

# Planning and Producing an Effective Educational Podcast Series

## EDIT575 SU09

Planning Steps	Equipment/Materials	Skills/Knowledge	Notes
Step 1: Plan a podcast	<p>Educational goals and audience needs</p> <p>Choose your genre/style and media format: Interview, Audio tours, Lecture-casting, Enhanced Podcast etc.</p>	<p><u>Design Cycle</u> Design – Audience – Content - Format - Evaluate &amp; Refine - Implement</p> <p>Podcast Learning Affordances, Educational Types/Formats, Best Practices, and Copyright</p>	<p>Audio Learning Principles</p> <ul style="list-style-type: none"> <li>• Repetition</li> <li>• Asynchronous</li> <li>• Isolation</li> <li>• Multitasking</li> <li>• Distribution</li> </ul>
Step 2: Assembling Tools for podcasting	<ul style="list-style-type: none"> <li>• Podcast-recording hardware <ul style="list-style-type: none"> <li>◦ A headset with a noise-canceling microphone</li> <li>◦ A portable MP3 voice recorder</li> </ul> </li> <li>• Podcasting software, such as Audacity, iPodcast Producer, or GarageBand</li> </ul>	<ul style="list-style-type: none"> <li>• Professional vs. amateur set up</li> </ul>	
Step 3: Record your podcast	<ul style="list-style-type: none"> <li>• Digital audio recorders</li> <li>• Microphone</li> <li>• Podcast-recording software</li> </ul>	<ul style="list-style-type: none"> <li>• Recording techniques</li> <li>• Best audio formats</li> </ul>	Scripted or spontaneous delivery style?
Step 4: Edit and save podcasts	<ul style="list-style-type: none"> <li>• Podcast-recording software</li> </ul>	<ul style="list-style-type: none"> <li>• Encoding formats</li> </ul>	
Step 5: Publish your podcast (to a server or hosting service)	<ul style="list-style-type: none"> <li>• iTunes U</li> <li>• RSS and Media Server <ul style="list-style-type: none"> <li>◦ Test your podcast feed</li> </ul> </li> <li>• Blog, website, CMS</li> </ul>	<ul style="list-style-type: none"> <li>• How to create RSS file</li> </ul>	
Step 6: Implement your podcasts	<ul style="list-style-type: none"> <li>• Add feed to educational directories</li> </ul>	<ul style="list-style-type: none"> <li>• Develop New Media presence</li> <li>• Website/blog promotions</li> </ul>	