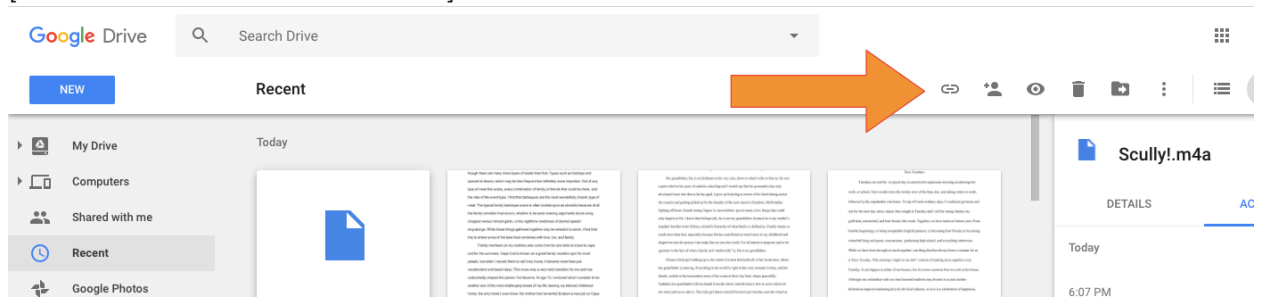Here are the steps that I used in uploading a podcast to E-Portfolios.

1. Get my script and software ready

2. Record podcast

3. Save podcast to my device locally; I recommend saving or exporting it to a personal laptop. [You can send your podcast via your iphone/smartphone to your email and download it].

4. Export (or upload, or share) podcast to either Google Drive or YouTube if you have a channel. There are a variety of other ways to do this, but I suggest Google Drive, as it is the easiest way to facilitate this for the requirements that we need.

5. Get the shareable link for this file in Google Drive, by right clicking on it and select "Get Sharable Link", this should automatically copy the link to your clipboard, but if not you can do it manually. [Take a look at the screenshot below]

6. Open up the spot in your E-Portfolio where you want to place the link. Hit the "Embed Link" button on the toolbar above the white body left for text. It's next to the align right button. Many students describe the "Embed Link" button as looking like a two links of chain attached.

7. The link should attach and first appear at the bottom of the text body. Add anything else you need to the post and publish.

8. When you publish, the link will appear below your title and above your text, labeled "Permalink:"