

## UM Podcast manual

- 1) **How to create a channel containing your podcast series in Blue Billywig *(Step 1 – 11)***
- 2) **How to add your podcast to the UM podcast channel on Blue Billywig *(Step 12 – 18)***

The screenshot shows a web browser window with the URL `bbvms.com/ovp/#/library/upload-transcode/upload`. The page title is "Upload & transcode". The left sidebar contains navigation options: UPLOAD & TRANSCODE, MEDIA CLIPS, PROJECTS, TEMPLATES, PLACEMENTS, PLAYOUTS, PLAYLISTS, CHANNELS, SOCIAL, and TRASH. The main content area is titled "Upload" and includes a "Select preset" dropdown menu set to "default", an "ADVANCED" section with a "Drop files to upload, or..." area and a "SELECT FILES" button, a "Recommended settings" section, and a "URL import" field with an "IMPORT" button. A notification window in the bottom right corner displays the following information:

1 completed upload	
ExampleAudio.mp3	100.0%
9.18 MB	Finished
3.89 MB/s Average upload speed	
Finished in 00:02	

Step 1 - Upload your podcast episode in the 'UPLOAD & TRANSCODE' tab.

Blue Billywig x +

bbvms.com/ovp/#/library/mediaclip/5879395/metadata

Videoteam | Update vrienden

Media library | Analytics | Search for media clips | charles.ortjens@maastrichtuniversity.nl - Maastricht University

## EP01 | Podcast Test 5879395

Draft  Published

Metadata | Chapters and highlights | Thumbnail | Fitmode | Resources | Languages | Embed

**Title**  19 Characters

**Description**  16 Characters

**Author**

**Copyright**

**Deep link**

**Tags**

**Disable commercials**

**Use as creative**

**Description for social media sharing**

**Youtube**

**Private**

**Contact person**

**Phone**

DELETE

**Preview**

00:00 1x

**Details**

**ID** 5879395

**Created** 32 seconds ago  
by charles.ortjens@maastrichtuniversity.nl

**Modified** 2 seconds ago  
by charles.ortjens@maastrichtuniversity.nl

**Published** 2 seconds ago

**Duration** 03:49 (3 Minutes 49 Seconds)

**Original file** ExampleAudio.mp3

**Transcoding**

100% on 2 assets

**Checklist for publication**

<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assets	Deep link
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interactive	Published

Analytics

CANCEL SAVE

Step 2 - Give your podcast episode metadata and make sure to publish the mediafile. (top right)

The screenshot shows a web interface for managing audio content. The main area displays a thumbnail editor for 'ExampleAudio.mp3' with a square aspect ratio and a 'PODCAST TUMBNAIL TEST' image. A 'Transcoding' progress bar is at 100%. A 'Checklist for publication' table shows two items completed. A '2 completed uploads' dialog box is open, listing 'ExampleAudio.mp3' and 'Podcast Thumbnail Test.png'.

Item	Progress	Status
ExampleAudio.mp3	100.0%	Finished
Podcast Thumbnail Test.png	100.0%	Finished

Step 3 - Give it a square thumbnail [1:1]

Blue Billywig x +

bbvms.com/ovp/#/library/playlists

Videoteam | Alle bookmarks

Media library | Analytics | Search for media clips | charles.ortjens@maastrichtuniversity.nl - Maastricht University

## Playlists

all published draft regular smart presets

CREATE NEW SMART PLAYLIST + CREATE NEW STATIC PLAYLIST

Title	Author	Created	Updated	
AGR Dronefootage		15 Apr	15 Apr	
Campustour horizontale redirects		11 Apr	11 Apr	
MYA Members 2024		2 Apr	2 Apr	
FSE - Einsteins Relativiteitstheorie - Gideon Koekoek		20 Mar	20 Mar	
Examples PBL Caroline		19 Mar	19 Mar	
Interviews about projects (No B-roll)		19 Mar	19 Mar	
Interviews about projects (With B-roll)		12 Mar	19 Mar	
Reporter Video's		12 Mar	19 Mar	
Interviews/In the pictures (With B-Roll, No questions)		12 Mar	12 Mar	
Interviews without B-Roll - Questions in screen		12 Mar	12 Mar	
HFIM - Student vlogs		4 Mar	4 Mar	
Woke as Science: a podcast.		27 Feb	27 Feb	
Other podcasts		26 Feb	26 Feb	
Employed (FPN Podcast)		20 Feb	29 Feb	
Footage for Charles (DUC video presentation)		2 Feb	2 Feb	

1 2 3 4 ... 7

Showing 1 - 15 of 95 results

Go to page..

