

Podcasting: Getting Started

Assignment 1: Get some podcast software

You need to install a piece of software which will search the web to find the latest episode and automatically deliver it to your computer.

1. 2 X 2...We need to download i-Tunes <http://www.apple.com/itunes/download/>
2. After it downloads to your computer--INSTALL it.
3. Search for google IMAGES = .jpg download 2 images = school or bus
4. www.freeplaymusic.com = download 2 - 30 sec songs

Assignment 2: Let's listen to a sample:

Marshall Jr. and Louise....

Discuss what makes this an effective podcast

Students and Teachers- From K to 12, Hit the Podcasts



By JEFFREY SELINGO

THE subjects were typical for a seventh-grade classroom: a summary of a mealworm's metamorphosis, strategies on improving memory and making studying easier and a story about a classroom candy thief.

"Their audience has moved to the entire world," a teacher said.

But the discussions last fall at Longfellow Middle School in La Crosse, Wis., were not taking place only for their classroom to hear. They were recorded as part of a series of podcasts the students produced and syndicated over Apple's iTunes music store.

"Their audience has moved to the entire world," said Jeanne Halderson, one of two seventh-grade teachers at Longfellow who supervise the podcasts. "The students find that exciting. It's a lot more motivating to write something that the whole world can hear, rather than just something for a teacher to put a grade on."

Podcasting - posting an audio recording online that can be heard through a computer or downloaded to a mobile device like an [iPod](#) - is following blogs and online classes as yet another interactive technology catching on as a teaching tool. Currently, iTunes lists more than 400 podcasts from kindergarten through

12th-grade classes, while [Yahoo](#) has nearly 900 education-related podcasts. Some are produced by teachers wanting to reach other educators with teaching tips, while many are created by students, like the La Crosse seventh graders with their podcast, at lacrosseschools.com/longfellow/sc/ck/index.htm.

"A podcast is like few other devices that a teacher can use in advancing a student's development," said Daniel J. Schmit, an instructional technology specialist in the college of education at the University of Nebraska at Lincoln and the author of "KidCast: Podcasting in the Classroom." **"It teaches them to do research, to communicate in print, to speak effectively and grab attention with sound."**

One reason podcasting is effective in the classroom, Mr. Schmit says, is **that it can be used in every subject**. Indeed, "Coulee Kids" is like a weekly variety show, running 7 to 14 minutes, with introductory music. The Nov. 18 podcast included discussions of photosynthesis, the difference between angiosperms and gymnosperms and a segment on adding integers. The Jan. 6 episode featured student interviews about bullying, a follow-up to a report on "20/20."

Of course, students have been producing audio programs for generations, typically using tape recorders or reel-to-reel machines. **What makes podcasts better, educators say, is that they are easier to edit than splicing a tape because they are recorded digitally on a computer**. Perhaps the biggest difference, though, is that **podcasts are available to a worldwide audience**, which can subscribe to them and have them automatically downloaded to their computers when a new installment is posted.

Like other classroom technologies, **podcasting requires a learning curve**. As a result, teachers already using podcasts in their classes tend to be early adopters of technology. Kathleen B. Schrock, administrator for technology at Nauset Public Schools in Orleans, Mass., said one goal of her podcasts is to persuade teachers "how easy it is to produce one." Ms. Schrock's podcasts (nausetschools.org/podcasts.htm) include short interviews with teachers and administrators about things like how they use technology in their classrooms. This spring, she plans workshops to show teachers in her district how to create a podcast.

Assignment 2: Go to this web site:

Ms. Schrock's podcasts nausetschools.org/podcasts.htm

Listen to the podcast

"Just the word 'podcast' scares a lot of teachers away," Ms. Schrock said. "There are a lot of misconceptions."

One of the most common is that schools need iPods or other portable audio devices, like MP3 players, to create and listen to a podcast, said David Warlick, who sifts through education-related podcasts and lists good ones for teachers on his Web site, the Education Podcast Network (epnweb.org). "All you need is a computer, access to the Internet and a microphone that you can buy at Toys 'R' Us," Mr. Warlick said. "I listen to podcasts on my computer."

Assignment 3: Go to this web site:

Education Podcast Network epnweb.org

A. Locate Elementary and ACE KIDS Podcast- Listen to it

B. Select a podcast- DOWNLOAD IT - Then Listen to the podcast

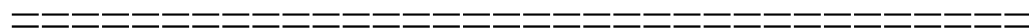
The sound can be edited, and music and other audio elements can be added easily, Mr. Warlick said, using software like Acid Music Studio, GarageBand or open-source Audacity. "Learning the software is the most difficult part," he said.

Ms. Halderson, the teacher at Longfellow Middle School, said she practiced using the podcast software in August, and her students produced their first show the second week of school. "We laugh at that one now," she said. To improve their show, the students listened to podcasts from other schools, including "Room 208" from Wells Elementary School in Wells, Me., and "Radio WillowWeb" from Willowdale Elementary School in Omaha.

Those shows motivated the Longfellow students to perfect their own podcasts, said Megan Wichelt, a seventh grader there. "It's better than learning out of a textbook because you're actually doing something with what you learn," she said. Moreover, the potential audience for a podcast, she added, is so much larger than just the teachers and parents who usually read her essays. "I know other people are listening, so it's very fun to do."

This month, Ms. Halderson got 14 new video iPods for her students, bought from donations and the sale of greeting cards, butterfly houses and birdhouses that were all made by the students.

While she and other educators agree that the technology will never replace a live teacher, there are exceptions. Ms. Schrock of Nauset Public Schools says that teachers could record lessons for absent students.



Downloading

Downloading lets you save a copy of your chosen programme or package onto your computer. You can then listen to this whenever you want, or even transfer it onto your portable MP3 player.

How you download the audio will depend on the set up and settings of your computer. Usually, if you want to download the audio you need to click on the link using the button on the right hand side of your mouse. You should then see a list of options including either "Save Target As..." or "Save Link As...". If you select this option (or a similar option containing the word "save") you should be able to save the audio file (MP3) to your computer. Remember to save it to a folder you'll be able to find again later.

If you click on the Download link using the left hand button on your mouse, the audio will usually play. How this happens will depend on the set up and settings of your computer. Usually your default media player will open and the audio will start playing automatically.

ALTERNATE-EXTRA : Assignment 4- or Checkout 5

Let's try with this example: CLICK HERE: <http://thepenguinpodcast.blogs.com/>

OR HERE: [Penguin Podcast 58 - Hornby, Clothed](#)

In this special podcast Nick Hornby talks revealingly about living in England, writing, music and his new novel Juliet, Naked. [Get the Podcast](#)

Download the podcast [[MP3](#)] <<< **(RIGHT MOUSE CLICK TO SAVE)**

Add the Penguin Podcast feed to your RSS Reader and have the show delivered automatically ([copy this link to your RSS reader](#))

Subscribe to the podcast directly in iTunes [[itunes](#)]

[Download penguinpodcast58.mp3](#)

About this podcast

For information about any of the authors and books featured in these podcasts, plus features, interviews and news on the best in UK fiction and non-fiction, visit [Penguin Books](#).

Annie and Duncan are a mid-thirties couple who have reached a fork in the road, realising their shared interest in the reclusive musician Tucker Crowe (in Duncan's case, an obsession rather than an interest) is not enough to hold them together any more. When Annie hates Tucker's 'new release', a terrible demo of his most famous album, it's the last straw - Duncan cheats on her and she promptly throws him out. Via an internet discussion forum, Annie's harsh opinion reaches Tucker himself, who couldn't agree more. He and Annie start an unlikely correspondence which teaches them both something about moving on from years of wasted time.

Nick Hornby's compelling new novel, four years after *A Long Way Down*, is about the nature of creativity and obsession, and how two lonely people can gradually find each other.

[Or download Nick Hornby audiobooks on iTunes](#)

Assignment 5: Get into the exciting world of downloads and podcasts!

[Step by Step guide to getting a podcast](#)

1. Click on the link above
2. Select **Radio Scotland**

3. Select one of the podcasts
4. Download it to your computer

[Frequently asked questions](#)

Assignment 6: Search and listen - explained --- iTunes

Listen Now

Let's do a search:

- A. Start Google or your favorite search engine
- B. Decide on your favorite hobby or your subject content area and type the following
- C. Example... nascar podcast or quilting podcast ... or NFL podcast etc.
podcast for science or podcast for history or podcast for math etc.
- D. When the results are listed...select one
- E. You should be able to subscribe to it , play it or download it
- F. Listed to it

Assignment 7 EXPLORE: PODCAST DIRECTORY

[Apple - iTunes - Podcasts](#)

Organize, rate and let iTunes update your growing **podcast** collection ... With **podcast** reviews on the iTunes Music Store, you can rate podcasts from one to ...

www.apple.com/podcasting/ -

iPodder.org :

Podcast directory.

www.ipodder.org/ - 20k - Mar 29, 2006 - [Cached](#) - [Similar pages](#)

What is iPodder? What is Podcasting? History · New Podcasts. **Podcast Directory**. Download iPodder · Need help with your feed? RSS 2.0 · OPML · Mailing list ...

www.ipodder.org/directory/4/podcasts - 8k - Mar 29, 2006 - [Cached](#) - [Similar pages](#)

[PodcastAlley.com -- The place to find Podcasts](#)

Podcast feeds, definitions, software and **directory**.

www.podcastalley.com/ - 35k - Mar 29, 2006 - [Cached](#) - [Similar pages](#)

[Digital Podcast news and directory of the best podcasts.](#)

Digital **Podcast** news and **directory** of the best podcasts.

www.digitalpodcast.com/ - 88k - Mar 29, 2006 - [Cached](#) - [Similar pages](#)

[NPR : Podcast Directory](#)

Brini Maxwell's Hints for Gracious Living **Podcast** [alt.NPR]. Television personality and author Brini Maxwell gives listeners hints and ideas to make their ...

www.npr.org/rss/podcast/podcast_directory.php - [Similar pages](#)

Assignment 8: [Inspirational School Website from the UK](#)

Sample Web site for the UK with PODCASTING Samples:

CLICK HERE TO GO TO THE WEB SITE: http://www.downs.kent.sch.uk/page_viewer.asp?page=Home&pid=1



<http://ow.ly/CP5w>

The Downs website uses numerous technology apps to showcase their school and is a great inspiration to those of us (like me!) struggling to bring life to our own teacher and school websites. It is artistic, friendly, easy to navigate, and full of student input. I am so glad that they chose to share all their school activities with the world! I understand that this is a revamping of their old website, so I am looking forward to seeing even more.

from them in the future!

