

## **Podcasting Tip Sheet**

Podcasting can contribute to your students' learning experiences in a number of ways. As with any educational technology, it works best when it is part of your teaching methodology.

### **Recording podcasts that complement your course materials**

- Relate real-world experiences.
- Podcast summaries of key points made in the lecture.
- Add new material rather than repeating what you covered in class.
- Summarize a point that students may have had trouble understanding in class.
- Discuss something relevant to the course content, for example, a report or journal article that you read, research results, or remarks of a conference speaker.
- Suggest a particular topic that your students can search online for more information, and invite them to share what they learned in the class discussion forum.
- Suggest a Web site that your students can visit for more information, and invite them to share what they learned in the class discussion forum.

### **Content tips**

- Work from a script, unless you are experienced in speaking extemporaneously.
- Edit the recorded version to remove long pauses, mistakes, "ums," coughs, and other unintended sounds.
- Provide a script whenever one is available, to adhere to ADA accessibility guidelines. If you have a hearing-impaired student or student with a learning disability for whom following the spoken word is difficult, text of the podcast gives them an opportunity to learn with other students. PDF documents may be uploaded and distributed via iTunes U.
- Consider having your students create podcasts related to course content.

### **On-line learning tips**

- Podcasts connect students and instructors in ways that text-based communications tools do not. Consider using podcasts as a regular part of your pedagogy.

- Make podcasts as presentations of upcoming material. Camtasia Studio, Adobe's Captivate allow you to do screen capture with voiceover. Camtasia Studio and Captivate also interface with PowerPoint, enabling you to record a voice-over PowerPoint. You can then export the finished project to a format compatible with iTunes.

### **Hardware and software tips**

- Use a hands-free USB headphone/microphone headset, as it keeps the microphone a consistent distance from the source sound.
- Audacity software is free, open source software to use to create your audio and export your recording to an MP3 audio file for use in the podcast. In addition to the main program file be sure to download and extract the LAME MP3 encoder which is required for exporting to MP3 (<http://audacity.sourceforge.net>).

### **Recording lectures for podcasting**

At this time WITC can only accommodate audio recording of lectures for the purpose of podcasting. The tips below will assist you in making quality lecture capture.

- Place the recorder's microphone close to the speaker.
- Speak as clearly as possible, and remember, an audio podcast does not record facial expressions, gestures and so on. Keep the medium in mind when you are speaking.
- When students ask questions, or when they respond to questions you pose to the class, try to repeat the question before responding, so you capture the question on the recording.
- Try to transfer your recorded lectures to the WITC on iTunes U site regularly—after no more than two sessions. Remember, students, especially those with learning disabilities, may rely on your podcast lectures to keep up in your class.
- If you show visuals with your lectures, such as images or PowerPoint slides, post the PowerPoint files to your course Blackboard site. You might also consider saving your images as a PDF and posting them to WITC on iTunes U also.