[https://bbvms.com/ovp/#/library/playlist\\_new\\_static/general](https://bbvms.com/ovp/#/library/playlist_new_static/general)

Step 4 - Go to the 'PLAYLISTS' tab and create a new static playlist

Blue Billywig x +

bbvms.com/ovp/#/library/playlist/new\_static/general

Videoteam | Alle bookmarks

Media library Analytics Search for media clips charles.ortjens@maastrichtuniversity.nl - Maastricht University

## Podcast Test

Inactive  Active

General RSS Configuration Embed

Title Podcast Test

Description Test Description

Add content With 1 selected: ADD TO PLAYLIST

ID	Title	Status	Actions
<input checked="" type="checkbox"/>	EP01   Podcast Test	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	Circular Economy and Trade: Perspectiv...	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873983	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873973	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873974	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873972	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873976	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873979	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873988	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873990	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873978	●	<a href="#">Link</a> <a href="#">Eye</a>

Selected content

GENERATE CLIP FROM PLAYLIST ADD ALL TO WORKLIST

Vodcast URL <https://maastrichtuniversity.bbvms.com/vodcast/>

Total items 1

Total playtime 03:49 3 Minutes 49 Seconds

Sort by Published date descending SORT

ID	Title	Status	Actions
5879395	EP01   Podcast Test	●	<a href="#">Link</a> <a href="#">Eye</a>

Showing 1 - 15 of 5619 results

CANCEL SAVE

Step 5 - Add your podcast episode(s) to the playlist and give the playlist a name. Make sure your playlist is active (slider in the top right of the screen should be green)

Blue Billywig x +

bbvms.com/ovp/#/library/channels

Videoteam | Alle bookmarks

Media library | Analytics | Search for media clips | charles.ortjens@maastrichtuniversity.nl - Maastricht University

# Channels

all published draft presets

+ CREATE NEW CHANNEL

ID	Name	Created	Updated	
653	MYA Members	2 Apr	2 Apr	
637	FSE - Einsteins Relativiteitstheorie - Gideon Koekoek	20 Mar	25 Mar	
636	Maastricht Young Academy	20 Mar	20 Mar	
630	PBL examples Caroline	19 Mar	19 Mar	
615	test playouts	4 Mar	4 Mar	
614	HFIM - Student vlogs	4 Mar	4 Mar	
612	Woke as Science: a podcast	27 Feb	27 Feb	
608	UM Podcasts 2 test	26 Feb	4 Mar	
607	Employed (FPN Podcast)	26 Feb	26 Feb	
582	EDLAB - Maastricht University Centre for Teaching & Learning	5 Feb	5 Feb	
573	48th Dies Natalis 2024 Maastricht University	29 Jan	29 Jan	
561	BBT DN 2024	11 Jan	11 Jan	
552	Talking about books	13 Dec 2023	2 Apr	
471	Ace Grow Your Skills   Persoonlijke Vaardigheden	26 Sept 2023	26 Sept 2023	
469	ACE Grow Your Skills	21 Sept 2023	26 Sept 2023	