- [iTunes](#)

Listen to the audio

When a new episode becomes available for the podcast you have subscribed to, your software will automatically download it. You can then listen to this episode on your pc or transfer it to your portable player to listen to later.

You may want to check the settings of your podcast software for details including how often it will check for new episodes, whether it will keep old episodes for you etc. This will vary depending on the software you have chosen, and your personal preferences.

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Getting Started FAQ

1. [Do I need an iPod or an MP3 player to listen to podcasts?](#)
2. [Do I need special software to listen to podcasts on my computer?](#)
3. [Podcasts in the Yahoo! Music Engine](#)
4. [When I click "Listen," nothing happens.](#)

1. Prepare

A. Come up with an idea

A podcast can truly be anything. This is your chance to share your voice, your thoughts, and your imagination with the world. Many people create talk show podcasts, but you don't have to limit yourself to just that format. Create audio walking tours for your favorite city or museum. Record people making funny animal noises. Dine at and review local restaurants. Interview friends and family on different topics each week.

Need more ideas? Check out our [list](#) of topic suggestions.

With just a few pieces of gear, this tutorial, and a little inspiration, you can be podcasting in no time at all.

Want to really maximize your audience? We've found that many successful podcasts start with a good plan. Begin by listening to some existing podcasts and taking notes about what you like and dislike about the shows. Let these shows guide you to what will work best in your own podcast.

Next, think about the content of your podcast. What will you talk about? How long will your podcast be? Jot down a rough outline for your podcast so you can keep on track when recording. Finally, how often will you create new episodes? Daily? Weekly? Monthly?

B. Get the gear

Now you need to gather the tools to make your podcast. You'll need this basic equipment:

A laptop or desktop computer with an Internet connection.

Though not required, we recommend that your computer is running a recent version of Windows

(Windows 2000 or newer), Mac OS X (Mac OS X 10.3 or newer), or Linux (such as RedHat Linux 6.0 or newer).

A microphone.

The built-in microphone on a laptop is a fast and cheap way to get started, but remember, you get what you pay for. A laptop mic will pick up background noise and will generally have poor sound quality. Many MP3 players now also have built-in microphones. You may want to check yours, if you have one. For a higher quality recording (or if your computer doesn't have an internal mic), get an external mic that plugs into your computer. You can buy a decent computer headset with microphone for just \$20 to \$30. [Go to Yahoo! Shopping's selection of microphones.](#)

Sound recording software.

You can use a number of free and paid software programs to record your podcast. [Audacity](#) is a popular free program for recording and editing podcasts and it's available for both Windows and Mac. Mac users can also purchase GarageBand for sound recording and editing.

An MP3 encoder.

This software converts your podcast into an MP3 file. You can use a variety of different programs. A popular free encoder is the [LAME MP3 Encoder](#). If that link doesn't work, [here](#)'s another link to an alternate download site. [iTunes](#) for Mac and PC can also convert recordings to MP3 for free.

Publishing 101

1. [RSS Publishing Guide](#)
2. [What is web hosting?](#)
3. [What is podsafe music and where can I find some?](#)
4. [What are some podcast directories where I can list my podcast?](#)

ASSIGNMENT 10: How to plan a podcast

A podcast can be anything: your political views, mock interviews with your pets, or something practical like a "live" trade-show report to share with coworkers.

Before you pick up the microphone, though, you **should do some planning, especially if you're not used to speaking extemporaneously.**

- **Write an outline to help you avoid long, awkward silences in your show.**

Once you have a sense of what a good podcast should be and have narrowed down your topic, you can focus on hardware.

Tip: If you're parked in front of a PC and don't have headphones plugged in, be sure to mute your speakers. Otherwise, feedback could ruin your recording.

Ideas for Podcasts

- Make audio walking tours of your city or a favorite museum.
- Record a restaurant review while you're actually dining.
- Broadcast your band playing original music.
- Start a gossip channel about Hollywood celebrities.
- Give dating tips.
- Create an audio cooking show.

ASSIGNMENT 11 Questions for your first podcast

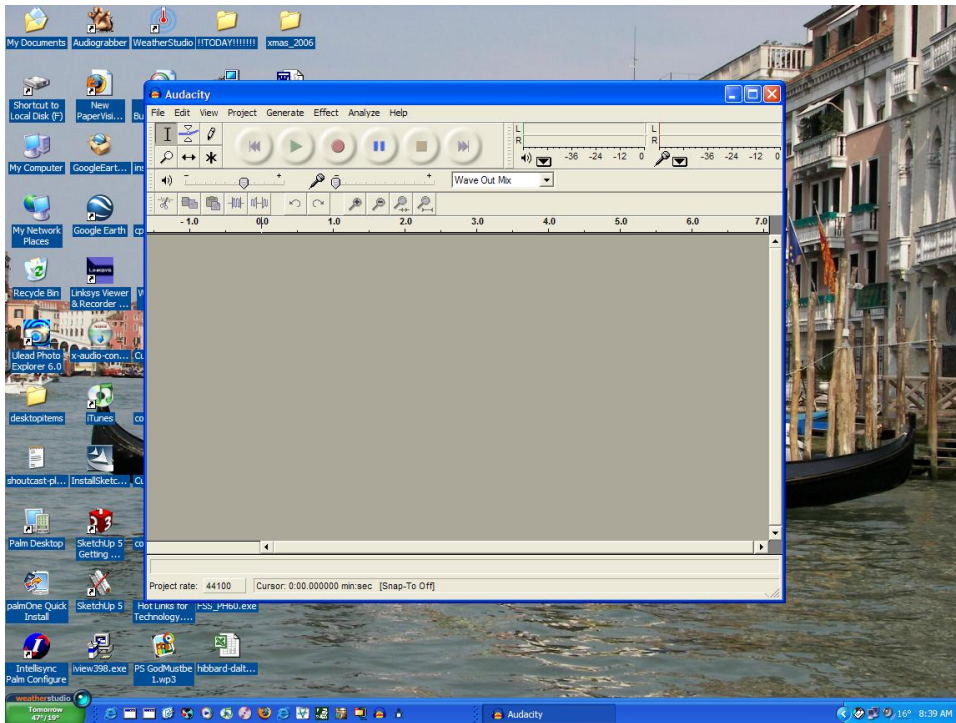
- You are introduced to someone at a cocktail party. Describe what you do in two or three sentences.
-
- What do you wish you had invented?
-
- What do you consider your greatest professional achievement?
-
- If you weren't doing what you're doing now, what would you be doing?

