

LONDON
GRID FOR LEARNING

Podcast Service

User Guide



What is a Podcast?

In its simplest form, a podcast is a pre-recorded audio or video broadcast that can be downloaded from the Internet. The broadcast may be played directly on the computer which has been used to download it, or copied to a personal media player such as an Apple iPod for future listening.

Podcasts are organised in 'channels' and 'episodes'. A channel is just like a radio station - it has an owner, and its broadcasts are generally created by the same group of people and feature the same kind of content. An episode is any individual broadcast that is distributed through a channel.

The real power of podcasts lies with the ability for people to 'subscribe' to a podcast channel through a program like Apple iTunes. When the owner of the podcast channel creates a new episode, the program automatically notices the existence of that episode, and downloads it for later listening. Consequently, podcasts are an ideal distribution mechanism for on-going activities like a series of lessons on a particular subject, or regular school newsletters.

What does the LGfL Podcast Service offer?

The LGfL Podcast Service provides a straight-forward mechanism for creating podcast channels and adding or removing episodes from those channels. This saves users from having to create the complicated files which contain all the information about a podcast channel and its episodes, and which are formatted in a highly-specific machine-readable (but not very human-readable!) way.

The episodes which users add to their channels can either be created prior to accessing the LGfL Podcast Service (perhaps using a free program like Audacity, which is available from <http://audacity.sourceforge.net/>), or alternatively they can be created on-the-fly using a recording facility that is built into the web site.

Who can use the LGfL Podcast Service?

Podcasts created using the LGfL Podcast Service can be accessed by anyone, anywhere on the Internet. A channel can, however, be designated as 'hidden' which prevents its details from being displayed in the main directory listing of the Podcast Service - although its episodes will still be accessible by anyone who knows the precise address of the podcast channel.

In order to create or administer a podcast channel, an LGfL user account is required. This can be an Atomwide USO account, a Digitalbrain portal account, or a Fronter London MLE account, since the Podcast Service uses the same Shibboleth® authentication system as services like the LGfL content site. If you do not have an account, then contact your school's IT manager or follow the instructions which you can find at <https://support.atomwide.com/public/usoreq.aspx>

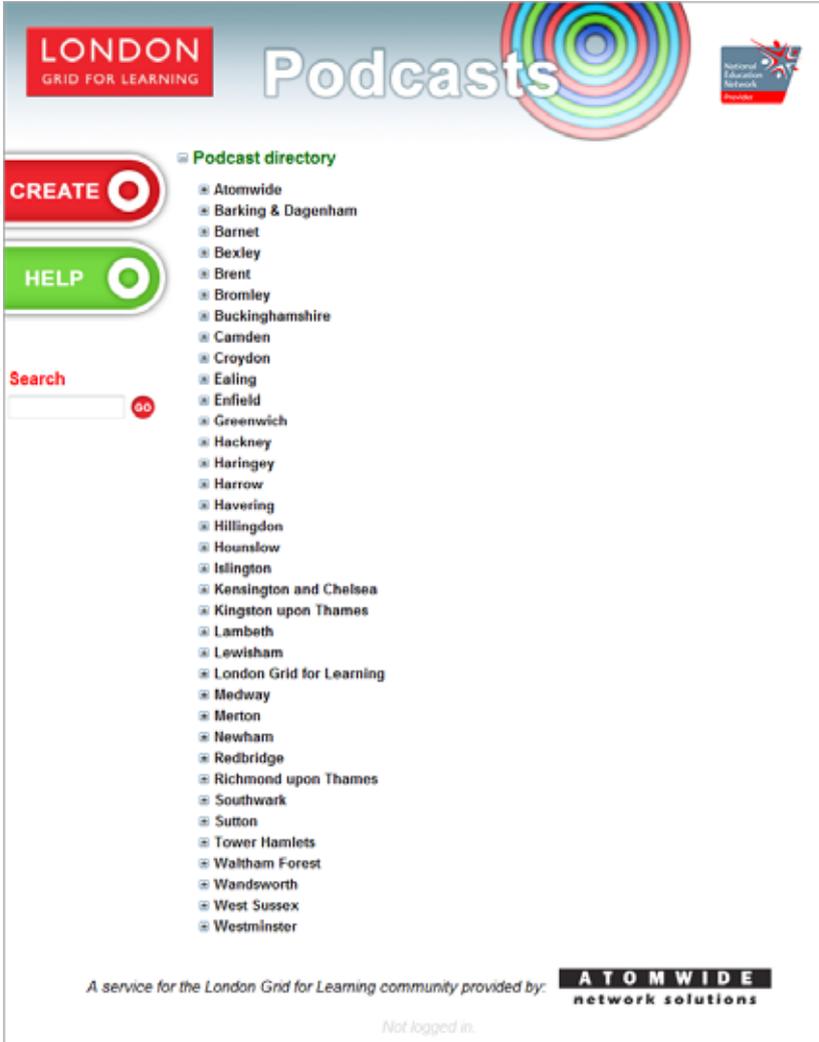
Every member of staff has the necessary permissions to create podcast channels and, once a channel has been created, the person who created the channel can delegate various administrative facilities to other users (including pupils, if appropriate). Note that general school-level (as opposed to personal) user accounts are not normally designated as 'staff' and so will not have the right to create podcast channels.

