

Guidelines for uploading your podcast episode to the EPIC Portal

Congratulations on recording and editing your podcast episode. This document contains guidelines on how to upload your episode to COL’s Educational Podcasting for Innovative Classrooms (EPIC) platform. The platform is designed to support co-creation of and free access to audio-based OER for learning in low-resource settings.

This new platform supports online podcast streaming as well as collaboration spaces for in-country teacher communities of practice (COPs). The platform provides:

- podcast portal for teacher-generated content;
- teacher professional development and community area; and
- links to other resources and platforms for TPD.

Follow the steps outlined below to upload your podcast episode:

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Step 1: Creating your Account

1. Visit the EPIC podcast portal on this link: <https://epic.colvee.org/>
2. On the right side of the top menu, click on the **Account** menu.

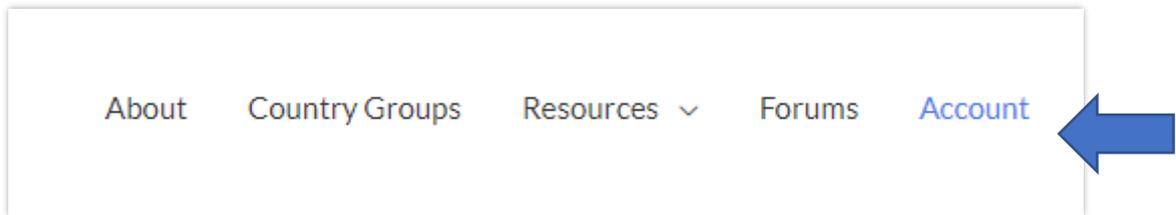


Figure 1: Menu display on desktop or laptop

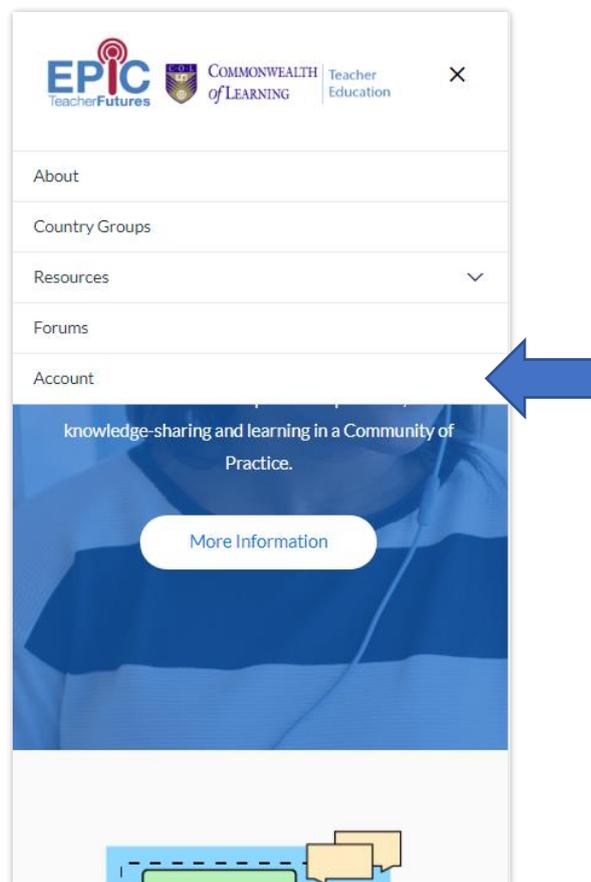


Figure 2: Menu display on mobile view

3. The sign in page appears. If you already have an account, enter your login credentials and click enter or select the **login button**. If you do not yet have account, click on the **Registration button** at the bottom of the form.

Sign in

Username or E-mail

Password

Keep me signed in

Login Registration

Forgot your password?

Figure 3: Sign in form

- When you select the registration button, the registration form appears. Enter your user details as required. Kindly note that all fields are mandatory.

Registration

Username

First Name

Last Name

Institution/School ?