ASSIGNMENT 12 : Audacity – Getting Started

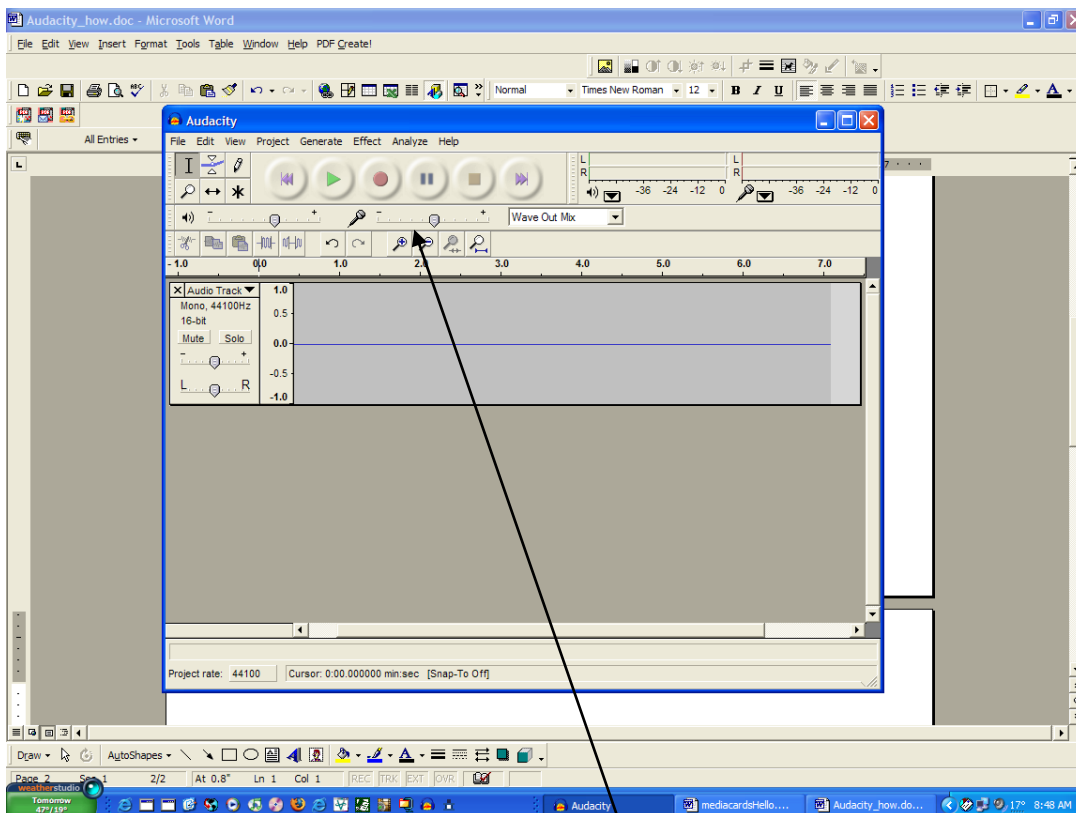
- A. Install the software – find the Audacity folder on the CD- copy it to the DESKTOP
- B. Open the folder and Install AUDACITY
- C. COPY the Lame ENCODER-BOTH INI & DLL to the AUDACITY Folder-located in the Program Files Folder
- D. Run the AUDACITY program
- E. Goto to the FILE Menu –
- F. SELECT OPEN
- G. SELECT the Audacity FOLDER on the DESKTOP
- H. SELECT THE File 4.MP3-click on it
- I. Click OPEN
- J. GO to the FILE Menu and SELECT EXPORT to MP3
- K. Type in the name you want for the file
- L. Select where to save it –ie Desktop or a folder
- M. CLICK SAVE
- N. It will ask where is the ENCODER
- O. Locate the Programs Folder on the C Drive
- P. Locate the AUDACITY FOLDER
- Q. CLICK on the file LAME.DLL
- R. File will now convert
- S. Only need to do this ONCE – Program will remember where the ENCODER is

RECORDING THE PODCAST

1. Start Audacity- Start screen looks like this

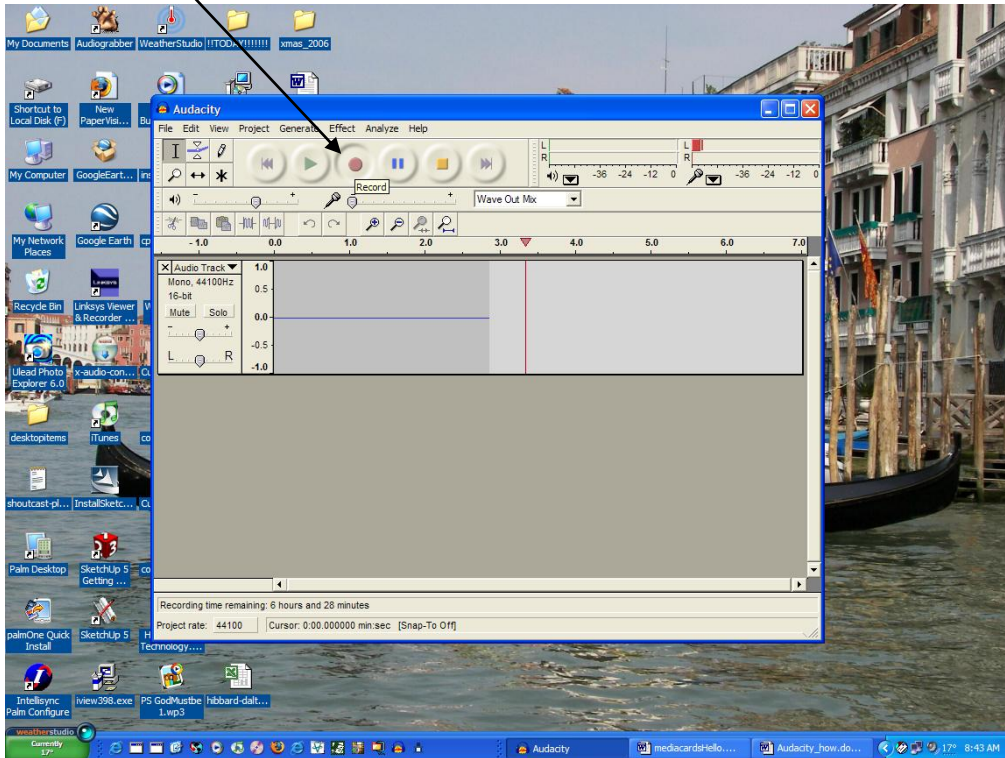


2. Input the Mike in the back of the computer



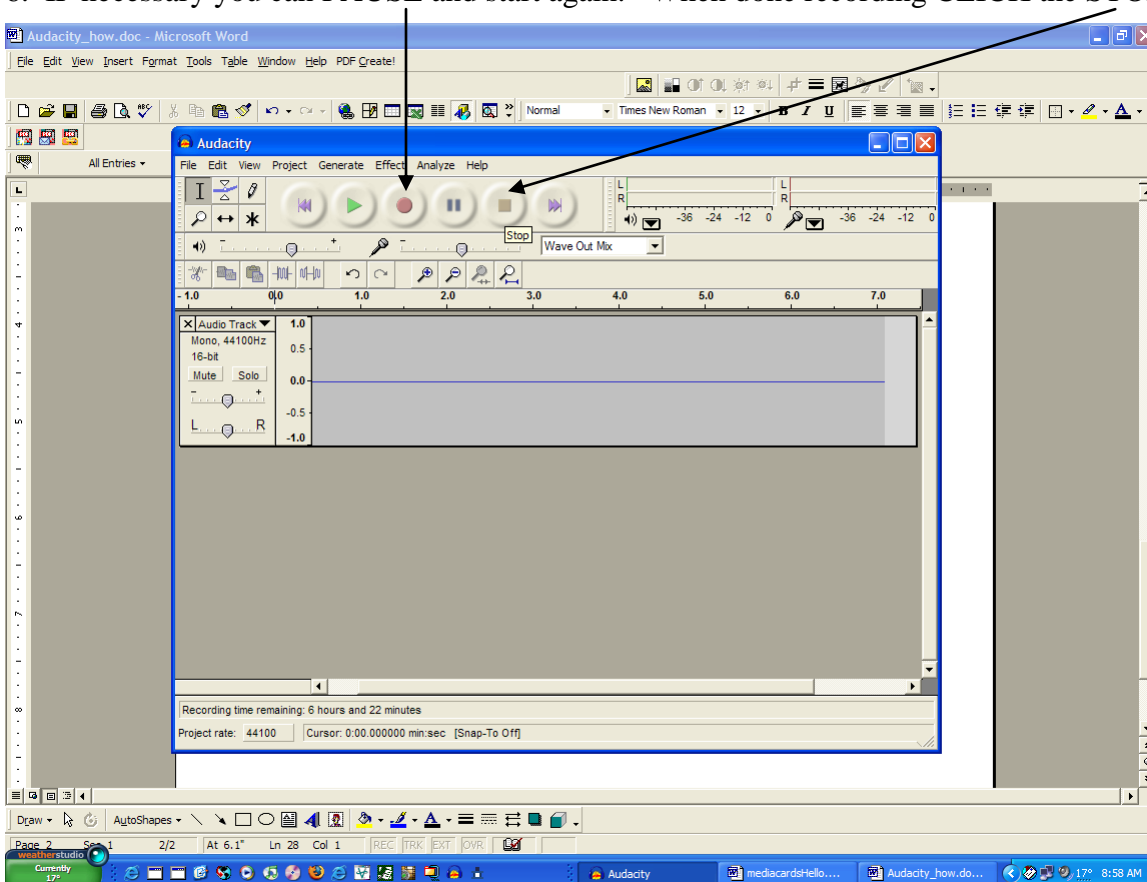
3. If necessary you can adjust the mike input level