How can I obtain further help?

If this user guide does not tell you everything that you want to know about the LGfL Podcast Service, then please email podcastsupport@lgfl.org.uk for further assistance.

Getting Started

The LGfL Podcast Service operates at <http://podcast.lgfl.org.uk/> and visiting this address with a web browser will present a page like the sample shown below:



The screenshot shows the LGfL Podcast Service website. At the top left, there is a red box with the text "LONDON GRID FOR LEARNING". To its right, the word "Podcasts" is written in a large, white, sans-serif font. Further right is a colorful circular logo with concentric rings in red, orange, yellow, green, and blue. In the top right corner, there is a small logo for the "National Education Network".

On the left side of the page, there are two prominent buttons: a red one labeled "CREATE" and a green one labeled "HELP", both with white circular icons. Below these is a search bar with the word "Search" in red text and a red "GO" button.

The main content area is titled "Podcast directory" in green. It contains a list of local authorities, each preceded by a small square icon with a white plus sign. The list includes: Atomwide, Barking & Dagenham, Barnet, Bexley, Brent, Bromley, Buckinghamshire, Camden, Croydon, Ealing, Enfield, Greenwich, Hackney, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington and Chelsea, Kingston upon Thames, Lambeth, Lewisham, London Grid for Learning, Medway, Merton, Newham, Redbridge, Richmond upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth, West Sussex, and Westminster.

At the bottom of the page, there is a footer that reads "A service for the London Grid for Learning community provided by:" followed by the "ATOMWIDE network solutions" logo. Below this, it says "Not logged in."

By clicking on the + symbol at the left of a local authority's name, a list of the schools and other establishments within that authority where users have created podcast channels will be shown. Clicking on the + symbol at the left of a school name will expand the tree further to list all of its podcast channel titles, while clicking on the + symbol at the left of a podcast channel's title will present further details about the channel as well as a list of episodes; finally, clicking on the + symbol at the left of an episode's title will display information about the broadcast in question. A + symbol turns into a - symbol once clicked, and this can be used to collapse the related part of the listing tree. In this way, the directory of public podcasts can be explored.

The screenshot shows the 'Podcasts' page on the London Grid for Learning website. The header includes the logo and the word 'Podcasts'. On the left, there are navigation buttons for 'CREATE', 'HELP', and a 'Search' field with a 'GO' button. The main content area is titled 'Podcast directory' and lists several schools: Atomwide, Barking & Dagenham, Barnet, Bexley, Brent, St Mary Magdalen's R.C. Junior School, Bromley, Buckinghamshire, Camden, and Croydon. A search result for 'Celebrating Us' is shown, featuring a thumbnail of three people, a URL, a summary, the owner's name, and episode details such as duration (01:50) and file size (3.3 MB).

The directory of podcasts can also be explored using the 'Search' facility offered at the left-hand side of the page - just enter the word for which you would like to search and then click the 'Go' button. If there are any channels and/or episodes which mention the specified word, then the directory will be refreshed and automatically expanded so that the relevant entries are visible.

If you want to listen to a podcast episode directly, then you can simply click on the title of the episode since it is a regular hyperlink to the relevant audio or video file. Assuming that you have a suitable media player installed on your computer (such as Windows Media Player or Apple iTunes), the file will be downloaded (a process that could take several minutes, depending on the speed of your Internet connection) then it will open and start to play.

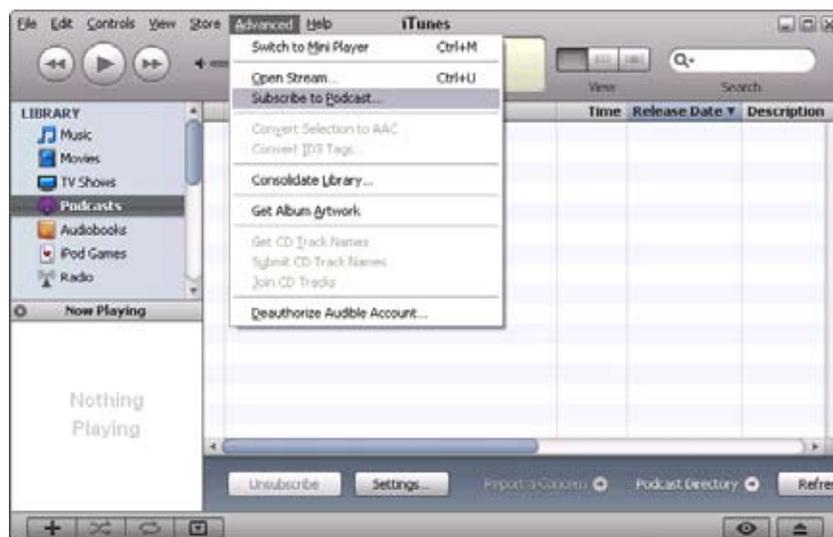
Subscribing to a Podcast Channel

There are two common ways to subscribe to a podcast channel, and the appropriate choice will depend upon the software installed on your computer.