Country

E-mail Address

Password

Confirm Password

[Show privacy policy](#)

Please confirm that you agree to our privacy policy

Register Login

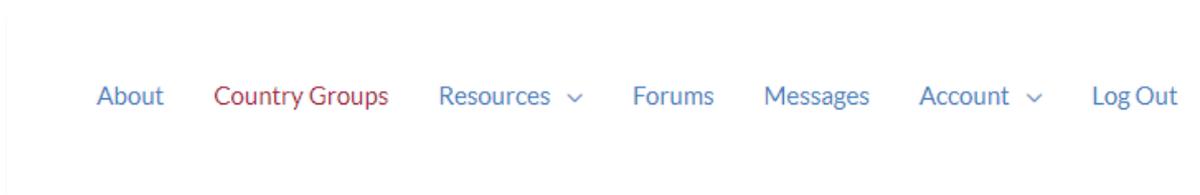
Figure 4: Registration form

- Read the privacy policy and click on the checkbox to confirm that you have read it.

6. Click the **Register** button to complete registration. You may now log in using your user name and password. When you log in for the first time, your profile is the first page to appear, by default.

Step 2: Access the cross-national community page

1. When logged in, click on the country groups menu item.



2. Scroll down the list of cross-national community pages and click on your country page (e.g Sierra Leone). You will be redirected to the relevant country page.

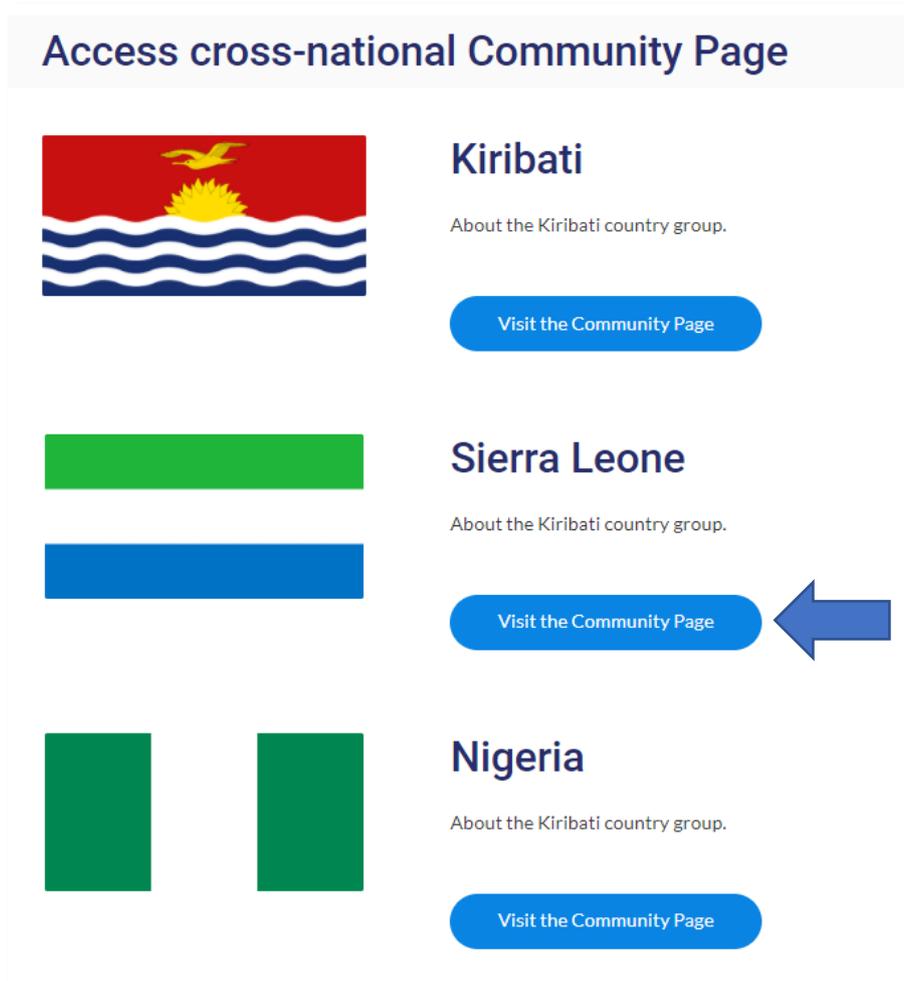


Figure 5: List of cross-national community pages

- 3.
4. Once the cross-national community group page loads, **request to join the group as an author(teacher).**