4. CLICK on the RECORD Button

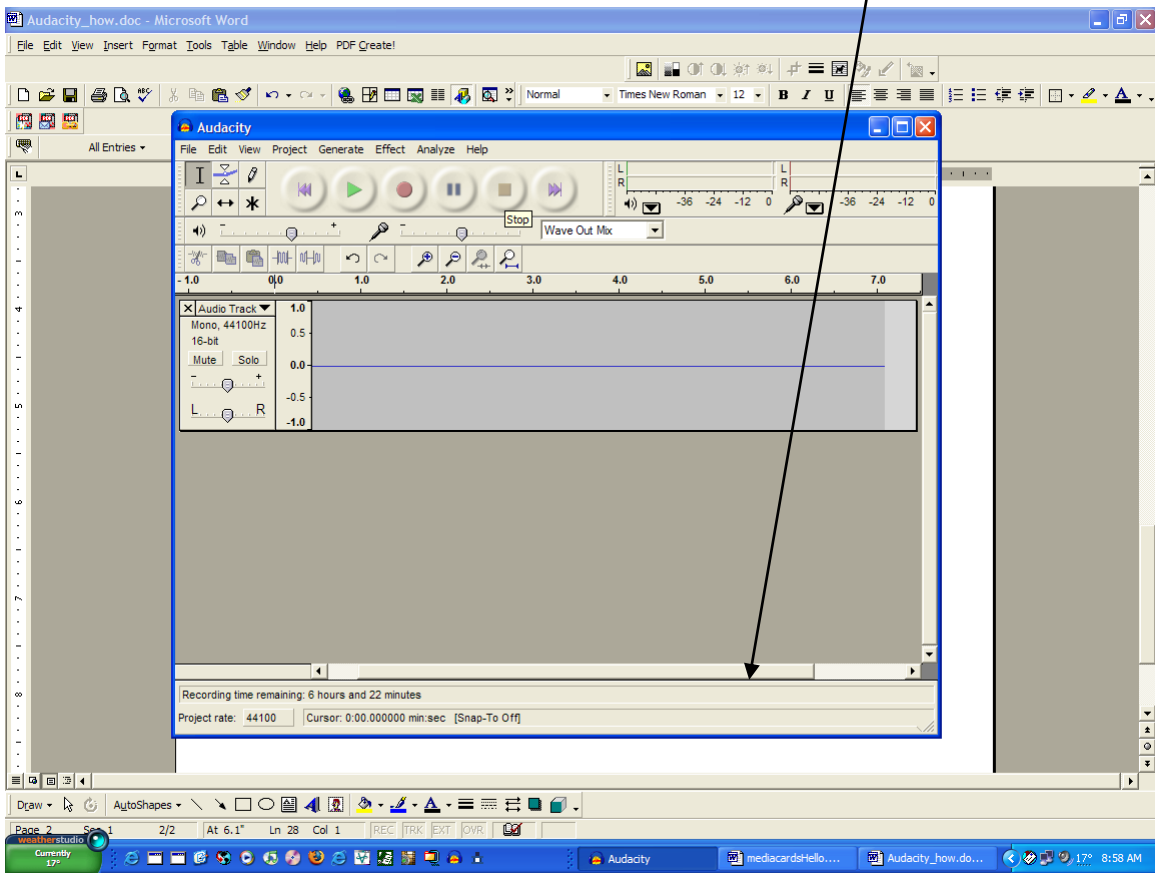


5. Interview-read the script-give the presentation

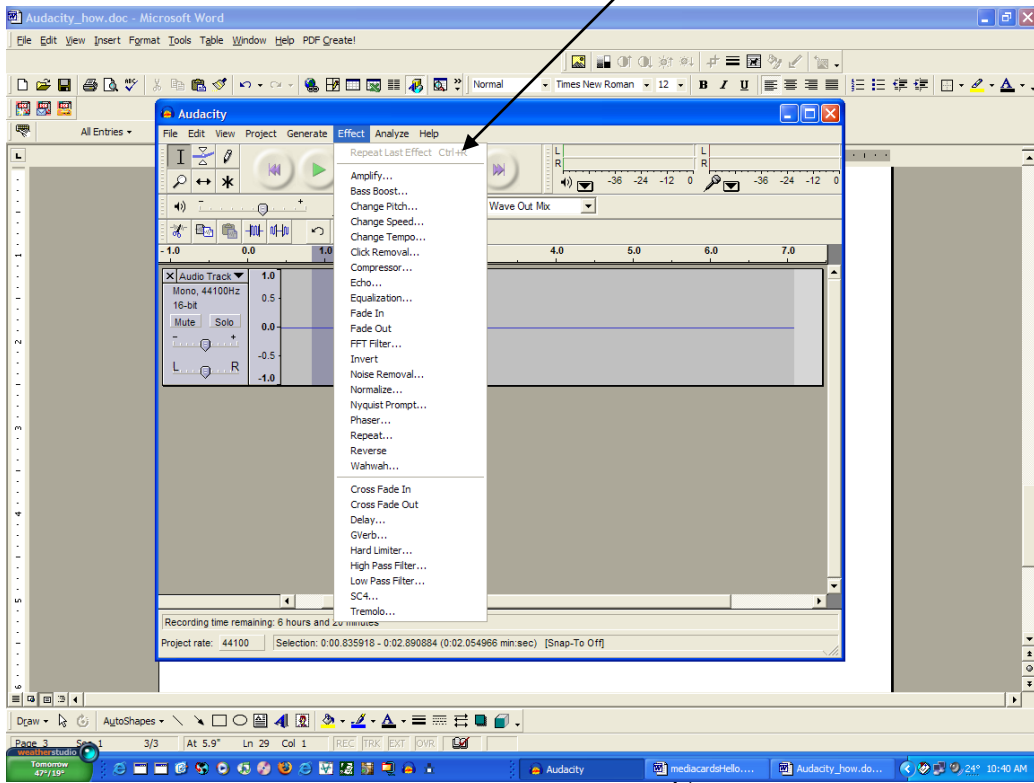
6. IF necessary you can PAUSE and start again. When done recording CLICK the STOP BUTTON



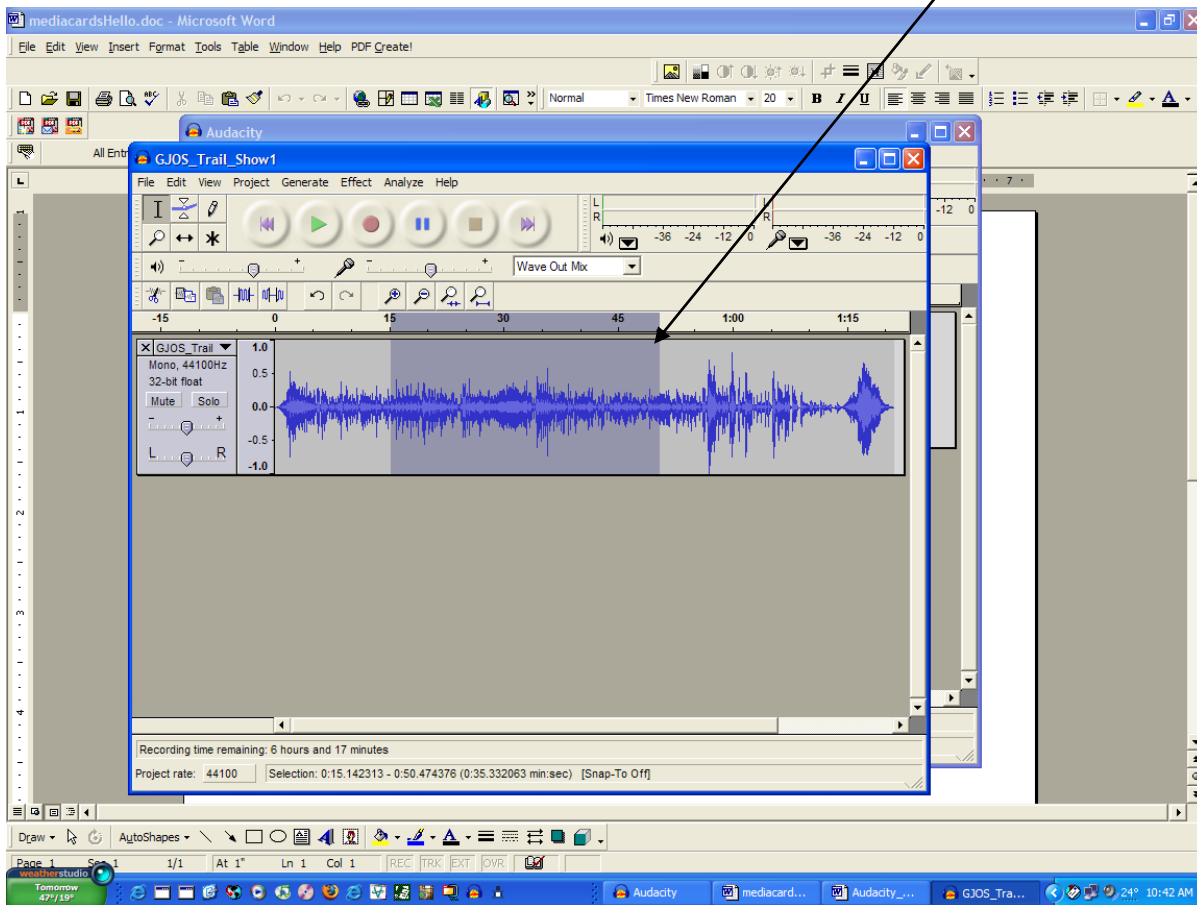
6. To **PLAYBACK** your recording **REWIND** the **RECORDING-Slide** it to the **LEFT**



