

The following instructions are for distributing UCI Replay recordings to your students via the new EEE Podcasts tool.

**1** Once you receive the email from UCI Replay, visit:  
<https://eee.uci.edu/toolbox/podcasts/>

**2** Under Podcast Library, view your recordings, then click Publish.

## Actions

[Publish](#) | [View](#)

Click to publish the podcast

Click to view the podcast

**3** Select an Audience, then click Next.

## Audience

- Select one or more classes this podcast will be associated with

### Classes for Fall Qtr 2009

- ☐ ALL CLASSES
- ☐ PSY BEH 11B LEC A: PSYCH FUNDAMENTALS (55100)
- ☐ PSY BEH 11B DIS 1: PSYCH FUNDAMENTALS (55101)
- ☐ PSY BEH 11B DIS 2: PSYCH FUNDAMENTALS (55102)

**4** Enter a Title and Description then click Next.

## About This Podcast

- Create a title and optional description to display to your students

Title:

Description:

**5** Confirm your settings, then click Publish Podcast.



Your UCI Replay recording will now be available to students through the Podcasts link on their MyEEE page.



Only the person who initiated the recording will be able to publish through the EEE Podcasts Tool.

A published podcast can still be accessed through the UCI Replay website.

For more information about UCI Replay: <http://help.replay.uci.edu/>  
Contact [replay@uci.edu](mailto:replay@uci.edu) with any questions