If you are running Microsoft Internet Explorer version 7 (or later) or have installed a podcast client such as WinPodder (see <http://winpodder.com/>), then you can just click the title of a podcast channel within the LGfL podcast directory. The aforementioned software will notice that you are trying to view a podcast channel, and will interpret and present the contents of the channel for you. In Internet Explorer version 7 (or later), a yellow information box will appear at the top of the screen to explain how you can subscribe to the podcast 'feed' (i.e. 'channel').

If you know that you do not have one of the above applications installed, or click on the channel's title and are presented with a page of code beginning `<?xml` or a very basic channel/episode listing then you will need to subscribe to the channel manually. The precise process will clearly depend on which software you are using (an example using Apple iTunes is shown below), but it is best to start by placing the address of the podcast channel on your computer's 'clipboard', to save re-typing it within your podcast client. Expand the podcast directory so that you can see all the details of the chosen channel, then click on the URL (which should cause it to be automatically selected, from the `http://` at the start to the `.xml` at the end) and copy it to the clipboard using CTRL-C or right-click then 'Copy' (assuming that you are using a Windows PC).

If you wish to subscribe to the podcast in Apple iTunes, then choose the 'Subscribe to Podcast...' option from within the Advanced menu:



Paste the podcast channel's address into the URL dialog box which appears, then click 'OK'. iTunes will add the channel within the 'Podcasts' section of its Library, and if you select this option then you will see the new entry and its details. Clicking on the triangle to the left of the channel will show details of all the episodes which make up the channel. By default, only the most recent episode is fetched automatically, but others can also be downloaded using the 'GET' button(s). The precise behaviour of iTunes with regard to how often the podcast is checked for new episodes and which episodes are downloaded and kept can be configured using Edit... Preferences... Podcasts.

Publicising a Podcast Channel

While the master directory for the LGfL Podcast Service provides a useful listing of all public channels, it is not necessarily the location to which you will want to direct potential listeners of your channel. If you wish to make a podcast available through your own web site, then it is entirely possible to link to the channel's address on the LGfL podcast site from there. This would typically be done using the standard RSS icon  and some HTML code like this:

```
<a href="http://podcast.lgfl.org.uk/channels/0000000Demonstration-Channel.xml">  
    
</a>
```

Naturally, if you wish to link to a podcast created by someone other than yourself, then it would be good practice to seek approval from the person who did set up the channel before setting up such a link. This information can be found within the podcast directory.

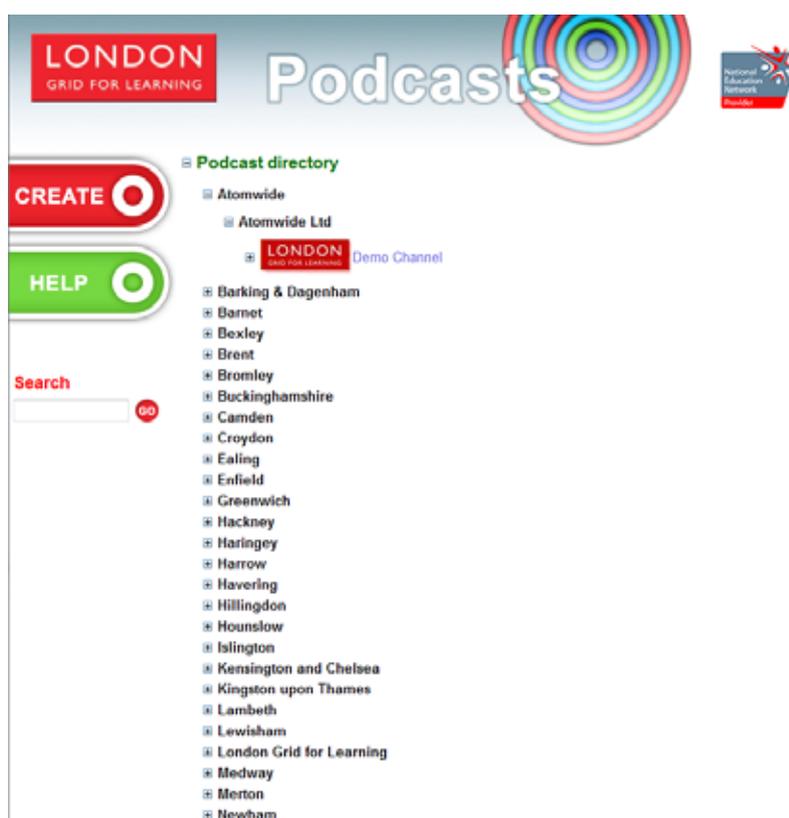
Podcast Administration

If you wish to create a podcast channel or modify a channel which you previously set up, then the first step is to log into the podcast site's secure area. To do this, click the 'CREATE' icon on the left-hand side of the podcast directory page, then follow the Shibboleth authentication process by choosing the type of account that you have, then entering your username and password on the login page which follows. If all goes well, then the administration menu will appear:



Note that you may not see all of the options displayed in the example above, depending on the channels that exist on the system and the rights that you have over them.