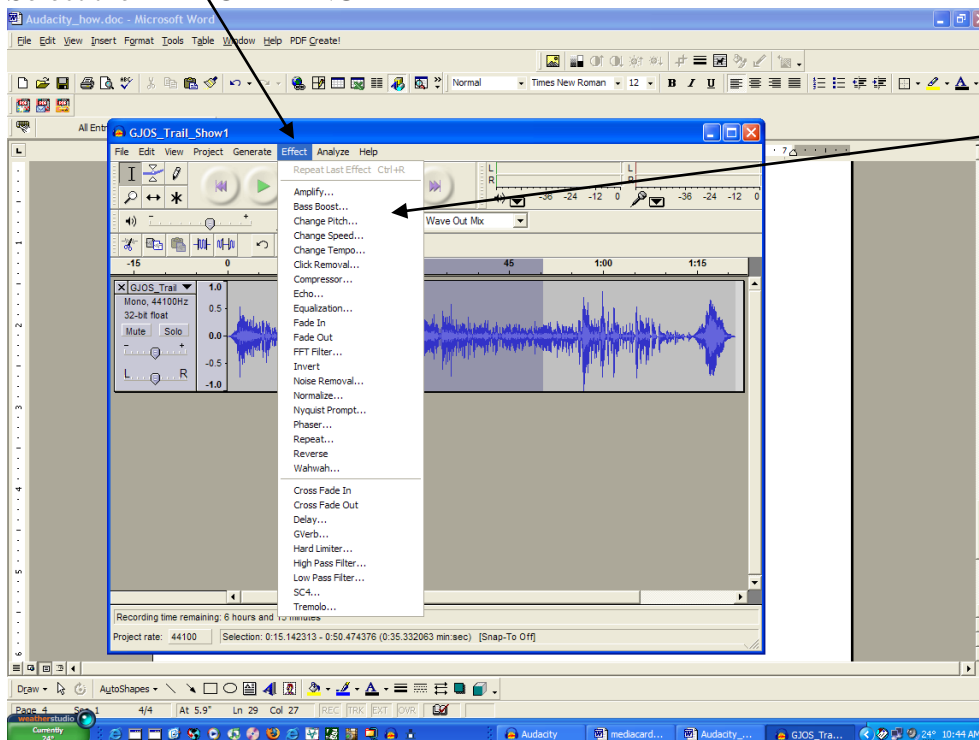
7. Special **EFFECT-Sounds** are available here



8. CLICK and DRAG to highlight the area you want to change to PITCH



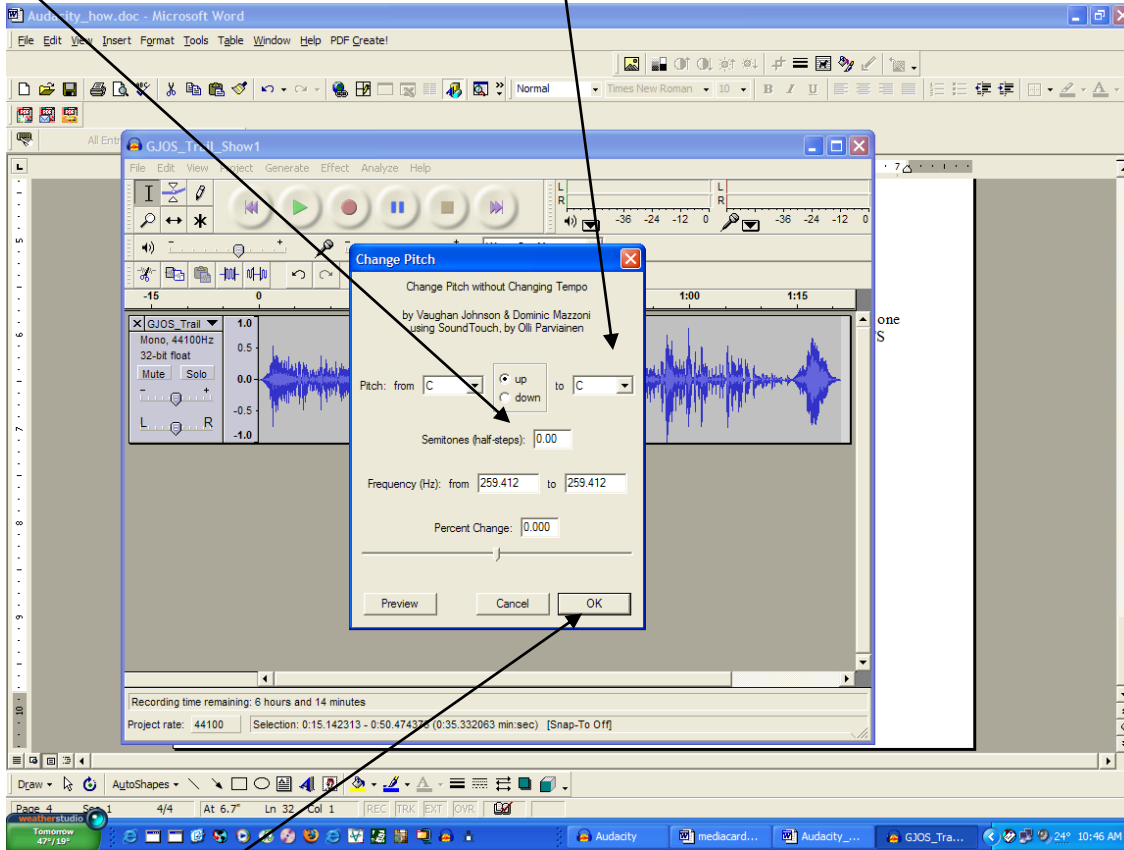
9. Select the EFFECT MENU



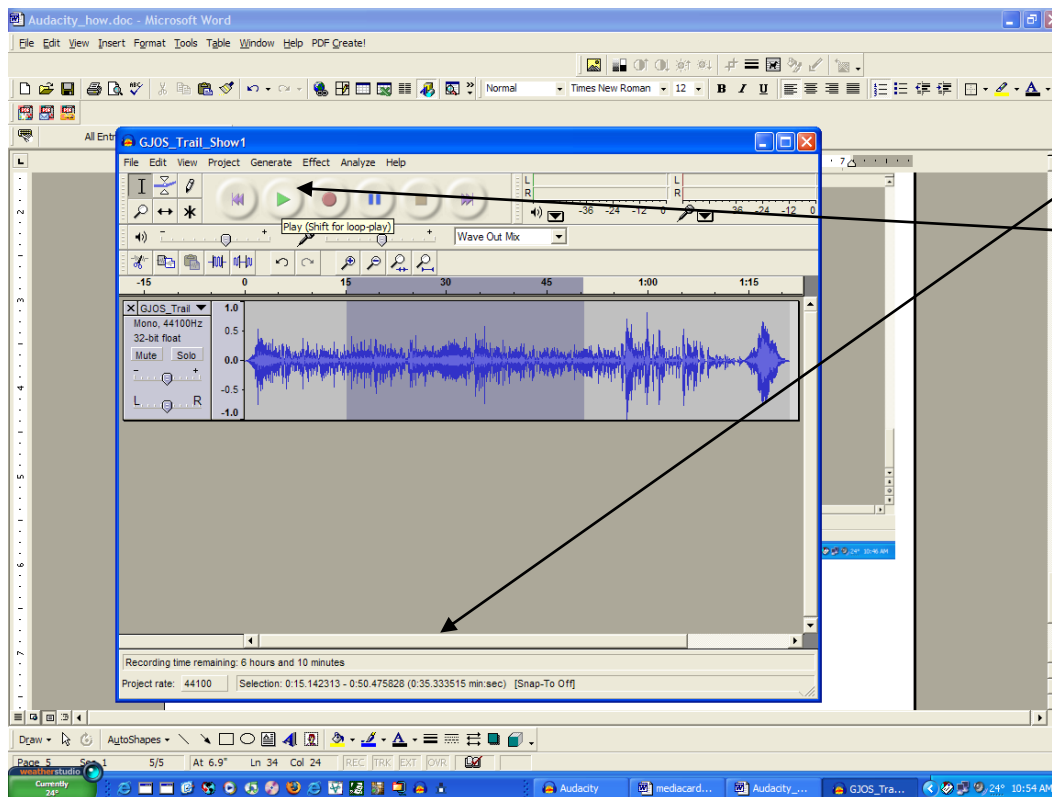
10. CLICK on one of the EFFECTS

10.

- 11. We are selecting CHANGE PITCH
- 12. USE the Drop DOWN TRIANGLE to change the pitch

