



# Creating a Podcast

Podcasting allows you to make an audio recording and make it available for students to use on their portable music players. The podcast can be published online and added to Blackboard and/or added to your website. Note: This majority of this procedure can be done on your PC or Mac, or the entire procedure may be completed in the iCenter.

Here's a brief overview of how to create a podcast:

**Step 1:** Create an mp3 with your information or lecture.

**Step 2:** Create an accessible PDF version of your podcast.

**Step 3:** Publish the podcast and PDF to the LPC1 server, and create a link to them in Blackboard.

**Step 4:** If you are feeling adventurous, create an RSS feed on your website that displays your podcasts, and make them available in iTunes.

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## **Step 1: Creating an mp3 with your information or lecture.**

This may be done with any audio recording software, such as Sony Sound Forge or Audacity. Audacity is freeware that may be downloaded here: <http://audacity.sourceforge.net/download/>

A microphone is required as well. Quality and cost varies greatly, but a \$20-30 microphone should suffice for basic recordings. The iCenter has a few microphones that you are welcome to test and use.

To create your mp3, find a quiet room. The less ambient noise the better, as microphones pick up nearly everything and can make your recording sound like it was made in a wind tunnel. The library has a few quiet rooms that are well-suited to this procedure. If you do not want to use the library rooms, make sure that you eliminate as much external noise as possible. Air conditioning, PC fans, other voices, pets, etc. will be heard on your recording. It is possible to remove much extraneous noise after the recording is complete, but it will affect the overall quality of your podcast and requires a good deal of trial and error. It is much easier to eliminate as much extra noise as possible before you begin.

Note: The iCenter has a recording studio that is an ideal location for recording your mp3. Come in and we will be happy to give you a tour!

## **Step 2: Create an accessible PDF version of your podcast.**

The best way to narrate a podcast is to write a script in Microsoft Word and practice it a few times. Become comfortable with the topic, and don't forget to speak reasonably slowly, with a short pause between topics. Imagine yourself in front of your class while you are narrating.

An advantage to having a pre-written script is that you can easily convert this script into an accessible PDF document. This document can be uploaded at the same time as the mp3.

1. Open your script in Word (if it is not already open). Ensure the formatting is how you want the PDF to appear.
2. Click the **Convert to Adobe PDF** button on the Word toolbar. Alternatively, you can click Adobe PDF on the menu, and select Convert to Adobe PDF.

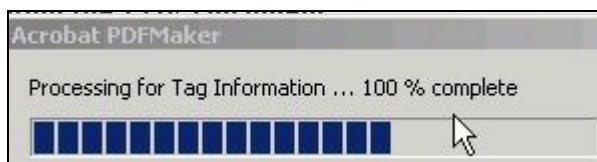


3. If you are asked to save the file, click **Yes**. Saving the PDF file will begin the convert to PDF process. After clicking **Save**, the Converting to Adobe PDF screen appears.

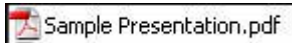


Acrobat will most likely show the processing for tag information when processing a text document, whether or not any images exist in the document. Tag information is the description information that you use (usually not more than 2-3 sentences) to describe the content of an image. It's exactly the same information that you would enter if you were adding "alt-tag" information for an image in Dreamweaver. The tag information is read aloud to the visually impaired individual by the assistive technology applications.

If the following dialog screen should appear after the tag processing is complete, click **Yes**.



4. The conversion process is finished. Your file is ready to be loaded into Blackboard.



**Step 3: Publish the podcast and PDF to LPC1, and create a link to them in Blackboard.**

1. Contact the iCenter for assistance with uploading files to the LPC1 server. Most likely an account will need to be set up for you by the webmaster. Once the account is active and the files are uploaded, take note of the URL for the file, as it will be used in Blackboard. Proceed to Step 2.
2. Open your browser and go to <http://clpccd.blackboard.com>.
3. From <http://clpccd.blackboard.com> click the **Login** button.