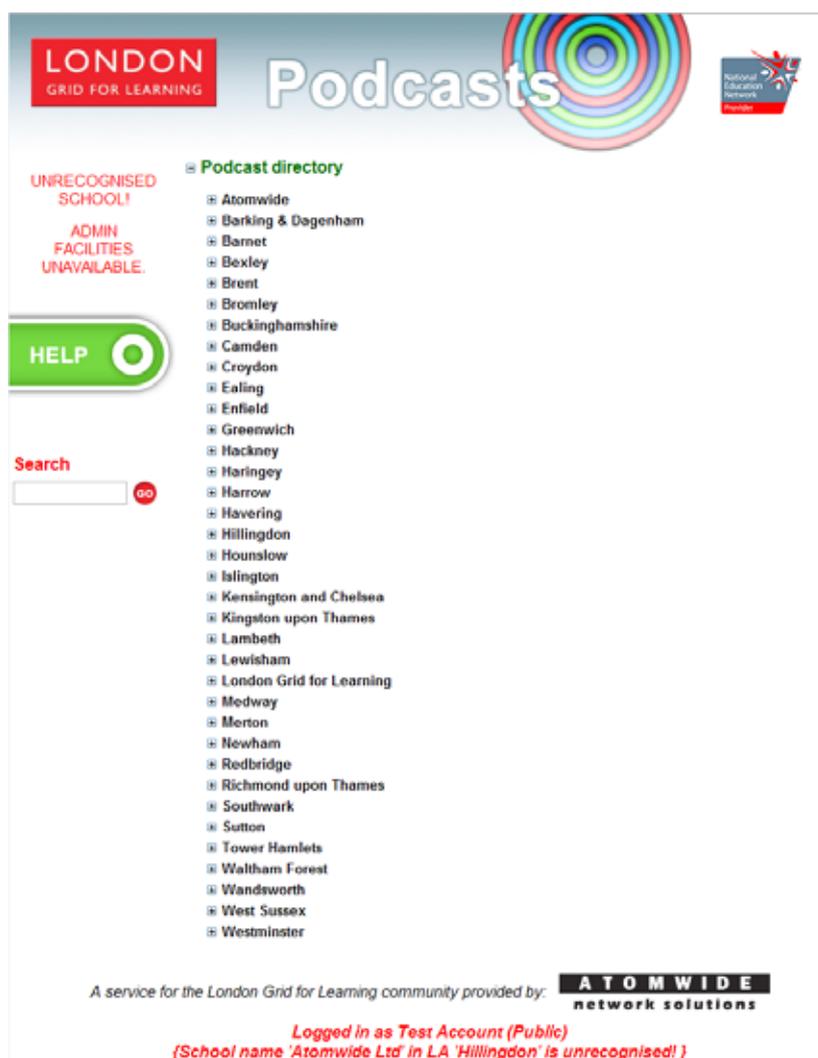
At this point, if you click on the large 'HOME' icon on the left-hand side of the page, then you will return to the main podcast directory page, but with the listing expanded to show any channels which relate to your home school or organisation.



If your login was unsuccessful because the username which you entered is not configured as a staff account, then you will see a message like this:



Alternatively, if the podcast service was unable to determine the school with which you are associated, then you will remain on the front page and an 'Unrecognised school' message will appear on the left-hand side of the screen. If you encounter this situation, then please email podcastsupport@lgfl.org.uk for further assistance, and in the text of your message be sure to include your username and the full text of the diagnostic message which will appear in bold red italics at the bottom of the page.



Creating a Podcast Channel

To create a new podcast channel, click the 'Create' button within the administration menu. The following page will appear:



The screenshot shows the 'Create a channel' form in the London Grid for Learning Podcasts administration interface. The form includes a 'Title' field, a 'Summary' field, and an 'Image' field with a 'Browse...' button. A warning message states: 'Please be aware that all podcasts are freely available to everyone on the Internet. Do not include anything which could compromise the safety of your students. For further advice, see [the LGfL eSafety Web site](#)'. Below the form are buttons for 'Show advanced options' and 'Create channel'. The interface also features a sidebar with 'HOME', 'CREATE', and 'HELP' buttons, and a footer with the 'ATOMWIDE network solutions' logo.

You must enter a name for your new channel in the Title field. If you wish, you can also provide more details about the content and purpose of your channel by completing the Summary field.

