

Basic Podcasting Steps

Definition: Podcasting is a way to automatically download digital audio files from the internet to iPods, Palm OS handhelds, Pocket PCs, or other devices that play digital audio files. These audio files are usually in MP3 format and can be recorded and distributed by anyone. Podcasts are free of charge, though you may need to purchase some software to make the download and synchronization process work seamlessly.

Sample ideas

- Weekly classroom news
- Document a field trip
- Record a class discussion
- Share book reviews
- Conduct interviews
- Review things that are being studied

Steps to podcasting

1. Preproduction

- Determine audience
- Name the podcast
- Who is going to be a part of the podcast?
- How many different segments will there be?
- Consider length of podcast – less than 10 minutes
- Student pair up or form a group and write up what they are going to say, present to class, student choose a few
- Use parent volunteers to listen to students practicing
- Focus on speed, enunciation, volume
- Apple has lesson plans for using iPods in classrooms

2. Recording

- Use an iPod with microphone or a laptop with its built-in microphone
- Record the introduction last (the best will be last, they are comfortable recording now)

3. Postproduction

- After recording, edit the audio.
 - Add music and sound effects can be added in
 - To add music that is free and can be used legally in a podcast (podsafe) go to these sites:
 - Dave's Imaginary Sound Space: Podsafe Music Resources
 - GarageBand.com: Genres of Music
 - Common Content: Catalog
- Remember to give artist credit for the music somewhere in your recording

See “Using Audacity to record podcasts” handout for specific details on recording podcasts on iBooks.