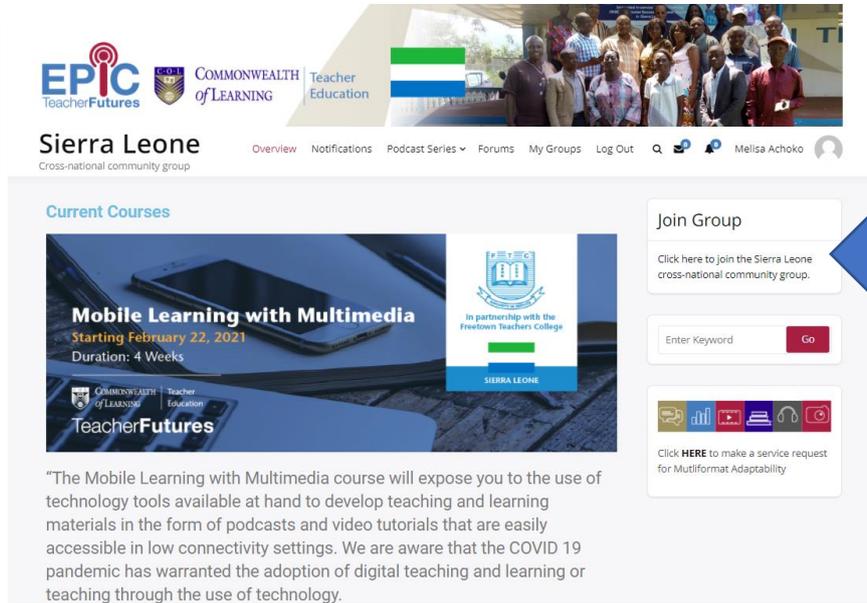


Figure 6: Desktop view

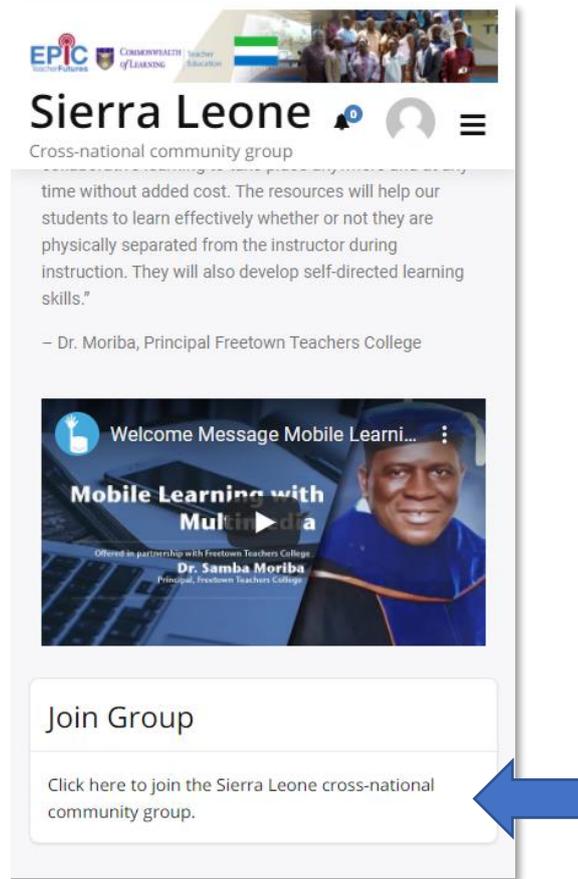


Figure 7: Mobile view

It will take about 2 – 24 hours for the in-country website moderator **to verify your registration** and upgrade your account to **Author** (Teacher). Your new role will allow you to create and edit any content that you create on the platform.

Step 3: Access your dashboard

1. Once your account has been verified, a **toolbar** appears at the top of the in-country page. The toolbar grants you access to additional dashboard features such as uploading a podcast episode.