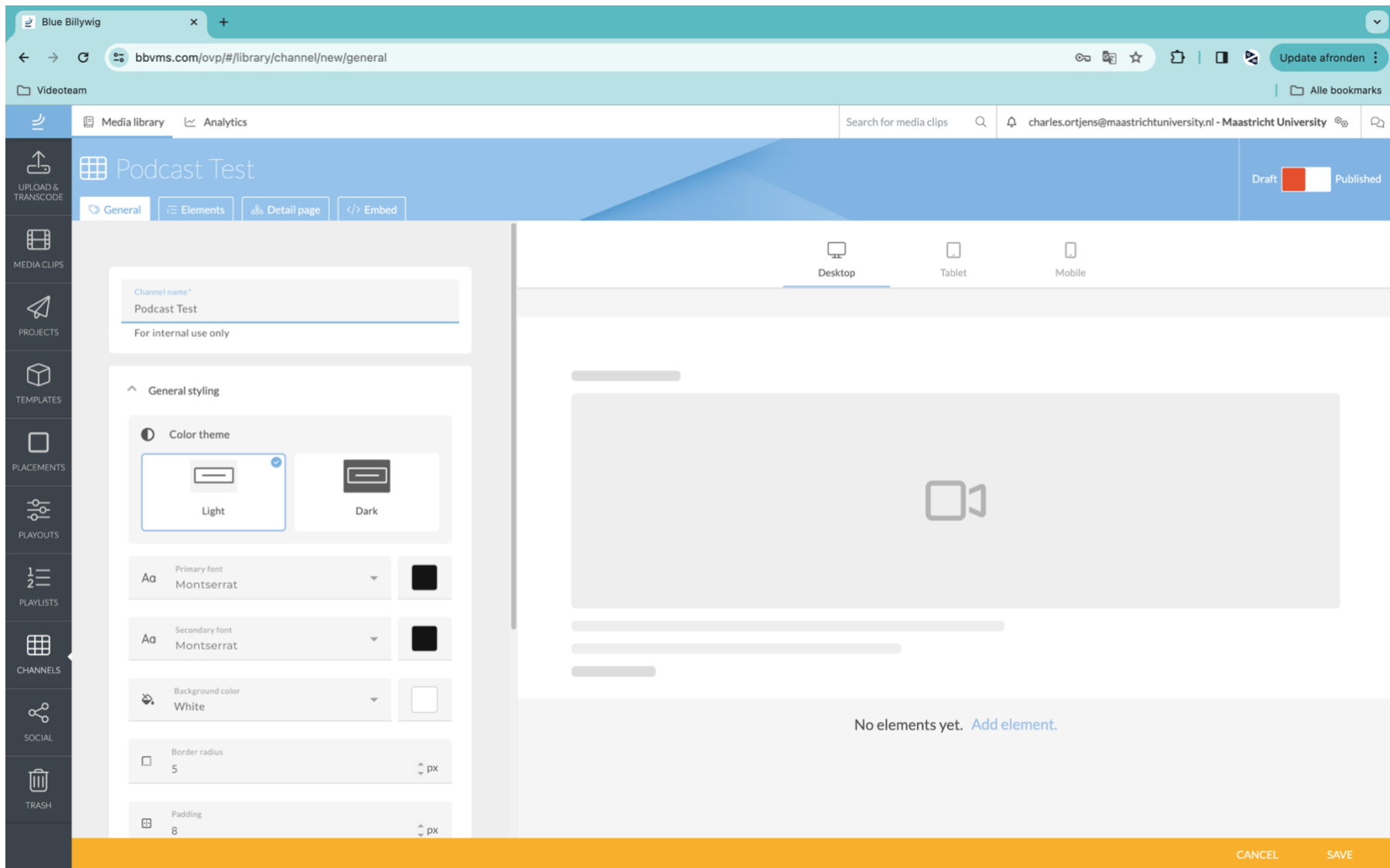
1 2 3 4

Showing 1 - 15 of 59 results

Go to page..

https://bbvms.com/ovp/#/library/channels

Step 6 - Go to the 'CHANNELS' tab and create a new channel



Step 7 - Give your channel a name.



Blue Billywig x Blue Billywig x +

bbvms.com/ovp/#/library/channel/669/general

Videoteam | Alle bookmarks

Media library Analytics Search for media clips charles.ortjens@maastrichtuniversity.nl - Maastricht University

Podcast Test Draft Published

General Elements Detail page Embed

Solid Outlined

Font hover color White

Button hover color Dark grey

Player options

Playout Default videoteam 2: embedcode website without...