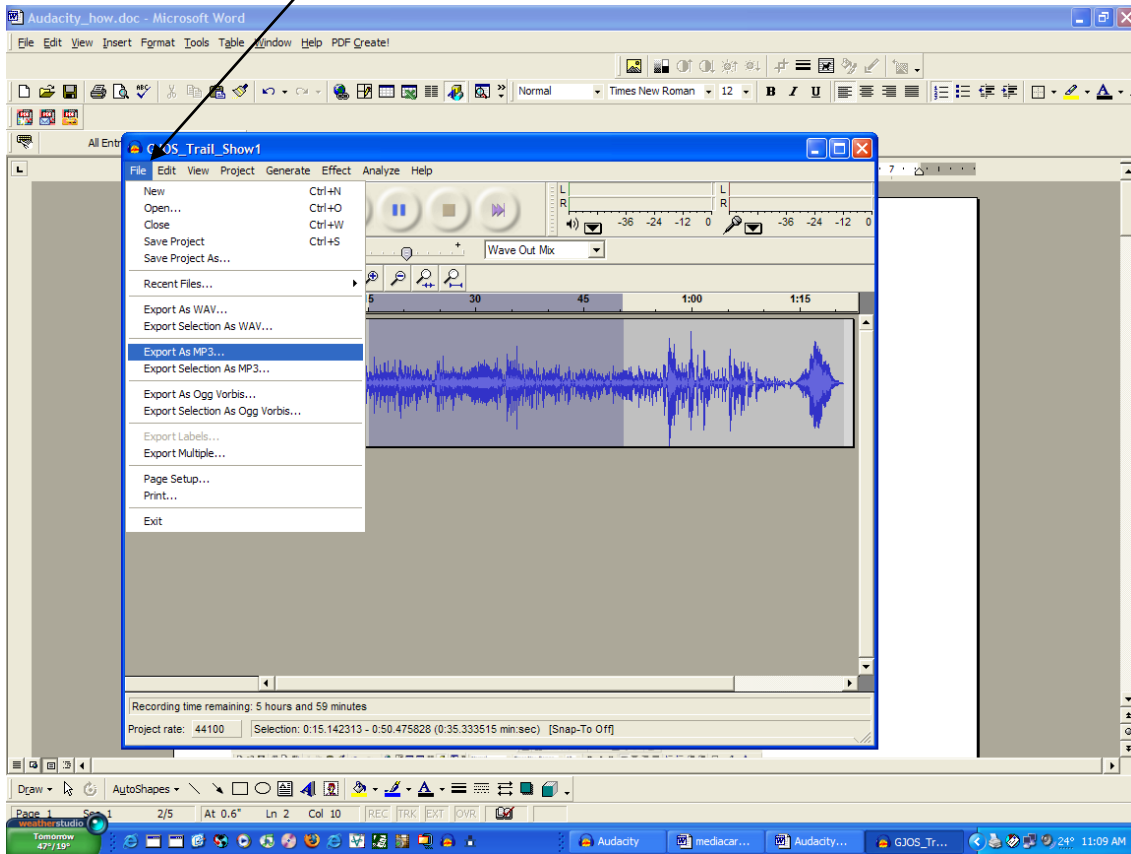


- 13. CLICK OK when DONE

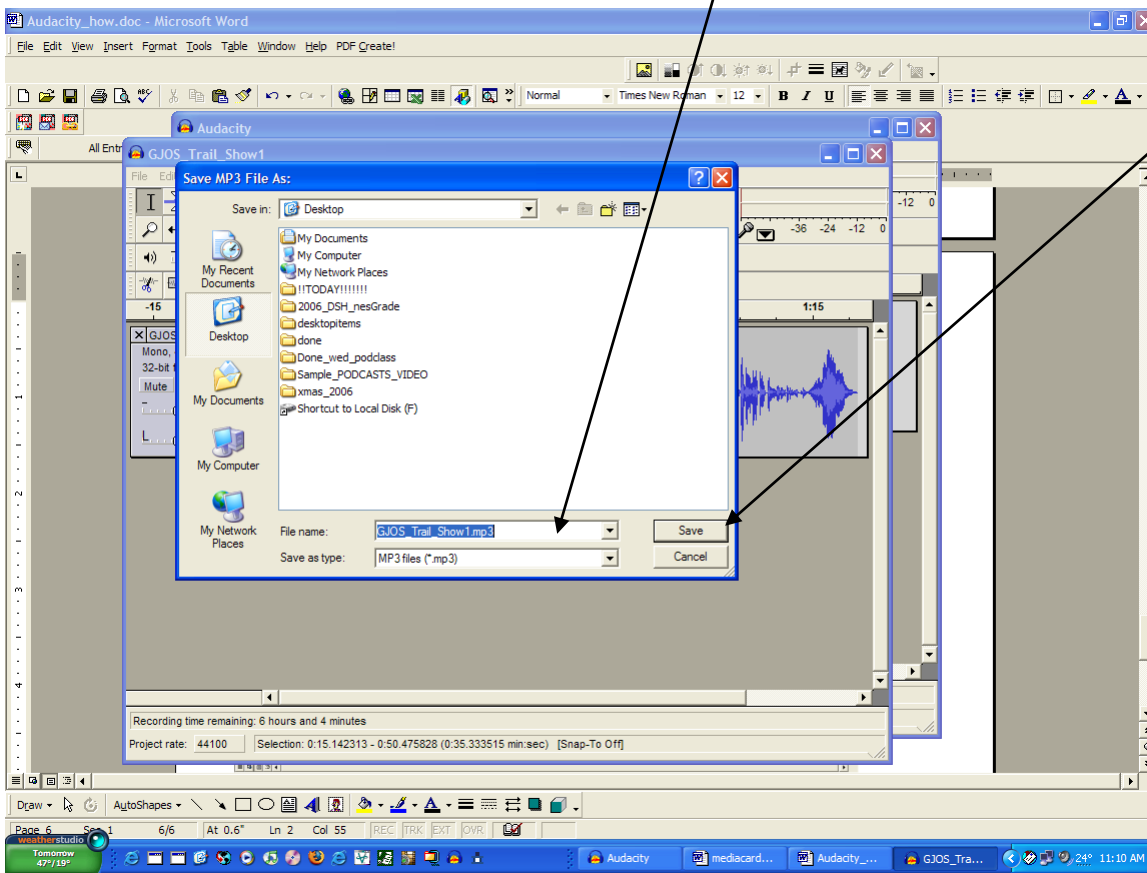


- 14. REWIND
- Then CLICK PLAY

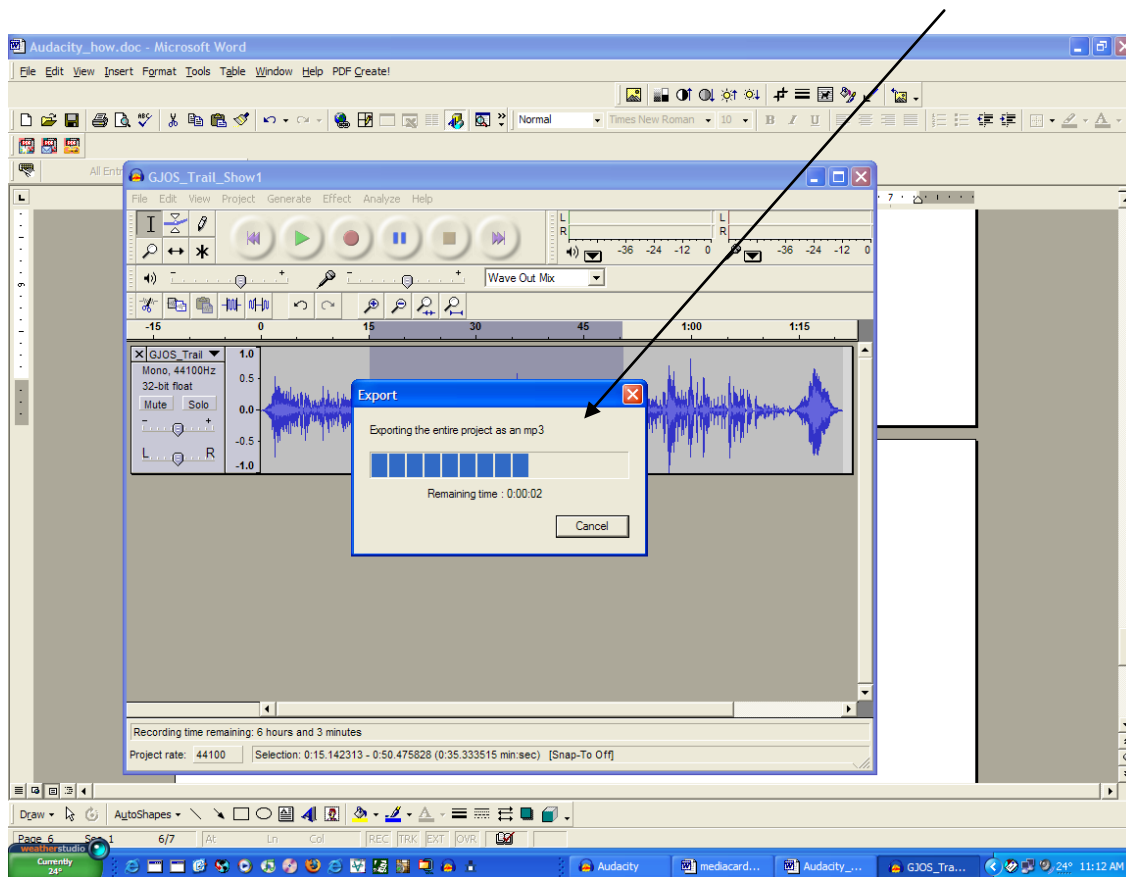
HOW TO EXPORT the File-----FILE Menu-select EXPORT MP3



Type in the NAME of the file-what you want to call it ----- Notice WHERE it will SAVE- CLICK SAVE



It will now modify the file into an MP3 so it can be played on a MP3 player or computer



Assignment 13 : Step by Step Development – News Show

Planning topics to discuss, possible guest interviews, and your show's length in advance will go a long way when producing a professional sounding podcast. Since you'll be recording your project in an almost live fashion, you will have the flexibility of going back and re-editing sections prior to committing your show as "podcast-ready".

Since nearly everyone has heard a radio program, you should expect that your listeners have grown accustomed to hearing material produced in a certain way. Here is a suggested framework for mapping out your production.

Sample Podcast Recipe - A Blueprint for Your Podcast

Shoot for a show length of 10-15 minutes. Keep topics moving, and limit topic coverage to 2-3 minutes. Try to use guests as a way to break up the conversation, pace, and tone of your shows. Use musical backgrounds (known as jingles or music beds) or other non-music interludes (referred to as stagers, sweeps and ID's) to transition between topics. These topic breaks are typically described as bumpers or sweepers, giving your listeners the time they might need to digest the content you just presented.