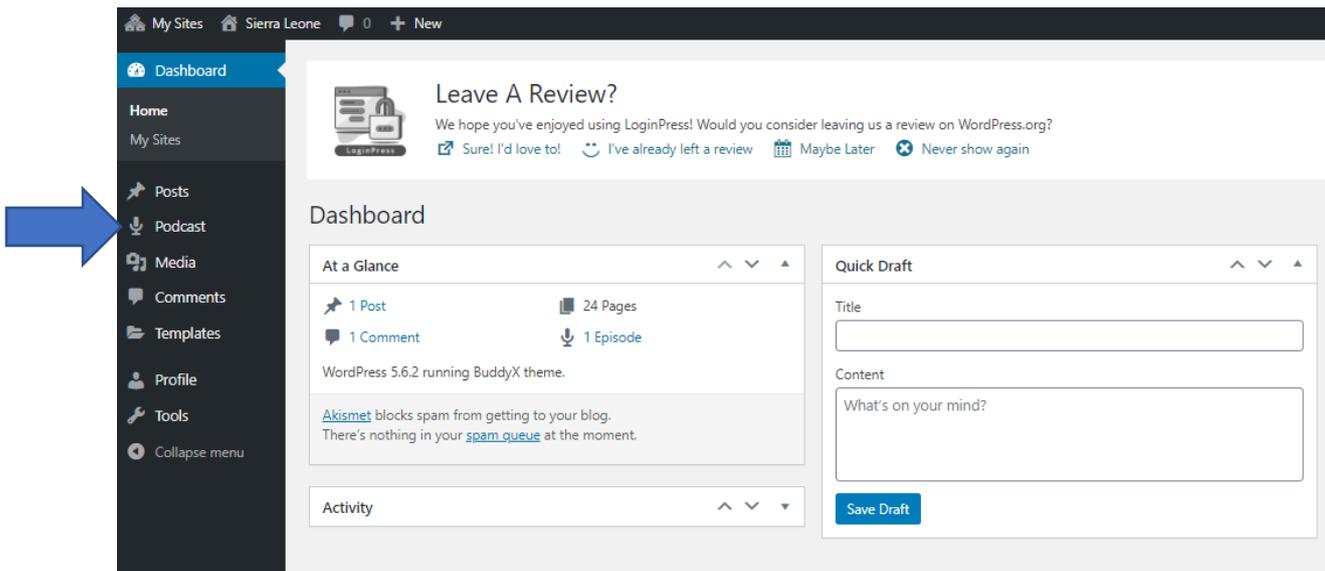


Figure 8: The Dashboard (Desktop/laptop view)

2. Click on the podcast tab and select add new podcast option. You can also click on the add button on the top and select the podcat option. The new podcast episode window opens up.

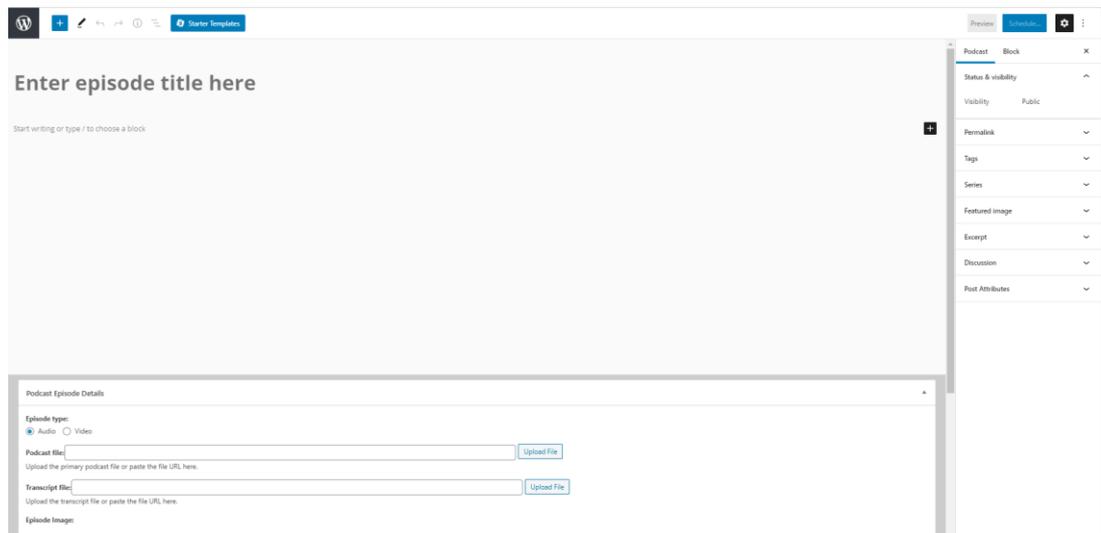


Figure 9: Add podcast episode window

3. In the “**Enter episode section**” Create a title for your podcast episode then add a short description about your podcast episode in the section that states “**start writing or type**”.