Play content in

Videoplayer Deep link

Detail page

Desktop Tablet Mobile

PODCAST TUMBNAIL TEST

EP01 | Podcast Test 03:49

DELETE CANCEL SAVE

Step 8 - On the bottom of the page, select the settings as shown in the 'player options' settings

The screenshot displays a web application interface for editing a video element. The browser address bar shows `bbvms.com/ovp/#/library/channel/669/elements`. The page title is "Podcast Test". The interface is divided into a left sidebar with navigation icons (Upload & Transcode, Media Clips, Projects, Templates, Placements, Playouts, Playlists, Channels, Social, Trash) and a main content area. The main content area has a top navigation bar with "Media library" and "Analytics" tabs, a search bar, and a user profile. Below this is a settings panel for the "Podcast Test" element, which is currently in "Elements" view. The settings panel includes a "Playlist" dropdown, a "Title" field with the value "Podcast Test", a "Select type of playlist" section with "Playlist", "Carousel", and "Grid" options, a "Thumbnail set" dropdown with "Square 1 / 1", and a "Show video titles" toggle. The "ADVANCED" section is partially visible, showing "Player options" and "Play content in". The preview area on the right shows a desktop view of a video player with a red "PODCAST TUMBNAIL TEST" overlay and a duration of 03:49. The bottom of the interface has a blue bar with "DELETE", "CANCEL", and "SAVE" buttons.

Step 9 - In the second 'Elements' tab, select the settings shown in screen.

The screenshot shows a web editor interface for a podcast page. The browser address bar indicates the URL is `bbvms.com/ovp/#/library/channel/669/elements`. The page title is "Podcast Test". The interface includes a sidebar with navigation options: UPLOAD & TRANSCODE, MEDIA CLIPS, PROJECTS, TEMPLATES, PLACEMENTS, PLAYOUTS, PLAYLISTS, CHANNELS, SOCIAL, and TRASH. The main content area shows a preview of the podcast page with the title "Podcast Test" and a red "PODCAST TUMBNAIL TEST" overlay. The "Advanced" settings panel is open, showing "Player options" with "Detail page" selected under "Play content in". Other options include "Channel default", "Videoplayer", and "Deep link". The "Detail page" option is highlighted with a blue border and a checkmark. A "CLOSE" button is visible at the bottom of the settings panel. The interface also features a "Draft" and "Published" toggle, a search bar for media clips, and a user profile for "charles.ortjens@maastrichtuniversity.nl - Maastricht University".

Step 10 - And on the bottom of the page, select 'Detail page'

Blue Billywig x Blue Billywig x +

bbvms.com/ovp/#/library/channel/669/embed

Videoteam | Alle bookmarks

Media library Analytics Search for media clips charles.ortjens@maastrichtuniversity.nl - Maastricht University

Podcast Test Draft Published

General Elements Detail page **</> Embed**

Embed type: URL

ADVANCED

https://maastrichtuniversity.bbvms.com/ch/669.html

Preview without statistics COPY

The embed code has been copied to the clipboard

Desktop Tablet Mobile

Podcast Test

PODCAST TUMBNAIL TEST

03:49

EP01 | Podcast Test

DELETE CANCEL SAVE

Step 11 - Go to the '</> Embed' tab and select Embed type URL. Save the link that will appear. You'll need it in a bit.\*

Blue Billywig x Blue Billywig x +

bbvms.com/ovp/#/library/upload-transcode/upload

Videoteam | Alle bookmarks

Media library Analytics Search for media clips charles.ortjens@maastrichtuniversity.nl - Maastricht University

# Upload & transcode

Upload Live stream Import from publication

## Upload

Select preset: default

ADVANCED

Drop files to upload, or...

SELECT FILES

Recommended settings

URL import IMPORT

Learn more

1 completed upload

empty-clip-landscape copy 9.mp4	100.0%
177.42 kB	Finished

198.91 kB/s Average upload speed Finished in 00:01

Step 12 - Now upload your podcast placeholder in the 'UPLOAD & TRANSCODE' tab. The placeholder file can be downloaded at the bottom of this document.

