

## *Podcasting 101*

You may be interested in creating a Podcast page, but don't know where to begin. In this brief tutorial, you will be provided with instructions on creating a Podcast in its simplest form.

Let's begin by defining the word Podcast. **Podcasting**, is a method of publishing files to the Internet, allowing users to subscribe to a feed and receive new files automatically by subscription, usually at no cost. Podcasting first became popular in late 2004, and is largely used for audio files. (Definition taken from Wikipedia.)

### **What you need to create your first Podcast:**

The hardware and software requirements are both very simple and inexpensive. The following items will get you started with a basic audio Podcast:

- A USB headset with a microphone for recording.
- Access to a PC with a soundcard.
- Sound editing freeware. **Audacity** is a popular freeware used for Podcasting. This software comes with tutorials and is very easy to use. You can download this software at: <http://audacity.sourceforge.net/download>.
- Internet connection with access to a website. If you are using a Schoolwires website through the Webs That Work service, you already have access to your own teacher website.

Now that we have discussed the equipment requirements, let's go through the step by step process of creating and uploading a Podcast to a website.

1. Download Audacity or another sound editing software of your choice.
  - Audacity has a number of tutorials that are available online and free of charge.
2. Plug in your USB headset and open your sound editing software.
3. Before you begin recording, it is suggested that you write a script.
  - This will ensure that your Podcast sounds smooth and professional.
4. Record your script using the USB headset and the sound editing software.
5. Export the audio file to an **MP3** format.
  - Now that you have recorded and saved your audio file – you are ready to upload this file to your Schoolwires website.
6. Open your School website, sign in and navigate to your section.
7. Click on the **Site Manager** button.
8. Click the **New Page** Button and select the **Podcast** page from the list of available page types.
  - If this page type is not available, contact your school webmaster to see if this option can be enabled.
9. You will be prompted to type in a name for your Podcast page and then click the **Save** button.
  - You will return to the **Section Workspace** and see a list of all active and inactive pages.
10. Click on the Podcast page that you just created.
11. Click on the **New Episode** button.
  - A screen will open containing a number of fields to populate.
12. Type in a title, description, author, length, and click the **Browse** button to select the Audio file created in the previous steps (1-5).
13. Click the **Active** checkbox to activate the page and then the **Save** button.
14. Preview your Podcast online, to ensure that there are no errors.