Show Outline - Your Table of Contents

Here's an example of a show outline:

- Show intro monologue (who you are, what you're going to talk about): 30-60 seconds
- Intro music jingle (repeat for each show so listeners identify the jingle with your show): 30-60 seconds
- Topic 1: 3 minutes
- Topic 2: 3 minutes
- Interlude (music or break): 30 seconds
- Topic 3: 3 minutes
- Topic 4: 3 minutes
- Closing remarks (thank audience for listening, thank guests, talk about the next show briefly): 2 minutes
- Closing music jingle (suggest same as Intro music jingle): 2 minutes

How to Write Your Script - Writing Relevant Copy

Research all components of your podcast in order to deliver the most relevant material to your audience. Your writing style should be conversational with friendly language, limiting the use of jargon or industry specific words in order to accommodate your listeners.

Develop an introduction that will quickly explain and highlight the purpose of your podcast. This section should be roughly 2-3 sentences in length. Usually an announcer will read this portion of your podcast over a music bed. This intro can be reused at the beginning of each episode to build your brand.

Next, you will need to incorporate a brief salutation, roughly 30 seconds, greeting the audience and giving them a preview of the episode, and perhaps even an overview of the show's agenda.

The first segment should be the most interesting to keep listeners' attention. This segment should appeal to the entire audience. Broad content is encouraged to serve the majority. News and current events related to the podcast theme are often of interest to an entire audience.

All subsequent segments can be more in-depth and focus on specific areas of interest. Depending on the quality of the content, each segment should be no more than 2 - 4 paragraphs.

The wrap up should thank the listeners for joining the host, and if possible, provide an idea of what the audience can expect to hear in the next episode. Announce contact information for feedback and ideas. Usually an email address or website url is sufficient.

Close with an outro or music bed, ideally using the same theme music from the introduction to reestablish the branding of your podcast.

Once you have a listening audience, ask them for feedback about your show and gain valuable information that will help you to improve your podcast. They may even introduce new ideas that will give you an edge over any potential competitors and enhance their listening experience. Ideas that they provide might refer to the length of segments, topics discussed, guests on the show, and so on.

Script Writing Style - Talking to Your Audience

There are two voice-over styles for recording your podcast that you should keep in mind when writing your podcast script. These include polished and freestyle.

A polished, professional sounding podcast, is similar to what you might hear in a news cast or documentary. The script is written out and rehearsed prior to recording. Generally this podcast may have particular themes that are explored in sequential order, demanding more structure and precision.

Freestyle recordings are most similar to live radio shows or television interviews. Freestyle is an ad lib, fly-by-the-seat-of-your-pants recording style that can be unpredictable, engaging, and full of chemistry. This style may work best for podcasts with more than one host, highlighting their dialogue skills and spontaneity, or for individual podcasters that decide to record a verbal stream of consciousness, especially poets, announcers, and others that are recording impromptu or on location at a live event. When writing a freestyle script, you may only need to include your segment theme and some point-form details within each segment. This way, you can refer to your freestyle script while recording without feeling nailed down to a finalized script.

Yield best results by combining these two methods and developing your own unique podcasting style.

Summary - Key Points About Planning Your Content

In this chapter, we talked about the importance of planning your podcast and gave you some ideas about how to organize your podcast including a sample recipe. Now that you know what is required in the pre-production phase of developing your podcast, we can move ahead to the actual recording of your podcast. In the next chapter, we'll discuss recording equipment, software, basic recording techniques, and how to add music, sound effects, voice-over and more to enhance your podcast.

PodCasting: Do It Yourself Broadcasting

Dan Schmit

dschmit@intelligentic.com

[Subscribe to the KidCast Podcast in iTunes](#)

[Download a Printable Handout!](#)

What do we already know about podcasting?

Where did this come from?

Gutenberg to Computers and the Internet

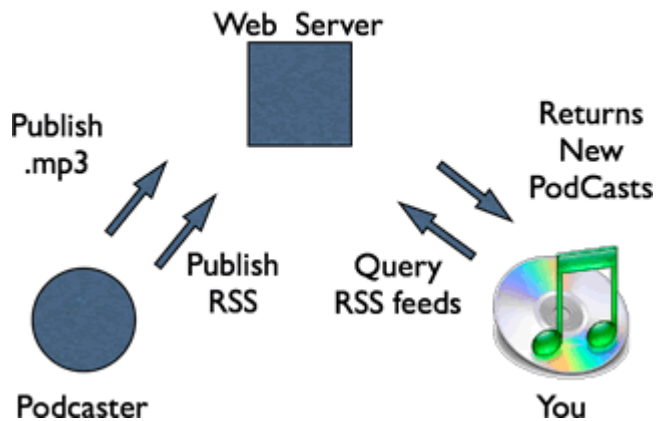
Power to individuals.

4 Converging Trends

1. Digital Audio Revolution
2. Desktop Audio Production
3. Blogging and RSS Feeds
4. Monolithic Homogeneous Radio

Here's How It Works.

Here's How It Works.



Why Would I Be a PodCast Consumer?

- Professional Development
- Feed your interests
- News and new ideas
- As a resource for your classroom
 - Current Events
 - Foreign Language
 - Subject Specific Perspectives
 - Experts in the Field

Where Can I Find PodCast Shows?

- Over 27,000 podcasts
- Warning: The content is as diverse as the Internet itself
- iTunes Music Store
- PodcastAlley.com
- iPodder.org

Managing Podcast Subscriptions

- Podcasts will eventually fill your hard drive
- There are inappropriate podcasts
- iTunes has some tools to help manage

Be a Podcaster - 4 Steps

1. Record
2. Edit
3. Publish to web

4. Publish an RSS Feed
5. Be a Podcaster.

Why Would I Do This?

- Give students another creative space in which to publish
- Sound seeing tours
- Debates
- Creative dramatics
- Study sessions / chapter summaries
- Outreach

Audio Recording & Editing

- [GarageBand - Mac OS X](#)
- [Audacity - Mac / PC](#)
- [Audio HiJack Pro](#) - Mac
- [Castblaster](#) and [Übercaster](#) - in Development

RSS Authoring

- [Feeder](#) - Mac OS X
- [RSS Buddy](#) - Mac / PC
- [pReSS](#) - Mac
- Feed Editor - PC
- [FeedForAll](#) - PC

Internet and Server-Based RSS Solutions

- Manila - Userland
- Mac OS X Server 10.4 - Apple
- [Odeo](#) - odeo.com

What's next?

- Premium Content
- Textbook Integration
- Networked Channels
- Easier More Streamlined Production
- Blending (for example, blending social networking software with podcasting: [YackPack](#))

Music

<http://music.podshow.com/>

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Create your own Podcast - By Rick Broida ---

Step 1: Getting started

Forget blogging: the hot topic right now is podcasting. If you've ever fantasized about hosting your own talk show, this is your chance.

Podcasts are recordings distributed across the Internet as downloadable MP3 files. Looking for a way to download recorded interviews to his iPod, former MTV VJ Adam Curry created a little application he called iPodder. But you don't have to have Apple's popular player to create or listen to podcasts.

All *you* need to start your own is a microphone, some software, and the gift of gab. In fact, most podcasts are home-brewed, even though large organizations from National Public Radio to General Motors are offering them.

[Watch the video to learn why older PCs are fine for editing audio](#)

Step 2: - Tools for podcasting

Before you get started with this project, we recommend that you have the following:

- A headset with a noise-canceling microphone
- A portable MP3 voice recorder
- Podcasting software (such as [Audacity](#) or [iPodcast Producer](#))

[Watch the video to learn how to set up a podcast studio](#)

Step 3: - How to plan a podcast

A podcast can be anything: your political views, mock interviews with your pets, or something practical like a "live" trade-show report to share with coworkers.

Before you pick up the microphone, though, you should do some planning, especially if you're not used to speaking extemporaneously.

- Listen to some of the more popular podcasts to get a feel for style and content. A good place to start is [Podcast Alley](#).
- Write an outline to help you avoid long, awkward silences in your show.

Once you have a sense of what a good podcast should be and have narrowed down your topic, you can focus on hardware.

Other than a computer, the only hardware you need is a microphone; the better the model, the more professional your recordings will sound. You can use the mic that came with your PC, but for better recording quality, you should invest in a PC headset such as the Sennheiser PC 150, which offers a built-in microphone and noise-cancellation circuitry.

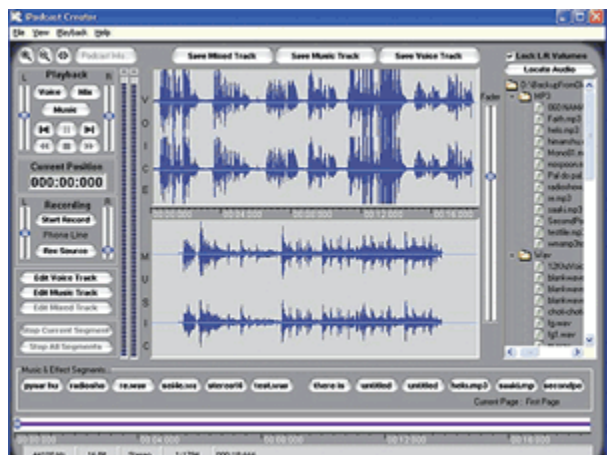
Some of the best podcasts are "road diaries." If you're on the go, don't forget to pack a portable recorder.