The picture referenced by the Image field will be used as a thumbnail to represent your channel on the directory listing, and on certain media players while you are listening to episodes. You can enter the URL of an image to use, click the 'Browse...' button to upload an image stored on your local PC, or leave the field blank to use the default image (which is the LGfL logo). Whichever option you choose, the image will be automatically scaled to an appropriate size after it has been uploaded.

At this point, if you just want to create the channel using default settings then read the note which explains that anyone on the Internet might access your podcast and care should be taken to ensure that no information is included which could compromise the safety of students (or staff!), then click the 'Create channel' button.

If any validation errors arise then you will be informed, otherwise the channel will be created and a page like the one shown below will be displayed:



The screenshot shows the 'Create a channel' success page in the London Grid for Learning Podcasts administration interface. The page displays the message 'Your new channel has been created!' and provides the URL for podcast clients: <http://podcast.lgfl.org.uk/channels/0000000Writing-instructions-2.xml>. It also includes instructions: 'You should now [record an episode for your new channel](#) or [add an episode which you have already recorded](#)'. The interface features a sidebar with 'HOME', 'CREATE', and 'HELP' buttons, and a footer with the 'ATOMWIDE network solutions' logo.

Of course, the channel is of little use until it contains at least one episode, so next follow either the link entitled 'record an episode for your new channel' or the one entitled 'add an episode which you have already recorded' depending on whether you wish to create a new episode within the web site or upload an existing audio or video file. Instructions relating to these two options follow on pages 12 and 15 respectively.

Creating a Podcast Channel (advanced)

For further control over the properties of a new channel, click the 'Show advanced options' button to reveal additional fields which you can complete if you wish:

The screenshot shows the 'Create a channel' form on the London Grid for Learning Podcasts website. The form is titled 'Create a channel:' and includes the following fields and options:

- Title:** A text input field.
- Summary:** A text input field.
- Image:** A text input field containing the URL 'http://podcast.lgf.org.uk/images/lgl_icon.gif' and a 'Browse...' button.
- Link:** A text input field containing the URL 'http://podcast.lgf.org.uk/Default.aspx'.
- Language:** A text input field containing 'en-gb'.
- Copyright:** A text input field containing '© 2009 Atomwide Ltd'.
- Subtitle:** A text input field.
- Author:** A text input field containing 'Philip Chapman'.
- Owner's Name:** A text input field containing 'Philip Chapman'.
- Owner's Email:** A text input field containing 'phil@atomwide.com'.
- Available Categories:** A list of categories with checkboxes:
 - Arts
 - Business
 - Comedy
 - Education
 - Games & Hobbies
 - Government & Organizations
 - Health
 - Kids & Family
 - Music
 - News & Politics
 - Religion & Spirituality
 - Science & Medicine
 - Society & Culture
 - Sports & Recreation
 - Technology
 - TV & Film
- Hidden:** A checkbox with the text: 'If you tick this box then your new channel will not appear on the front page of the podcast site.'
- Notify:** A checkbox with the text: 'If you tick this box then you will be emailed with details of this new channel, and whenever content changes are made of this new channel.'
- Disclaimer:** A note stating: 'Please be aware that all podcasts are freely available to everyone on the Internet. Do not include anything which could compromise the safety of your students. For further advice, see [the LGfL eSafety Web site](#)'.
- Buttons:** 'Hide advanced options' and 'Create channel'.

- *The Language, Author and Owner fields are pre-completed with the values associated with your user account, and cannot be changed.*
- *The Link field can be used to specify the URL of a web page containing further information about the subjects raised in the channel's episodes - for example, the URL of your school's web site.*
- *One (and only one) category must be chosen from the list that is shown. This information is only used if you later add your podcast to Apple's own iTunes podcast directory.*
- *The 'Hidden' box, if ticked, arranges that the new podcast does not feature on the public directory page.*
- *The 'Notify' box, if ticked, arranges that an email is sent to you containing the details of the channel when it is created, and whenever changes are subsequently made to the channel or its episodes.*

Recording a new Podcast Episode for a Channel

Upon clicking the 'record an episode for your new channel' link that appears after creating a channel, or visiting the main administration menu then selecting a channel from the drop-down list to the right of 'Record and add an episode to...' and clicking 'Record', the following page will appear:



The screenshot shows a web interface for recording a podcast episode. At the top left is the 'LONDON GRID FOR LEARNING' logo. The main heading is 'Podcasts' with a colorful circular graphic. Below this, the title of the episode is 'Recording an episode for 'Writing instructions 2''. There are three navigation buttons on the left: 'HOME' (blue), 'CREATE' (red), and 'HELP' (green). The form includes a 'Title:' field, a 'Summary:' field, and a 'Show advanced options' button. A disclaimer is present: 'Before proceeding, you must tick this box to confirm that the content of your recording will not violate anyone's copyright or include swearing or any other material that would be generally agreed to be offensive.' At the bottom, it says 'A service for the London Grid for Learning community provided by: ATOMWIDE network solutions'.