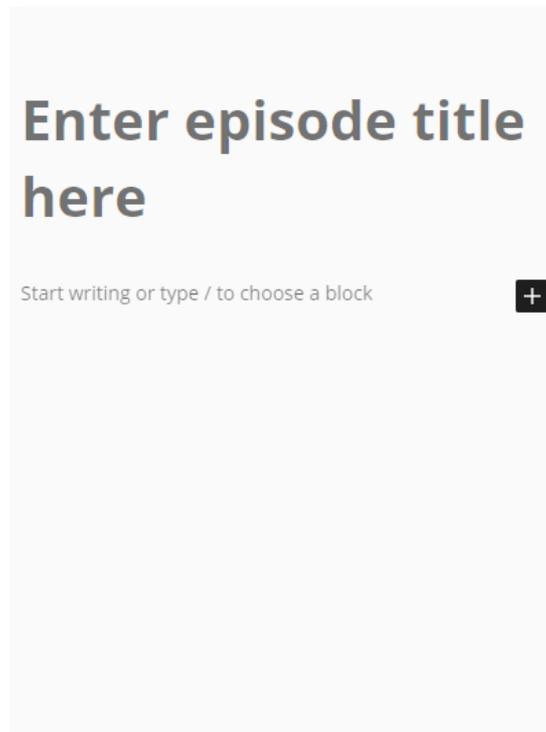


Figure 10: Add podcast episode window (mobile view)

4. Scroll down the page to add relevant information about your podcast episode.

Podcast Episode Details

Episode type:
 Audio Video

Podcast file: [Upload File](#)
 Upload the primary podcast file or paste the file URL here.

Transcript file: [Upload File](#)
 Upload the transcript file or paste the file URL here.

Episode Image:

[Upload new image](#) [Remove image](#)
 Your podcast cover image - must be square (minimum size of 300x300 px).

Duration:

 Duration of podcast file for display (calculated automatically if possible).

File size:

 Size of the podcast file for display (calculated automatically if possible).

Date recorded:

 The date on which this episode was recorded.

Mark this episode as explicit.

Block this episode from appearing in the iTunes & Google Play podcast libraries.

Figure 11: Podcast episode details (desktop view)

Important sections to fill:

- In the podcast file section, upload your audio file.
- In the transcript file section, upload the written transcript. This is a mandatory requirement for accessibility purposes.
- You can also add an episode image. This is a picture that visually depicts the contents of your podcast episode.
- Add additional information such the **duration of the audio**, the **file size** and the **date recorded**.

Step 4: Placing your podcast episode in the right category

1. Once you have uploaded your podcast episode, you need to place it in the right **series group** before it is published. There will be several **series** to choose from depending on your cross-national group. **Kindly not that a series is equivalent to a school subject.**
2. If accessing the page on a computer, the settings section appears on the right side of the window. Select the appropriate series for your podcast episode from the list that has been provided.

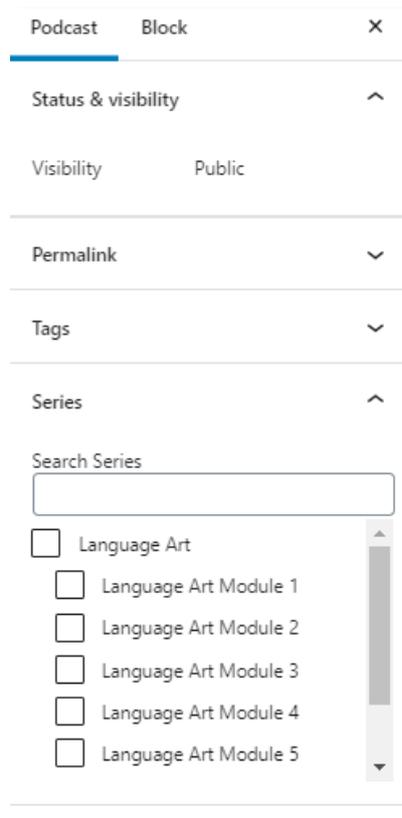


Figure 12: Desktop/laptop view

3. If accessing the page on a mobile device, click on the **settings icon**  , then select the appropriate series for your podcast episode from the list that has been provided.

