

Producing a Podcast



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Why use podcasts?

- Podcasts enable students to share their knowledge and expertise with others through a creative outlet.
- Podcasts tap into a mode of media input that is commonplace for digital natives.
- Podcasts empower students to form relationships with the content and each other in relevant ways.
- Podcasts engage students in thinking critically about their speaking fluency and communication skills.
- The opportunity to create a podcast about what students would like to discuss and share with others is extremely motivating.

Formats

- Documentary
 - News Report
 - Classroom audio parent newsletter
 - Student almanac: on this day, famous birthdays, historical events, weather and seasonal observations, predictions and polls
 - Current Events/Our View
 - Today in History
- Talk Show/Interview
 - Foreign Language/ESL students improving linguistic skills
 - Respond to Literature/Book Reviews
 - Author Interviews
 - Living History interviews
 - Variety Show
 - Debate
 - Product reviews/Advertisements
- Creative
 - Drama: Reenact an historical event
 - Poetry Slam
 - Original student stories: *You can not podcast the reading of an entire book or other copyright media, unless it is public domain.*
 - School concerts
- Sound Seeing Tour
 - Walking tours of museums and other sites
 - Field Trip recording
- Professional Development: Teacher/Administrator created
- Instructional Materials
 - Study Guides created by students or teachers
 - Archive Lessons
 - Screen cast: Smartboard can record screen actions as you explain a process with a diagram, math steps, science labs, classroom procedures
 - Word of the Day

Student Safety

1. **Names:** Establish a rule for your students when using their names: no last names or pseudo names.
2. **Personal Details:** don't give any details that reveal specific locations, schedules, contact information, etc.

Process

1. Plan
2. Practice
3. Record
4. Edit
5. Export
6. Upload
7. Publicize

Plan

- **Modeling:** Students should listen to various podcasts.
- **Assign Roles/Tasks:** Having individuals or small groups in charge of small parts of the podcast will make it easier to plan out.
- **Plan on Paper:** Use planning worksheets such as outlines or graphic organizers with fill-in-the-blanks for show name, topics, sounds effects, music, etc. Publish comments or a description for each episode that includes a summary of the show, links mentioned, email address, URL of show's file, music credits, etc. They are usually posted as an entry in your blog. These comments will be displayed in iTunes player and on a media player.
- **Timeline:** Shows can be any length from 3 to 300 minutes. Most podcasts average 20 minutes.

Sections of a Podcast

1. **Introduction:** usually includes some of these:
 - **Welcome Message/Teaser/Promo:** the first thing listeners will hear; greet listeners and identify the name and purpose of the podcast.
 - **Theme Music:** Many podcasts have a short piece of theme music that introduces the show.
 - **Preview:** outline of the main points of the show
2. **Feature(s):** main content of the show
3. **Conclusion:** closing; give listeners an idea of what's coming up in future episodes, or simply thank your audience for listening.

Podcast Planning Worksheet

Opening

1. Title:
2. Tagline:
3. This is episode #
4. Today is:
5. Introduction:
6. Intro Music:

Teaser

In this episode I will...

- 1.
- 2.
- 3.

Transition Sound Effect:

Show

- 1.

Transition

Closing

1. All the links mentioned in today's show can be found in the show notes, at:
2. Music for this podcast was provided:
3. Transitions from:
4. This podcast is licensed under Creative Commons:
5. Closing music:

Show Notes

**If you use the same music and/or transitions for your shows, you can also create a template file in the recording software, Audacity that has your transitions and music already imported.*

Glossary

Adapted from Radio WillowWeb @ <http://www.mpsomaha.org/willow/radio/glossary.html>

- **audio:** recorded sound
- **broadcast:** a single radio program
- **bumper music:** short music clips used between segments
- **digital audio:** sound that is used by a computer
- **host:** a person who introduces the broadcast and each of its segments
- **microphone:** a device that changes sound into electronic signals
- **mp3:** a popular way to store digital audio
- **online:** connected to the internet
- **podcast:** a kind of broadcast invented in 2004 that automatically delivers digital audio to portable players and handheld computers
- **record:** putting sound into electronic form
- **segment:** a complete part of a broadcast, usually written and spoken by one or two people
- **tag line:** Clever, cool, or witty slogan used throughout a broadcast
- **teaser:** the first audio heard in a broadcast where the host gets the audience excited to hear more

Hardware Setup

In addition to a computer, you will need a microphone.



Snowball

3 position switch on the back

- 1: Unidirectional mic: hears what is right in front of it
- 2: Unidirectional mic that reduces the output of the mic to avoid distortion from a loud signal
- 3: Omnidirectional: hears everything around it.



Logitech Premium USB 350 Headset

- Unidirectional microphone
- Use to record a single speaker
- Warning: It is very easy to bump the mute button on the cable.

1. Plug in the headset or microphone.
2. Click Start and choose Control Panel.
3. Open Sounds and Audio Devices.
4. Click the Voice tab.
5. Be sure the appropriate device is listed under Voice playback and Voice recording. In the example below I'm using a Headset to record and listen to my audio.
6. Click the Volume button for Voice recording and raise the level to maximum.*
7. Close that window.
8. Click the Test Hardware button and proceed through the Sound Hardware Test Wizard.
9. When finished with the test, click the Apply button.
10. Click OK.

**This is the best place to adjust the mic volume. Using the mic volume slider in Audacity sometimes causes problems.*