As with the channel creation form, you must specify a Title for the episode, and can optionally enter a Summary containing further information about the content. You must then read and acknowledge the disclaimer to confirm that the content of the podcast will not infringe the copyright of others (for example, by including music for which appropriate rights clearance has not been obtained) and will not contain anything which other users may consider to be offensive. Please be aware that administration actions and file uploads are logged, and the system is regularly monitored for signs of misuse.

After the disclaimer has been acknowledged, a new page will appear. The recording facility uses a Java applet, so you must have Java installed on your computer; if you do not have Java, then download this extra software from <http://www.java.com/> and install it.

At this stage, you should connect a microphone to your computer, if you have not done so already, and ensure that the recording level for the 'Mic' input is set to a suitable position within the mixer application that is included as part of your operating system. After Java and the recording applet have loaded, the page should look like this:



The screenshot shows the recording interface. It features the same 'LONDON GRID FOR LEARNING' logo and 'Podcasts' heading. The title is 'Recording an episode for 'Writing instructions 2''. Below the title, there are controls for recording: a red 'Record' button, a grey 'Stop' button, a grey 'Pause' button, and a green 'Play' button. A volume indicator shows 'Too quiet < Input level > Too loud'. A progress bar shows '00:00.0 / 00:00.0'. Below the progress bar, it says 'For: lgfl.org.uk' and 'Upload'. At the bottom, it says 'Maximum recording time = 25 minutes' and 'A service for the London Grid for Learning community provided by: ATOMWIDE network solutions'.

Click the red 'Record' button and start talking into your microphone. You should see the coloured bars to the right of the 'Record' button light up as you speak (with more bars lit when you speak more loudly). In addition, an audio waveform should start appearing in the grey strip below the 'Record' button, and the minutes/seconds counter to the right of this strip should start increasing. If these indications do not appear, then double-check your microphone connection and mixer level, as the recording only starts once a minimum volume threshold has been exceeded.

You can temporarily halt the recording process at any time by clicking the 'Pause' button, then resume by clicking 'Record' again. Alternatively, if you wish to start again then click 'Stop' followed by 'Record'. Note that there is a limit to the duration of episode that you can record with this facility, which is displayed on-screen. Once you have completed your recording, click 'Stop' and if you wish to review your work then click 'Play'. If you are happy with the recording, then click the 'Upload' button and the episode will be sent to the podcast server; an indication of the progress of this upload will appear as a percentage below the waveform. The upload may take several minutes, but after it completes, there will be a pause as the server processes your file, then the following message should appear:



If you now click the 'Home' icon then you will return to the main directory of the LGfL Podcast Service, where you will find that your new episode has appeared (unless the channel which contains it is hidden). Alternatively, if you click the 'Create' icon then you will return to the main administration menu.

Recording a new Podcast Episode for a Channel (advanced)

Further options relating to the properties of a new episode can be set by clicking the 'Show advanced options' button. The expanded page looks like the example shown below:



The screenshot shows a web interface for recording a podcast episode. At the top left, there is a logo for 'LONDON GRID FOR LEARNING' and a large 'Podcasts' title with a colorful circular graphic. Below the title, there are three navigation buttons: 'HOME' (blue), 'CREATE' (red), and 'HELP' (green). The main content area is titled 'Recording an episode for 'Writing instructions 2''. It contains several input fields: 'Title', 'Summary', 'URL' (pre-filled with 'http://podcast.lgfl.org.uk/channels/0000000/Writing-instructions-2.xml'), 'Author' (pre-filled with 'Philip Chapman'), 'Subtitle', and 'Keywords'. There is a 'Hide advanced options' button above the 'URL' field. Below the 'Keywords' field, there are radio buttons for 'Quality', with 'Normal' selected and 'High (upload will take twice as long)' as an option. At the bottom of the form, there is a checkbox for a copyright disclaimer: 'Before proceeding, you must tick this box to confirm that the content of your recording will not violate anyone's copyright or include swearing or any other material that would be generally agreed to be offensive.' At the bottom of the page, there is a footer that reads 'A service for the London Grid for Learning community provided by: ATOMWIDE network solutions'.

You will see that the Author field has been pre-completed and cannot be changed. The Subtitle field complements the Title and provides another opportunity to specify additional detail about an episode. The Keywords field is used for indexing purposes and can contain up to ten separate words; if left blank, the contents of the Title field is used as keywords.

By default, the recording Quality is set to 'Normal' which should produce good results under most circumstances. However, if your recording is likely to contain higher frequencies than normal speech (perhaps singing or a musical instrument performance) then select the 'High' option - but be prepared for the eventual upload to take quite a while!

