

Podcasting Made Easy

Using the sequence below, you and/or your students will be able to begin creating podcasts for your classroom. Although there exist free or low cost options to create podcasting options, this tutorial is meant to provide teachers with no- or low-cost steps to archive daily lessons.

Step I. Establish File Architecture

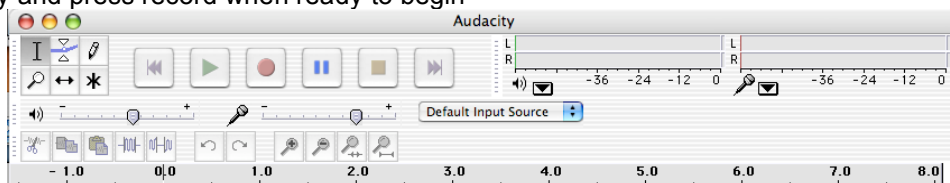
1. Create a folder titled “podcasts” and an “audacity files” folder within that podcasts folder
2. Create a copy of the feed.xml file to the podcasts folder
3. Create an Audacity folder in your Applications (Mac)/My Programs (Win) folder

Step II. Preparing for First Podcast

1. Download Audacity from <http://audacity.sourceforge.net/> and place the application file in your Audacity folder
2. If planning to create MP3 files, you must download the LameLib file from <http://spaghetticode.org/lame/>
3. Place the LameLib file in Audacity folder
4. Connect external microphone and be sure that it is selected in your control panel/system preferences

Step III. Creating Audacity File

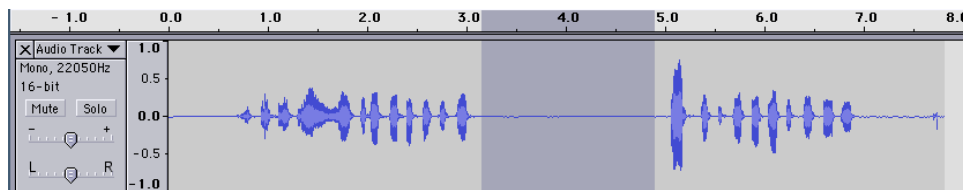
1. Open Audacity and press record when ready to begin



2. Choose Stop when finished
3. Choose Save Project As... and save the Audacity file in your “audacity files” folder

Step IV: Edit File

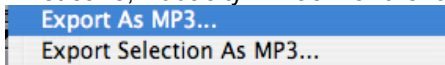
1. Edit out long terms of silence, unwanted disruptions, etc. by highlighting the desired section from the audio waveform



2. Hit the delete key to remove the highlighted section(s)

Step V. Save File as MP3

1. Note: On first save, Audacity will ask for the location of the LameLib file.



2. Choose: **Export Selection As MP3...**, depending upon whether you wish to export the entire podcast or only the portions that you've highlighted
3. Export file to the “podcasts” folder that you created in step I

Step VI. Edit the Feed File

1. Open the feed.xml file using a webpage editor (GoLive, FrontPage) or a text editor, chose Save when finished
2. Setup the feed.xml file using the tutorial on *Editing Your Feed File* on the reverse side of this handout
3. Copy the following section of the latest podcast, past it immediately after the latest podcast, and change the highlighted areas to match this podcast:

```
<item>
  <title>PODCAST #1 TITLE</title>
  <itunes:author>YOUR NAME</itunes:author>
  <enclosure type="audio/mpeg" url="URL OF PODCAST" length="49698" />
  <guid>URL OF PODCAST</guid>
  <pubDate>TWO DIGIT DATE THREE DIGIT MONTH FOUR DIGIT YEAR (example: 03 Mar 2007)</pubDate>
  <category>Audio Blogs</category>
  <itunes:keywords />
</item>
```

Step VII. Upload Podcast Folder to Web Server

1. Upload the entire podcast folder to your directory on the web server

Supplemental Material

I. Setting Up Feed File

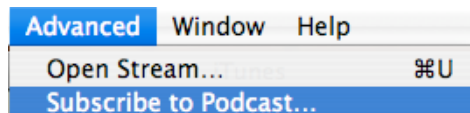
1. Open the feed.xml file
2. Change the highlighted sections listed below:

```
<?xml version="1.0" encoding="utf-8"?>
<rss xmlns:itunes="http://www.itunes.com/dtds/podcast-1.0.dtd" version="2.0">
  <channel>
    <title>PODCAST TITLE GOES HERE</title>
    <itunes:author>YOUR NAME</itunes:author>
    <link>FEED.XML DIRECTORY LOCATION</link>
    <generator>YOUR NAME</generator>
    <description />
    <itunes:subtitle />
    <itunes:summary />
    <language>en</language>
    <copyright />
    <category>Audio Blogs</category>
    <itunes:category text="Audio Blogs" />
    <itunes:keywords />
    <itunes:explicit>no</itunes:explicit>
    <item>
      <title>PODCAST #1 TITLE</title>
      <itunes:author>YOUR NAME</itunes:author>
      <enclosure type="audio/mpeg" url="URL OF PODCAST" length="49698" />
      <guid>URL OF PODCAST</guid>
      <pubDate>TWO DIGIT DATE THREE DIGIT MONTH FOUR DIGIT YEAR (03 Mar 2007)</pubDate>
      <category>Audio Blogs</category>
      <itunes:keywords />
    </item>
  </channel>
</rss>
```

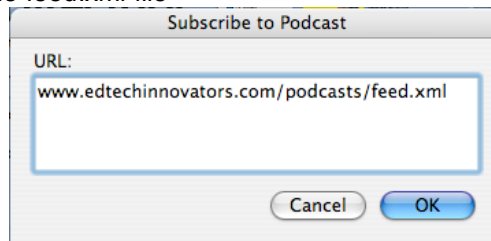
3. Choose Save, not Save As..., in the File menu

II. Accessing Podcast Directory

1. Use iTunes by choosing



Type the directory location of the feed.xml file



2. Use an online feed aggregator to access podcast directory
 - a. Example: www.netvibes.com

