

How to Submit a Podcast to *gallery360°*

ALEX allows you to submit podcasts to the *gallery360°* Podcast Treasury. To submit a podcast, you must have an ALEX account.

1. Log in to ALEX.
2. Click on the **Create a Podcast** button.
3. Complete the Podcast Submission Form.

ALEX Online Podcast Submission

Components with an asterisk are required.

Before uploading your podcast, click here to see the [ALEX Podcast Criteria Checklist](#) that the evaluators will use. Please remember that your submission is not complete until you have clicked the submit link next to the podcast title in your Personal Workspace. After submitting, you will be given an opportunity to revise specific areas the evaluators deem as "needing improvement" prior to a final decision for posting to ALEX.

***This Podcast was created by: (Mark all that apply.)**

- K-12 Teacher
- K-12 Student
- Higher Education Faculty
- Higher Education Student
- Informal Educator
- Government/Institutional Entity

***This Podcast is created for: (Mark all that apply.)**

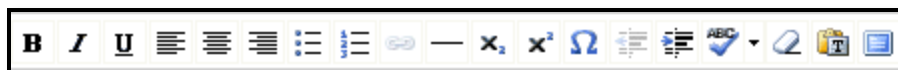
- K-12 Teachers
- K-12 Students
- K-12 School Leaders
- Parents
- Higher Education Faculty
- Higher Education Student
- Informal Educator
- Public At-Large



***Content/Subject Area(s): (Mark all that apply.)**

- Math
- Science
- English/Language Arts
- Social Sciences
- Health and Physical Education
- Career and Technical Education
- Languages Other Than English
- The Arts
- Technology Education
- Professional Development
- Other

Important Notes:

- Notice that most of the text fields have a toolbar that allows you to format text.



- The Paste Text tool () allows you to paste text from another application into the Podcast Submission Form. It is very important that you use this tool when bringing text in from another application, especially Microsoft Word. When text is placed into the Podcast Submission Form without using the Paste Text tool, significant formatting problems can occur.
 1. Using the Paste Text tool is similar to copying and pasting in other applications. In the document, select and copy the text you would like to move to the Podcast Submission Form.
 2. In the form, click in the box where you want to place the text, and click the Paste Text icon ().
 3. A small window will pop up with instructions. Hold **CTRL + V** to paste the text. That window will close, and the text will appear in the corresponding field.
- Fields marked with an asterisk (*) are required.

- We suggest that, during the process, you click **Save** periodically so you do not lose your work.
- Consider creating an ALEX lesson plan to go with the podcast, or creating a podcast that aligns to an existing ALEX lesson plan. Simply check **Yes** in the **ALEX Lesson Plan** section of the form, and list the **lesson plan ID number**.
- We prefer to have one of the following formats for your podcasts: .flv, .mov, .wmv, or .mp4.

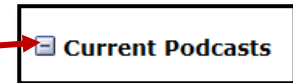
ALEX lesson plan:
 Is this podcast aligned to an approved ALEX lesson plan?
 Yes
 Include lesson ID number* here
[*How do I find the lesson ID number?](#)

4. Once you have completed each of the required fields, you will need to upload your podcast and any supporting files (i.e., transcript). Click **Upload**, select your podcast on your computer, and click **Done**.

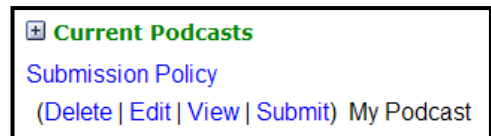
NOTE: If you choose the wrong file, you can delete it by clicking **Delete**.

- You can include a “cover art” image that will display below the podcast viewer. This is a great idea for a series of podcasts. Create a .jpg image that is at least 150 x 150 pixels and save it as “cover.jpg.” Upload it along with your podcast file and it will display automatically.
 - When attaching documents to your podcast, please upload files that end in .doc, .ppt, and/or .xls, as many educators do not have the newest Microsoft software.
5. Once you have completed the required fields and have uploaded all of our files, click the **Exit** button. You will be returned to your Personal Workspace page.

6. At the bottom of your Personal Workspace, you can find your podcast by clicking the maximize button next to **Current Podcasts**.



7. You will then see a list of all the podcasts you are working on but have not yet submitted. You can delete, edit or view the podcast entry.



8. You must click **Submit** next to the title of the podcast in order for it to be submitted to ALEX for approval.
9. Once you complete the podcast submission form and submit it for inclusion in ALEX, it will be critiqued by a panel of reviewers. Therefore, we recommend reviewing the **ALEX Podcast Criteria Checklist** to see how your podcast will be evaluated (a link to this checklist is located at the top of your Podcast Submission Form).
 - If a podcast is returned, you will receive an email and a message will display in your personal workspace. Every returned podcast comes with comments from the reviewer on what needs to be added or changed in order to meet the ALEX guidelines. Once you have made the suggested changes, you can resubmit your podcast.

For some more general tips relating to submitting your podcast, visit http://alex.state.al.us/staticfiles/teacherzone/docs/Podcast_Submission.pdf.

Here are some general tips to speed the process of submitting your podcast:

1. ALEX and gallery360° are looking for enhanced podcasts that include images and/or video as well as sound. (At this time, audio only podcasts are only being accepted from a few organizational partners.)
2. SPELL CHECK! You must click the spell check button for each field. Also remember to spell check any titles, text, and credits appearing in the podcast itself.
3. Use the formatting tool when needed, but do not overuse. Unnecessary formatting will be removed, and may delay approval of your podcast.
4. When attaching documents to your podcast, do not attach documents in the Microsoft Office 2007 formats of .docx, .xlsx, or .pptx. These formats are often mistaken by browsers as other file types, and, if they can be downloaded, cannot be opened by users who do not have the latest version of the software.
5. Provide a transcript or detailed outline of your podcast!
6. Consider creating an ALEX lesson plan to go with the podcast, or creating a podcast that aligns to an existing ALEX lesson plan.
7. Ask a colleague to view your podcast using the ALEX Podcast Criteria Checklist before submitting. Many omissions or errors can be discovered before submitting.
8. Don't be discouraged if your first podcast is returned for modification. The first time you submit a podcast, it is likely that you will overlook something. If a podcast is returned, you will receive an email and a message will display in your personal workspace. Every returned podcast comes with comments from the reviewer on what needs to be added or changed in order to meet the ALEX guidelines. Once you have made the suggested changes, you can resubmit your podcast.
9. Provide multiple file formats of your video file. Some file formats are more compatible with the gallery360° system than others. We prefer to have at least one of the following formats: .flv, .mov, .wmv, or .mp4.
10. You can include a "cover art" image that will display below the podcast viewer. This is a great idea for a series of podcasts. Create a .jpg image that is at least 150 x 150 pixels and save it as "cover.jpg." Upload it along with your podcast file and it will display automatically.
11. Submit the highest resolution you can while staying under the 75mb size limit. Our preferred format is 640 x 480. Always preview your podcast in full screen view. If it is unreadable at full screen, it likely will be returned.