Adding a Pre-recorded Episode to a Channel

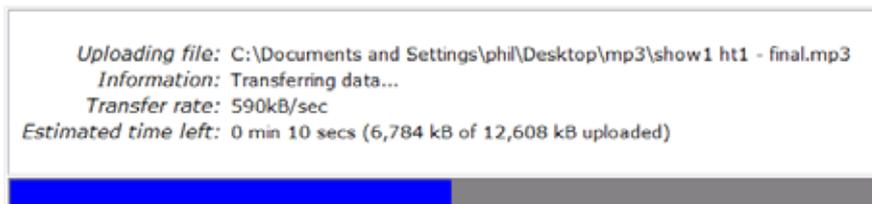
Upon clicking the 'add an episode which you have already recorded' link that appears after creating a channel, or visiting the main administration menu then selecting a channel from the drop-down list to the right of 'Add a pre-recorded episode to...' and clicking 'Add', the following page will appear:

The screenshot shows a web interface for uploading a podcast episode. At the top left, there is a logo for 'LONDON GRID FOR LEARNING' and a large 'Podcasts' title. A navigation menu on the left contains 'HOME', 'CREATE', and 'HELP' buttons. The main content area is titled 'Uploading an episode to 'Writing instructions 2''. It features a 'Title:' text input field, a 'Summary:' text area, and a 'Show advanced options' button. Below this is a checkbox for a disclaimer: 'Before proceeding, you must tick this box to confirm that the file which you upload to the LGfL podcast server will not violate anyone's copyright, or include swearing or any other material that would be generally agreed to be offensive.' The 'File:' field includes a 'Browse...' button. A note specifies supported file types (mp3, m4a, mp4, mov, m4b, m4v) and a maximum file size of 64MB. An 'Add episode' button is located at the bottom right. The footer states 'A service for the London Grid for Learning community provided by: ATOMWIDE network solutions'.

As with the channel creation form, you must specify a Title for the episode, and can optionally enter a Summary containing further information about the content. You must then read and acknowledge the disclaimer to confirm that the content of the podcast will not infringe the copyright of others (for example, by including music for which appropriate rights clearance has not been obtained) and will not contain anything which other users may consider to be offensive. Please be aware that administration actions and file uploads are logged, and the system is regularly monitored for signs of misuse.

After the disclaimer has been acknowledged, you should click the 'Browse...' button beside the File field and select the file on the local computer which will be used as the episode's content. Although any type of file can be selected using the Browse facility, only certain types of audio and video file are supported, as identified on the web page. There is also a limit on the size of file which can be uploaded, as shown on the web page. When you have found and highlighted the file to upload, click the 'Open' button to accept your choice. The Browse dialog box will close.

Next, click the 'Add episode' button. The chosen file will be uploaded to the podcast server, which may take several minutes depending on the size of the file, the speed of your Internet connection, and the load currently being experienced by the podcast server. Depending on the configuration of your web browser, either a pop-up window will appear or a new tab will be created that displays a progress bar representing the state of the upload and the likely time remaining:



When the progress bar reaches 100% and the whole file has been sent to the podcast server, the progress bar window will close and the file will be checked by the server. If any problems are found then an error message will appear, and it will be necessary to take appropriate corrective measures then upload the file again. Alternatively, if validation completes successfully, a confirmation message will appear:



If you now click the 'Home' icon then you will return to the main directory of the LGfL Podcast Service, where you will find that your new episode has appeared (unless the channel which contains it is hidden). Alternatively, if you click the 'Create' icon then you will return to the main administration menu.

Adding a Pre-recorded Episode to a Channel (advanced)

Further options relating to the properties of a new episode can be set by clicking the 'Show advanced options' button. The expanded page looks like the example shown below:



The screenshot shows a web interface for uploading a podcast episode. At the top left, there is a logo for 'LONDON GRID FOR LEARNING' and a large 'Podcasts' title with a colorful circular graphic. A navigation menu on the left includes 'HOME', 'CREATE', and 'HELP' buttons. The main heading is 'Uploading an episode to 'Writing instructions 2''. The form contains several fields: 'Title' (empty), 'Summary' (empty), 'URL' (pre-filled with 'http://podcast.lgfl.org.uk/channels/0000000Writing-instructions-2.xml'), 'Author' (pre-filled with 'Philip Chapman'), 'Subtitle' (empty), and 'Keywords' (empty). A 'Hide advanced options' button is located below the 'Summary' field. Below the 'Keywords' field, there is a checkbox and a warning message: 'Before proceeding, you must tick this box to confirm that the file which you upload to the LGfl podcast server will not violate anyone's copyright, or include swearing or any other material that would be generally agreed to be offensive.' Below this is a 'File' field with a 'Browse...' button. A note specifies supported file types: 'Supported file types are mp3 and m4a (audio files); plus mp4, mov, m3u and m4v (video files - these will only work with certain podcast clients). Maximum file size = 64MB'. An 'Add episode' button is at the bottom right. At the bottom of the page, it says 'A service for the London Grid for Learning community provided by: ATOMWIDE network solutions'.

You will see that the Author field has been pre-completed and cannot be changed. The Subtitle field complements the Title and provides another opportunity to specify additional detail about an episode. The Keywords field is used for indexing purposes and can contain up to ten separate words; if left blank, the contents of the Title field is used as keywords.

