Name: _____ Date: _____

Creating, Editing, and Posting Podcasts

Students' finished essays will probably be turned in at different times. It will be easier for you if you work on the podcasts as students finish them, rather than trying to do them all together.

Note that the instructions below assume that you will use Audacity (http://audacity.sourceforge.net/) to record and edit the essays.

For tutorials and additional instructions, please visit Judge Memorial Catholic High School: Audacity Tutorials (http://www.judgememorial.com/sloan/audacity/) or Audacity: Tutorials (http://audacity.sourceforge.net/help/tutorials).

Creating and Editing Podcasts

1. Students should record their essays. Save each file as the student's first name and last initial.

2. Edit the recording using Audacity or a similar software. Delete dead air and repeated words. Amplify as necessary. Make a note of the amount of clean up you have to do. If you have to do extensive editing, you will want to include this in your assessment of the podcast.

3. If you are including a class introduction (see page 2) import the *class intro* MP3.

4. If you are including individual introductions (see page 3) import student's introduction MP3.

5. Using the Time Shift Tool, place the class intro at the very beginning of the project followed by student's introduction, ending with student reading their essay.

6. Amplify so that each component is equal.

7. Save all work.

8. Export as an MP3 file to the desktop on your computer.

Creating, Editing, and Posting Podcasts (continued)

Creating Introductions to Podcasts

A nice touch for each student recording is to include both an introduction that has students sharing different belief statements, perhaps with a background of music, as well as an individual introduction for each student. For examples of these introductions, visit the Basic English blog at http://www.shermansclass.edublogs.org/ and click on the one of the podcasts.

Class Introduction: "I Believe" Statements

1. On an index card, have students write the belief that they are sharing in their essay in one sentence (*I believe having a disability is frustrating*). Students may want to explain and go further than this statement, so please monitor.

2. Have each student record his or her belief statement. Save each one as a separate file, using students' initials to name them.

3. Edit each statement. Cut out any dead time between words and adjust amplification so that all voices are equal in loudness.

4. Export each edited statement as an MP3 to your computer's desktop.

5. Open up a new project in Audacity. Import each student's statement.

6. Using the Time Shift Tool, place statements directly after or overlapping each other. Use the Fade effect as desired.

7. If you would like a song or music running under the "I Believe" statements, download a song onto your computer from the Internet or a CD.

8. Import the song into the project.

9. Save the project as class intro and export as MP3 to your computer's desktop.

Individual Introductions

1. Have each student write a quick introduction of him- or herself. This should follow your school's Internet posting guidelines. For example: *Sandy is a sophomore at Mason High School. She runs track and loves to cook for her family of twelve.* Some schools do not allow you to use names, ages, and other identifiers.

2. Have students pair up and read each other's introductions so a different voice introduces each student. Save each of these as a separate file, using the student's name and the word *intro* (e.g., *Sandy's_intro*).

3. Edit each student's introduction. Delete all dead space between words. Delete any repeated words. Amplify, if necessary.

4. Export to your computer's desktop as an MP3 file.

Posting to Blog

Once you have each entire MP3 file (class introduction, student introduction, and student essay) ready, post it to the blog. Each blog site differs. The following instructions describe how to post to Edublogs (http://www.edublogs.org)

1. Click on Write a post.

2. Give the posting a title and enter it in the Title box. The title should be the main idea of your response. Stay aware from generic titles such as "good," "liked it," etc.

3. If you are going to post student's essay along with the podcast, upload or copy the essay into the body section of the post.

4. Upload the MP3 file. In the File box at the bottom of the page, click Browse and find the file on your computer. Click on Open. Then click on Upload. **Note:** Depending on the speed and strength of your Internet connection, this may take a while. Once the file is ready, you will see a link to the MP3 file and three buttons. Click on Link to File. Then click on Send to editor. The MP3 link will show up at the beginning of the post.

5. If you are including a picture, follow Step 4, using the image file.

6. For the first post, on the right-hand side of the post, under Categories, type in I Believe Podcast and click Add. Then, for each additional post, make sure the I Believe Podcast category box is checked.

7. On the right-hand side, under Discussion, make sure the Allow Comments box is checked.

8. Click Publish.

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