Blue Billywig x Blue Billywig x +

bbvms.com/ovp/#/library/mediaclip/5879406/metadata

Videoteam | Alle bookmarks

Media library | Analytics | Search for media clips | charles.ortjens@maastrichtuniversity.nl - Maastricht University

### Podcast Test Placeholder 5879406

Draft  Published

[Metadata](#) |
 [Chapters and highlights](#) |
 [Thumbnail](#) |
 [Fitmode](#) |
 [Resources](#) |
 [Languages](#) |
 [Embed](#) |
 [Social](#) |
 [React](#)

**Title** Podcast Test Placeholder (24 Characters)

**Description** podcast description (19 Characters)

**Author** .....

**Copyright** .....

**Deep link** <https://maastrichtuniversity.bbvms.com/ch/669.html>

**Tags** test x podcast x Maastricht University x

**Disable commercials**

**Use as creative**

**Description for social media sharing** .....

**Youtube**

**Private**

**Contact person** .....

**Phone** .....

DELETE PREVIEW CANCEL SAVE

**Preview**

PREVIEW

**Details**

**ID** 5879406

**Created** 11 seconds ago by charles.ortjens@maastrichtuniversity.nl

**Modified** 6 seconds ago by charles.ortjens@maastrichtuniversity.nl

**Duration** 01:01 (1 Minutes 1 Seconds)

**Original file** empty-clip-landscape copy 9.mp4

**Transcoding**

100% on 8 assets

[Checklist for publication](#)

Step 13 - The placeholder functions as a bookcover of your podcast series. Give it metadata and paste your channel link in the Deep link. \*\*

Blue Billywig x Blue Billywig x | +

bbvms.com/ovp/#/library/mediaclip/5879406/thumbnaill

Videoteam | Alle bookmarks

Media library Analytics Search for media clips charles.ortjens@maastrichtuniversity.nl - Maastricht University

Podcast Test Placeholder 5879406 Draft Published

Metadata Chapters and highlights Thumbnail Fitmode Resources Languages Embed Social React

SELECT THUMBNAIL FROM VIDEO

Square 1:1 Remove thumbnail set

Click to upload or drag and drop

SELECT FILES

PODCAST TUMBNAIL TEST

+ ADD THUMBNAIL SET

Preview

PREVIEW

Details

ID 5879406

Created 11 seconds ago

Modified 2 completed uploads

Duration	empty-clip-landscape copy 9.mp4	100.0%
	177.42 kB	Finished
Original file	Podcast Thumbnail Test.png	100.0%
Transcode	43.91 kB	Finished

100% on 8 as

Checklist

132.03 kB/s Average upload speed Finished in 00:02 SAVE

DELETE PREVIEW

Step 14 - Give the placeholder your podcasts thumbnail (square)

bbvms.com/ovp/#/library/playlist/1686300328640066/general

Videoteam | Alle bookmarks

Media library | Analytics | Search for media clips | charles.ortjens@maastrichtuniversity.nl - Maastricht University

UM Podcasts | Inactive | Active

General | RSS Configuration | Embed

Title: UM Podcasts

Description: - Upload thumbnail van podcast  
- Zet in metadata bij 'deeplink' de link waar de podcast staat.  
Zet thumbnail in deze playlist

Add content | With 1 selected: ADD TO PLAYLIST

ID	Title	Status	Actions
<input checked="" type="checkbox"/>	5879406 Podcast Test Placeholder	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5879395 EP01   Podcast Test	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5875745 Circular Economy and Trade: Perspectiv...	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873983	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873973	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873974	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873972	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873976	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873979	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873988	●	<a href="#">Link</a> <a href="#">Eye</a>
<input type="checkbox"/>	5873990	●	<a href="#">Link</a> <a href="#">Eye</a>