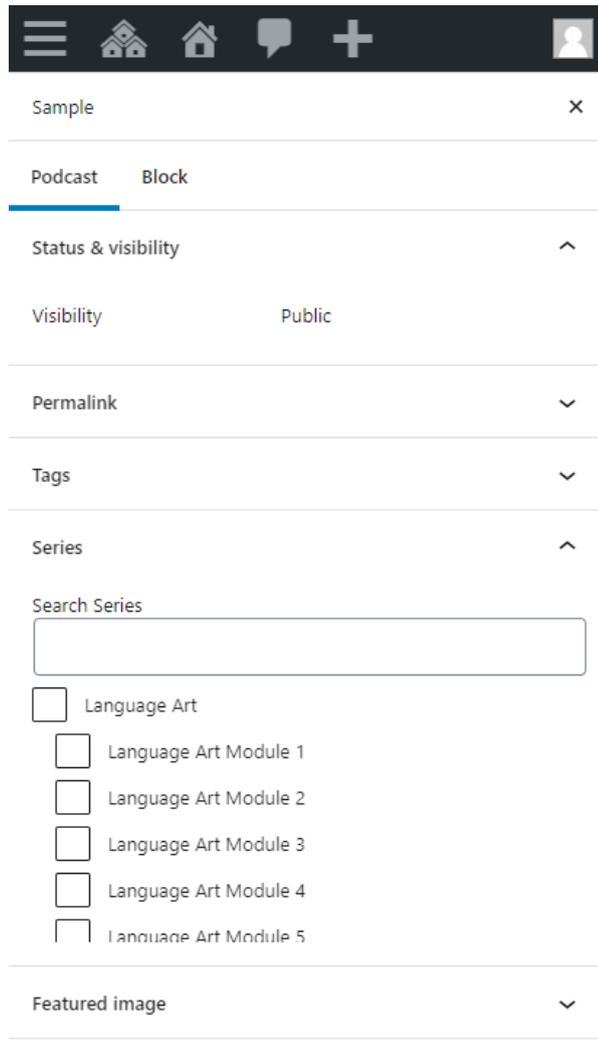
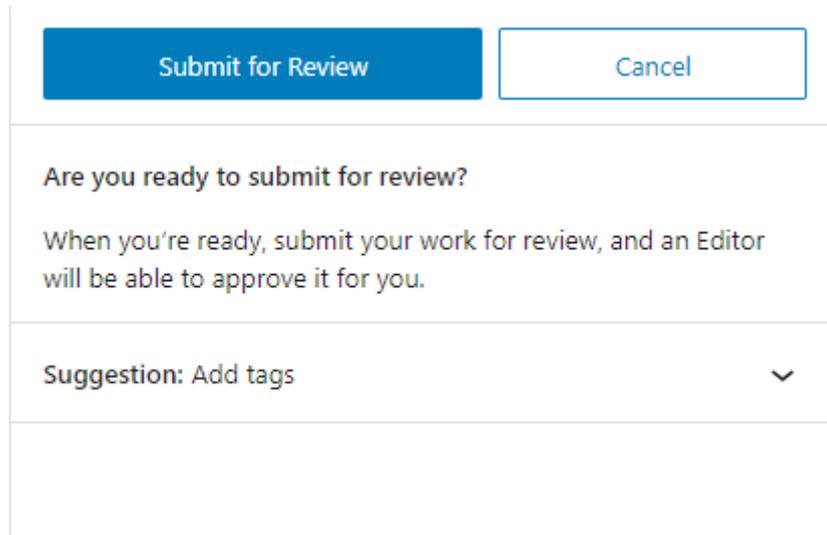


Figure 13: Mobile view

Step 5: Submit your podcast episode for review

1. Click on the publish button to submit your podcast episode for your review. The in-country moderator/editor will review your submission and publish your podcast episode



The image shows a mobile interface for submitting a podcast episode for review. At the top, there are two buttons: a blue 'Submit for Review' button and a white 'Cancel' button with a blue border. Below the buttons, the text asks 'Are you ready to submit for review?' and provides instructions: 'When you're ready, submit your work for review, and an Editor will be able to approve it for you.' There is a section labeled 'Suggestion: Add tags' with a downward arrow, and a large empty text area below it.

Figure 14: Mobile view



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