Many of the latest MP3 players have line-in jacks so that you can plug in an external microphone. (No, the iPod doesn't have one, but the iRiver H320 does.) Just make sure yours can record at a decent sampling rate--at least 32Kbps for MP3 and 44.1KHz for WAV.

Tip

If you're parked in front of a PC and don't have headphones plugged in, be sure to mute your speakers. Otherwise, feedback could ruin your recording.

Step 4: - Podcast-recording software



You can use a program as simple as Windows' Sound Recorder to capture your podcast, but something a bit more sophisticated would be better.

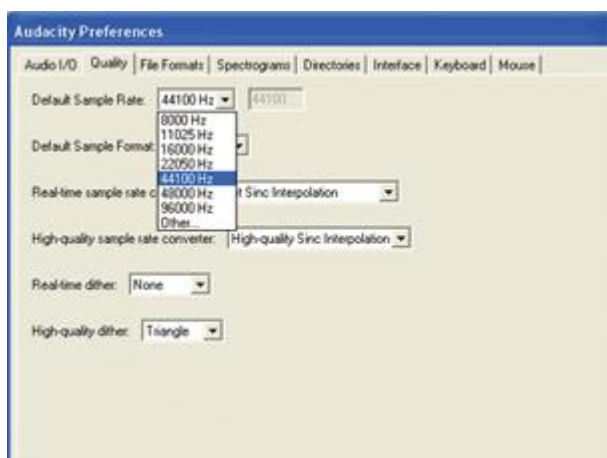
One popular podcast tool is [Audacity](#), an open-source audio editor and recorder. It's available for Windows, Mac, and Linux, and it includes a number of useful features and plug-ins.

If you want something even more podcast-friendly, check out Industrial Audio Software's aptly named [iPodcast Producer](#). This start-to-finish solution lets you record and edit podcasts, create Really Simple Syndication (RSS) feeds, and upload the finished product via a built-in FTP client. It's priced at \$249.95, but at press time the company was set to unveil a more consumer-oriented version, iPodcast Creator, for \$89.95.

[Watch the video to get a tour of Audacity and iPodcast Producer](#)

Tip

If you decide to use Audacity, download and install the [LAME MP3 encoder](#) so that you can save your recordings as MP3 files, the preferred format for podcasts.



Step 5: - Record your podcast

Make sure to select the right audio settings before you begin recording.

Technical glitches can ruin an otherwise perfect podcast, so start with a few sample recordings to test the software, adjust volume levels, and make sure everything works.

Next, set the sample rates for your recording. In Audacity, for instance, click File > Preferences, then click the Quality tab. If you're just recording voice, anything higher than 44.1KHz and 16-bit sampling is overkill for most

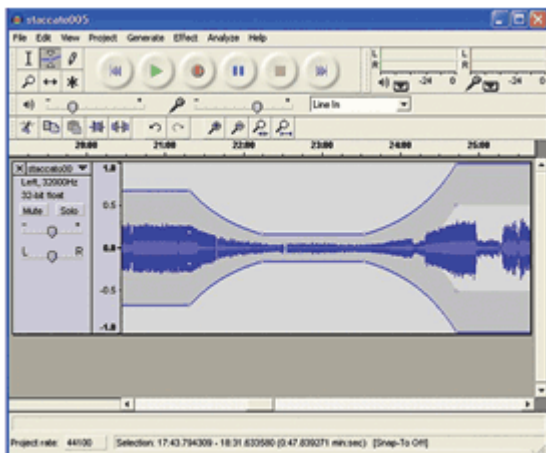
noncommercial purposes. If music factors heavily into your podcast, however, consider higher rates, but keep in mind the resulting file will be larger.

Watch the video to find out about using iPodcast Producer as a TelePrompTer, adding sound effects, and more handy podcasting tips

Try to keep your show casual, conversational, and continuous. Remember, if you make mistakes, you can always edit them out later.

Tip

Some audio-recording programs, such as iPodcast Producer, let you add intro music, sound effects, and other audio in real time. That's usually easier and less time-consuming than adding it later. It goes without saying that if you include music in your podcast, you should respect copyright laws.



Step 6: - Edit and save podcasts

Prevent awkward moments by deleting stretches of silence in your podcast.

After you've finished your show, save it as a WAV file. That will give you a "master" file to work from and a backup in case you have a problem exporting to MP3.

Now it's time to edit. In most cases, that means cutting out mistakes and long stretches of silence. In Audacity, as in most audio editors, you can find and remove silent patches easily. Just look for areas where the waveform becomes an almost

straight line. Select that area (much the same way you select text in a word processor) and hit Delete.

Watch the video to see how to trim your podcast down to just the good stuff

Ideally, you should now save your recording as an MP3 file, preferably using a 32Kbps to 64Kbps bit rate. In Audacity, with the LAME MP3 encoder installed, this is also the chance to add ID3-tag info: your name, the name of the podcast, and so on. Without this, listeners won't be able to find your show on their MP3 players.

Tip

Make your podcast jazzier and more professional by adding *loops*, snippets of music used for everything from opening the show to introducing specific segments. Find thousands of freely available loops at [Flash Kit](#). [Publish your podcast](#)

Step 7: - Publish your podcast

Now it's time to get your podcast out there. If you have access to an FTP server, just create a new folder and upload your MP3. If you don't have an FTP server, you'll need to find a site that will host your podcast. A good place to start is [Ourmedia.org](#). For now, it's free and doesn't limit file bandwidth, but the site screens all podcasts and will remove any content it deems inappropriate.

Some fee-based sites, such as [Audioblog.com](#) and [Liberated Syndication](#), charge monthly fees starting at \$5.

They may also impose monthly data-transfer limits, so if too many people download your podcast, you could face additional charges.

Watch the video to find out why RSS is your podcast's best friend

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The last thing you need to do is upload a *podcast feed*, an RSS file that includes a description of your podcast, a link to the corresponding MP3, and other information. You can create this file in a number of ways. The free ways are to do it yourself (you'll need to know XML, though), to use the free podcast RSS-feed generator at TD Scripts.com, or to use the generator available to Ourmedia users. Generators are also part of third-party software apps such as iPodcast Producer, as well as some fee-based hosting services.

Step 8: - Test your podcast feed

Before you announce your podcast to the world, use a validation service such as the free [RSS Validator](#) to ensure your RSS feed is in proper working order. If it reports an error, you'll have to go back into the RSS file, correct it, and upload it again.

Tip: To help attract an audience to your podcast, submit your link to podcast directories such as iPodder.org, or promote it on sites such as Podcast Alley and the [Podcast Directory](#). Such sites include links for downloading your podcast.

KidCast Ideas for Podcasts

- 1.SoundSeeing Tours
- 2.Daily Reporter – report daily events at school
- 3.Student Almanac
- 4.Using podcasts to record process streams (e.g. showing procedures, mathematical processes, science labs, classroom procedures)
- 5.Study guides: Review and reflect on studies and curriculum, give students a pep talk!
- 6.Sound stories: language with music and sound students can collaborate and produce a series together
- 7.Podcast Dramas: Create old time radio dramas, tie them to concepts you are studying, the adventures of “Dr. Negative and Mrs. Positive!”
- 8.Poetry Slam: Create original poems, record expressively, arrange sections of poems, combine with music and sound effects, add some perspective and commentary, release them one at a time.

9.Today in History: Assign students a day each month, look for historical events on their date. Get students to research context, events, and implications. They should be able to explain, not just read.

10.Lost in Time: 2-5 minute descriptions of an event in history

11. Add It Up!: Do a math quiz show or math puzzle. It should be student created. It could be a mystery and students could provide process hints.

12.Where in the World?: A global podcasting geography quiz show.

13.Word of the Day podcast: Have students select a new word, pronounce properly, spell it out, define, and use it in a sentence.

14.Book Talk: The 21st Century book report. Review using a class generated rubric, discuss the strengths and things that troubled you. Organize and promote through your library.

15.Spelling Bee!: Publish weekly spelling lists as a podcast.

16.Pod Pals: Set up a podcast exchange with student at another school, record sound-seeing tours of your school, community, area sites, and they subscribe to your feed and you to their's.

17.Pet Talk: Have students discuss habitats, pet care training.

18.Career Talk: Audio job shadowing, give students lots of options

Great Interview Questions

You are introduced to someone at a cocktail party. Describe what you do in two or three sentences.

What do you wish you had invented?

What do you consider your greatest professional achievement?

If you weren't doing what you're doing now, what would you be doing?

What is your favorite word?

What sound do you love?

What sound do you hate?

Your favorite personal quote

Web sites I like

Favorite Sesame Street Character?

First Job?

Best Job?

Who is the person you admire most in history?

Worst feeling in the world?

What is the first thing you think of when you wake up in the morning?

What is most important in life?

What was your first vehicle? Tell us about it.

If you could meet one person dead or alive, who would that be?

If you could have any job you wanted, what would it be?

School Experience Questions

What was your most memorable school experience?

What was your favorite subject?

What is your idea of a perfect teacher?

What was the low point of your school career?

Where did you fit in your schools' social hierarchies?

If you could change one thing about education in the U.S., what would it be?

What is impossible to learn in school?

What should schools be teaching?

What did you learn today?

What did you teach today?

What is in your dream lunch box to eat today?

If you wrote a textbook, what would it be called?

If the prom were tomorrow, whom would you take?