4. On the next screen, login to your account. Your username is the first initial of your first name and your entire last name. The default password is *instructor*, which you should change immediately if you have not already done so. Click **Login**.

A screenshot of the Blackboard login page. The heading is "Have an Account? Login Here." Below the heading is the instruction "Enter login information here and click the Login button below." There are two input fields: "Username:" and "Password:". Below the "Password:" field is a link for "Forgot password?". A "Login" button is located at the bottom right of the form.

5. Navigate to the course for which you want to upload the podcast. Go to the Control Panel and select the content area you wish to update.



6. Click **External Link** to create a link to the podcast.



7. Type a name that describes the podcast. Type the **URL** of your podcast. Add any text that will help describe the podcast.

A screenshot of a form titled "1 External Link Information". It contains two required fields: "Name" with the value "Sample Podcast" and "URL" with the value "http://lpc1.clpccd.cc.ca.us/lpc/DandT.mp3". Below the URL field is a small text example: "For example, http://www.myschool.edu/". Underneath is a "Text" section with a rich text editor toolbar (including Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Insert Image, Insert Video, Insert Audio, Insert PDF, Insert Document, Insert Spreadsheet, Insert Presentation, Insert Code, Insert Table of Contents) and a text area containing the text: "This is a sample podcast that will help your students gain knowledge. Right-click the link and chose **Save As** to save the podcast to your computer."

Modify the options as you see fit. The default options should suffice in most cases. Click **Submit** to upload the link.

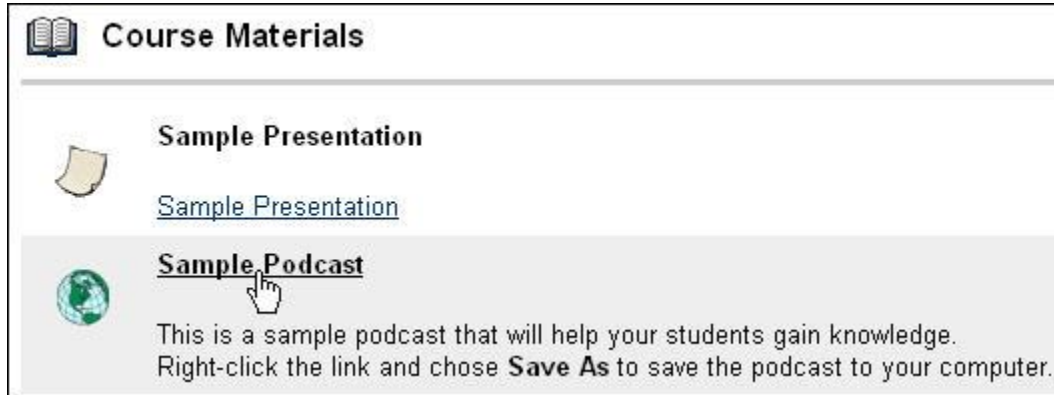
8. Click **OK** on the next screen.




9. This takes you back to the Course Materials page (if that is where you added the content). To see what the students will see, click the appropriate link on the left (in this case, Course Materials).




10. Click the new link to your presentation (or right-click to save it to your local computer).



**Course Materials**

 **Sample Presentation**  
[Sample Presentation](#)

 **Sample Podcast**  
This is a sample podcast that will help your students gain knowledge.  
Right-click the link and chose **Save As** to save the podcast to your computer.

11. It should open in a moment. It may take a while, depending on the size of the podcast. It might even look like it is not doing anything, but it is downloading the file. Test it to make sure it is what you want. If so, it is time to upload the accessible version.
12. Follow steps **5-10** to upload the PDF version of the podcast. You may want to have the PDF open in a new window in step 7. Test the PDF once the link is created. If everything is working properly...
13. Congratulations! You have just created and uploaded a podcast and accessible version of the content!

**Step 4: If you are feeling adventurous, create an RSS feed on your website that displays your podcasts, and make them available in iTunes.**

If you want to do this, contact the iCenter for assistance. Each situation will be different, and as such it is difficult to write a general guide. We will be happy to assist.