Instructions for using NMU's "Wildcast" site for podcasts

Getting started

1. Type the following URL in your internet browser: **https://www.acs.nmu.edu/wildcast**
2. Click on "Podcast Signup"
3. Log in using your NMU user name (do not type @nmu.edu) & password – the same details you use to access My NMU.
4. You will be brought to the Account Signup screen where you review your personal details before clicking on the "CREATE MY ACCOUNT" button and then "PROCEED" button which generates a confirmation to your NMU email account. Once you receive the confirmation email, click on the "LOGIN" button (found in the email message) to log in.
5. Click on "Manage Podcasts".
6. Click on "Create A New Podcast".
7. Type your course details into the pre-defined form fields.
8. Click on "Create This Podcast".

Uploading mp3 audio episodes manually

1. Click on "Upload Episode".
2. Fill in all necessary fields (the episode field is filled in once you browse for the mp3 file by clicking on "Browse" and pointing to it). IMPORTANT: WildCast only allows for mp3 audio file format uploads.
3. Click on "Upload Episode". The published episode will appear at the bottom of the screen. Press the triangle to play uploaded audio.
4. To test the playback of your podcasts, you should log out of WildCast and then review the published podcasts.

Recording an episode using classroom equipment

1. From the My Podcasts page, choose the course from the drop-down menu and then click on "Select".
2. Click "Record Episode".
3. Give the episode a title and description.
4. Make sure your wireless mic is set to "on" and mute is off.
5. Click on "Start Recording" when you are ready.
6. Click on "Stop Recording" when you are done.
7. Log out and point to episode for playback.