

# Gabcast

These are directions for creating a Gabcast account, creating a channel, publishing an audio file, and embedding it into an Edublog. With a free account the maximum length for one episode is 1 hour, with a maximum storage limit of 200 MB, and no privacy options.

## Setting Up an Account

1. Complete the registration form for [Gabcast](http://www.gabcast.com) at <http://www.gabcast.com>. Wait a few minutes for the verification email with the link to activate your account.
2. Click the provided link and log in with email and password.
3. Click the link for Create a New Channel.
4. Enter a Title for the Channel and a numeric Password.
5. Choose a Category.
6. Enter a few keywords describing your channel, placing a space between each word.
7. For the Channel website, you can choose to paste in your website, blog, or wiki web address. This is not required.
8. If preferred, you can choose to disable comments.
9. I have yet to be able to automatically insert either a link or embed a player into my Edublog. I'm not sure if this feature will work for Edublogs. But you can manually embed the file, as you will see below.
10. Click the Submit button.
11. You will receive confirmation that the new channel is created. Click the My Channels tab.

## Recording an Episode

1. Using a mobile phone or land line, dial the 800 US number displayed on the right. It is important to have good reception on a mobile phone while recording.
2. When prompted, enter the channel number followed by the pound key, then the channel password followed by the pound key. These numbers are displayed on the My Channels page.
3. Press 1 to record a new episode. After you hear the tone, speak.
4. When you are finished you can hang up or press the pound key to hear these options: 1 to listen, 2 to publish, 7 to delete, and 9 for the main menu. Assuming a student is recording and you want to preview the file before it is published, just have the student hang up when finished and proceed with the steps below.
5. I would recommend entering into your mobile phone's address book the Gabcast US 800 number, your channel number and password. Then you can easily use just your phone to publish an audio file.

## **Publishing an Episode**

1. Click the link for Manage Episodes below your new channel on the My Channels page.
2. Click the play button to preview the recording.
3. Click the tag button to Tag the recording with a Title, Description, and Keywords.
4. Click the Submit button. You can see the file size and that the format is mp3. Notice you also have the option here to download the file.
5. Click the green plus sign to publish the episode. You will get a confirmation message in the green box at the top that Episode #1 is published.

## **Embedding the file in an Edublog**

If you embed the file in your blog, your listeners won't have to go to the Gabcast site, where there is explicit content from other users.

1. To embed this episode in an Edublog post, go to My Channels.
2. Click the title of the channel.
3. Click the title of the episode.
4. Note the Download File link to the right, under the player. Right click on that link and choose Copy Short Cut (IE) or Copy Link Location (FireFox).
5. In your Edublog post, click the button for Embed Media links.
6. Paste in the url. It displays a hyperlink entitled Download and the word Title after it.
7. Edit the Title text and change it to an appropriate title for the audio file.
8. Save and Continue Editing.
9. Click Preview.
10. Click the Audio link to play it.
11. Once your post is complete click the Publish button.