Adding Further Episodes to a Channel

If you wish to add another episode to a channel that you have created, or to a channel that someone else has created but over which you have 'Add episodes' rights, then navigate to the main administration menu and select the channel's name from the drop-down list to the right of 'Record...' or 'Add...' then click the appropriate icon and follow the same procedure that has been documented on the preceding pages.

Removing Episodes from a Channel

If you wish to remove an episode from a channel that you have created, or from a channel that someone else has created but over which you have 'Remove episodes' rights, then navigate to the main administration menu and select the channel's name from the drop-down list to the right of 'Remove an episode from...' then click the 'Remove' icon. The following screen will appear:



Click the 'Remove' link to the left of the title of the episode which you wish to delete. Note that a channel must always contain at least one episode, so you are not permitted to remove the last remaining episode from a channel. When the link is clicked, the episode entry within the channel is removed and the associated media file is permanently deleted from the podcast server. The display will refresh and present the opportunity to remove further episodes. If no further episodes need to be removed, then use the 'Home' or 'Create' icon to return to the main podcast directory or the administration menu.

Deleting a Channel

If you wish to delete a channel and permanently remove all related files from the podcast server, then visit the main administration menu and choose the relevant channel from the drop-down list to the right of 'Delete...' then click the 'Delete' icon. A dialog box will pop up and ask you to confirm that you really want to delete the channel. Click 'OK' to proceed (noting that there is no 'Undo' function!) or 'Cancel' to abort the operation and leave the channel intact.

Advanced Administration Options

On the administration menu, clicking the green + symbol marked 'Show advanced options' will expose additional buttons as demonstrated below:



Delegating Control to Other Users

Once you have created a channel, it is possible to delegate certain administration rights to other users. In order to do this, the other users must have logged into the LGfL Podcast Service at least once. Navigate to the main administration menu and select your channel's name from the drop-down list to the right of 'Administer user rights over...' then click the 'Administer' icon. The following screen will appear:



By default, the drop-down list of available users shows other known people from your school. You can change the radio button selection so that you see other people known to work within your local authority, or all other known users. In the drop-down list, select the user to whom you wish to grant rights over your channel, then click the 'Add' button.

Initially, the selected user will be given 'Add episodes' privileges over your channel. To change the combination of rights which has been granted, click the 'Edit' link to the left of the person's name, then toggle the states of the tick boxes in the appropriate columns. When you are satisfied with the new set of rights, click the 'Update' link at the far left of the row; alternatively, to abandon any changes that have been made, click the 'Cancel' link.

If you wish to remove someone from the list of users entitled to administer your channel, then click the 'Delete' link to the left of that person's name. Note that it is not possible to remove all users or the last user with the 'Administer users' privilege, as this would leave the channel in an unusable state.

Editing Channel Properties and Episode Titles

If a channel or episode's properties need to be changed after the time of creation, then certain parameters can be modified by navigating to the main administration menu and selecting the channel's name from the drop-down list to the right of 'Change properties of...' then clicking the 'Change' icon. The screen below will appear:

The screenshot shows a web interface for editing a podcast channel. At the top left, there is a logo for 'LONDON GRID FOR LEARNING' and a large 'Podcasts' title. Below the logo is a navigation menu with three buttons: 'HOME' (blue), 'CREATE' (red), and 'HELP' (green). The main content area is titled 'Editing 'Writing instructions 2''. It displays the following information and controls:

- URL: `http://podcast.lgfl.org.uk/channels/0000000Writing-instructions-2.xml`
- Owner: Philip Chapman (phil@atomwide.com)
- Channel title: Writing instructions 2
- Episode titles: Two text input fields, the first containing 'First' and the second containing 'Second'.
- Hidden: If this box is ticked then the channel will not appear on the front page of the podcast site.
- Notify: If this box is ticked then the channel's owner will be emailed whenever content changes are made.
- An 'Update' button is located at the bottom right of the form.

At the bottom of the page, there is a footer that reads 'A service for the London Grid for Learning community provided by: ATOMWIDE network solutions'.

The channel title and individual episode titles appear in text boxes, and it is possible to edit these values. (Note that changing a channel's title does not change the URL of the podcast.) The states of the Hidden and/or Notify tick boxes can also be toggled until they show your preferred settings. Once your new revised properties are shown, click the 'Update' button to save your changes. Afterwards, click the 'Home' or 'Create' icon to return to the podcast directory or administrative menu respectively.

Viewing the Popularity of a Channel

Whenever a podcast channel or episode is downloaded, this action is logged by the system. Consequently, it is possible to view the popularity of a channel that you have created, or a channel over which you have 'Audit usage' rights. Just navigate to the main administration menu then select the channel's name from the drop-down list to the right of 'Audit usage of...' then click the 'Audit' icon. A table will appear showing the number of downloads of the channel and each episode during the current day, last seven days, last thirty days, and since records began.

END