DELETE

Selected content

GENERATE CLIP FROM PLAYLIST | ADD ALL TO WORKLIST

Vodcast URL: <https://maastrichtuniversity.bbvms.com/vodcast/1686300328640066>

Total items: 9

Total playtime: 01:02 1 Minutes 2 Seconds

Sort by: Published date | descending | SORT

ID	Title	Status	Actions
5550820	In Gesprek Met ... (PODCAST THUMBNAIL TE...	●	<a href="#">Link</a> <a href="#">Eye</a>
5550817	Sex, Love, Corona Thumbnail (TEST)	●	<a href="#">Link</a> <a href="#">Eye</a>
5550834	SBE Podcast	●	<a href="#">Link</a> <a href="#">Eye</a>
5550846	Café Europa Podcast	●	<a href="#">Link</a> <a href="#">Eye</a>
5556341	Data scientist MINDSETS podcast (THUMBNA...	●	<a href="#">Link</a> <a href="#">Eye</a>
5819281	Placeholder FPN Podcasts 'Employed'	●	<a href="#">Link</a> <a href="#">Eye</a>
5824390	Terra Mosana Podcast	●	<a href="#">Link</a> <a href="#">Eye</a>
5824958	Woke as Science (Thumbnail placeholder)	●	<a href="#">Link</a> <a href="#">Eye</a>
5879406	Podcast Test Placeholder	●	<a href="#">Link</a> <a href="#">Eye</a>

Showing 1 - 15 of 5620 results

Details

ID: 1686300328640066

CANCEL | SAVE

Step 15 - Then go back to the 'PLAYLISTS' tab and look for the playlist called 'UM Podcasts'. Add your placeholder to this playlist. This will update the channel holding all of the podcasts automatically. Give it 10 minutes; this takes some time.



Blue Billywig

bbvms.com/ovp/#/library/channel/423/embed

Videoteam

Media library Analytics

Search for media clips

charles.ortjens@maastrichtuniversity.nl - Maastricht University

UM Podcasts

General Elements Detail page **</> Embed**

Embed type: URL

ADVANCED

https://maastrichtuniversity.bbvms.com/ch/423.html

Preview without statistics COPY

Desktop Tablet Mobile

UM Podcasts

In Gesprek Met Introductie

Sex, Love, Corona

Honest talks with UM sexologist Marieke Dewitte and student

SBE Podcast

https://maastrichtuniversity.bbvms.com/ch/423.html?noStats=true

CANCEL SAVE

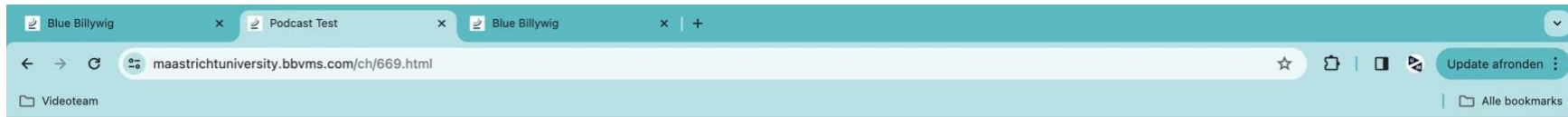
Step 16 – Go to the 'CHANNELS' tab and open the channel 'UM Podcasts'. Go to the '</> embed' page, select Embed type 'URL', and hit 'preview without statistics'.



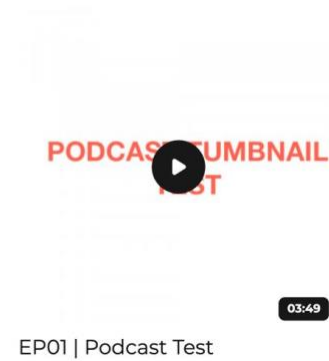
## UM Podcasts



Step 17 - Your podcast should appear on the back of the channel. Once again; give it some time. It takes a while for the channel to update. Click on your podcast.



## Podcast Test



*Step 18 – Once you’ve clicked on your podcast, you’ll see a detailpage containing all of the episodes. In the case of this example, it’s of course just one.*

\* If you wish to publish only your series on a specific page, then follow this manual until step 11.  
You can use the channel link generated here to publish on Drupal.

\*\* It's also possible to create a podcast placeholder that contains a deeplink to a platform outside of Blue Billywig or UM;  
Spotify or a different webpage for example. (e.g. *'Sex, Love, Corona'* and *'SBE Podcast'*)  
Just copy the link of where the podcast is embedded, and paste the link in the *'Deeplink'* tab.  
Then, add the placeholder to the *'UM Podcasts'* Channel.  
The placeholder will redirect the visitors to the link pasted inside the *'Deeplink'* tab.

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***DOWNLOAD THE PLACEHOLDER FILE HERE:***

<https://surfdrive.surf.nl/files/index.php/s/ZYwfQd2YP8u8Q6L>