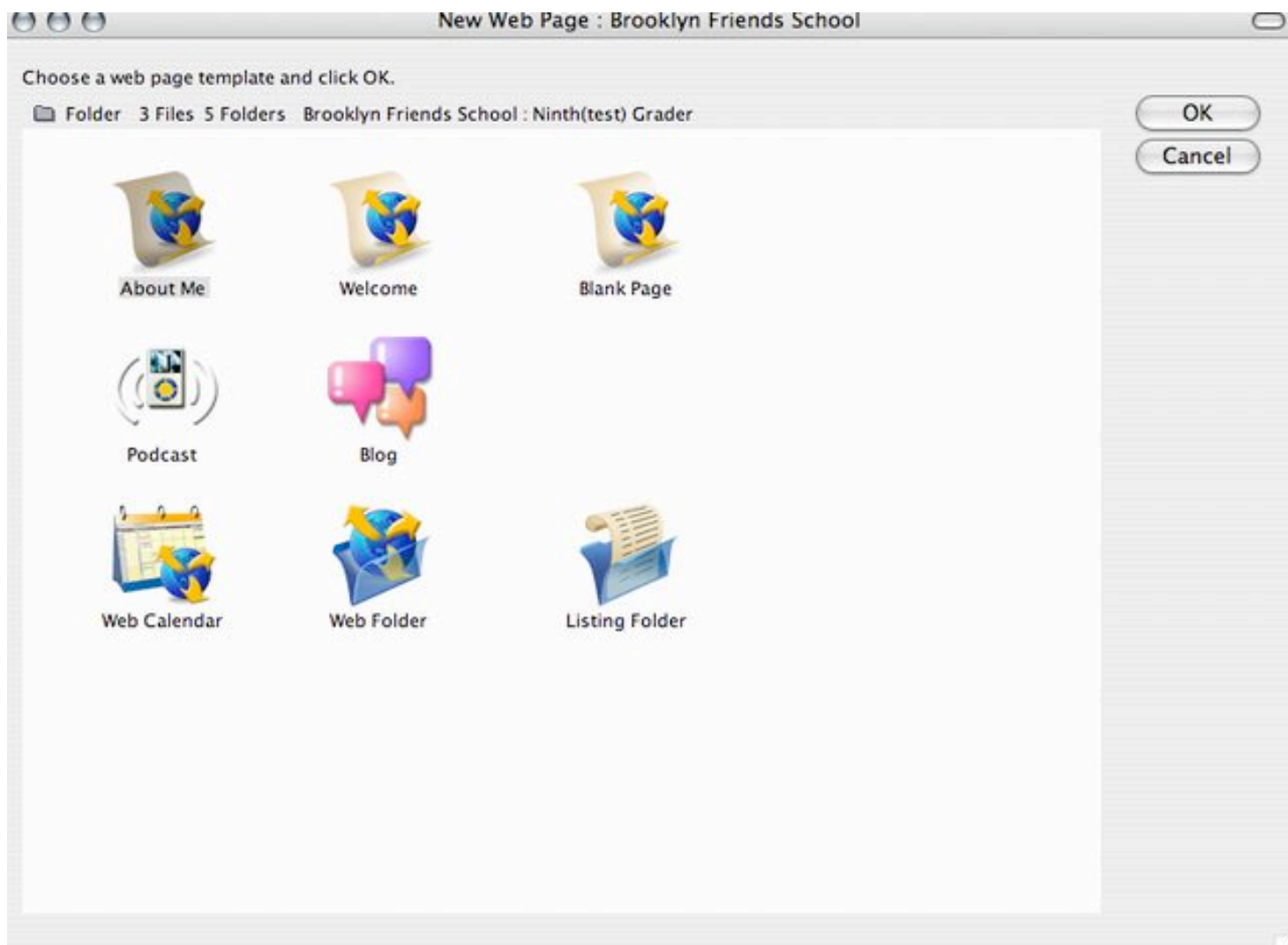
2. Once you select **Web Publishing** the icons on your FirstClass menu bar will change to this:



3. Click **New Web Page**.

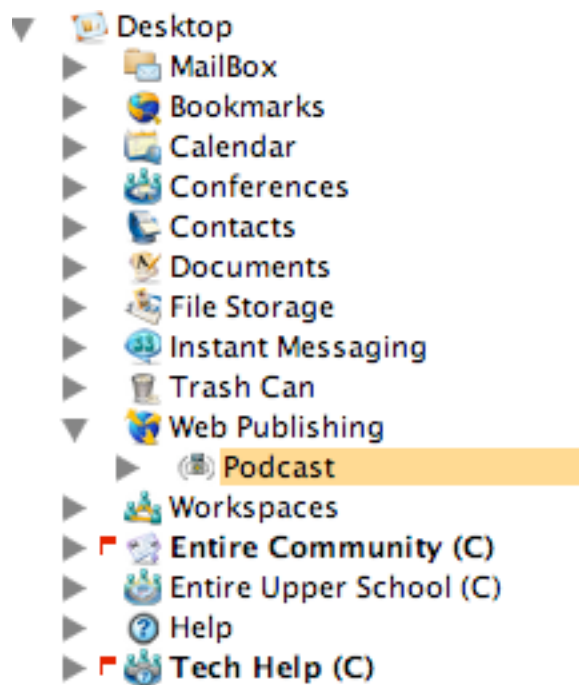


4. You should see this window:

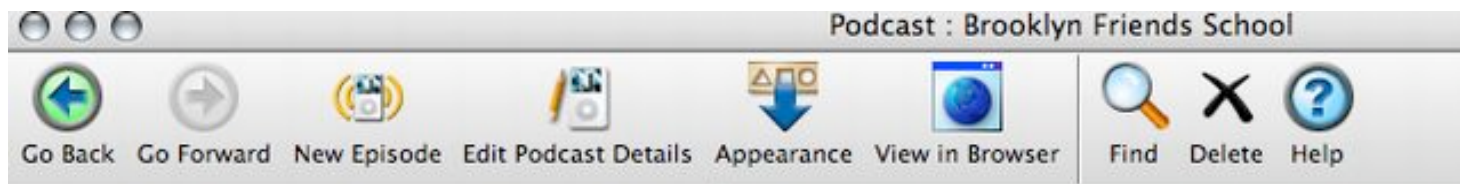


5. Select **Podcast**.

6. A new web page called **Podcast** has been created inside the Web Publishing folder.




7. Once you select Podcast the icons on your FirstClass menu bar will change to this:



8. Select **New Episode**.

9. You should see this window:

Podcast Episode : Brooklyn Friends School

 **Did you know...**
Creating a podcast episode is easy. Just follow these three steps.


- 1 Drag and drop an audio or video file onto this form, or create your own content by clicking Record Episode.
- 2 Fill in the fields below. Fields with an asterisk are mandatory.
- 3 Click Save.

*Title: Subtitle:

*Author: Summary:

Search keywords:

Content description:

100% 

10. Fill in the details about your podcast.

11. Locate the Quicktime movie that you created. Drag the Quicktime file on to the Podcast Episode window. The file will upload. See the completed form, with uploaded file, below.



12. Save.

CONGRATULATIONS!

You've created a Quicktime Web Streaming movie (video podcast) and uploaded it to FirstClass.