



Podcasting Guide

Resources to produce
podcasts in your classroom



What is Podcasting?

A podcast is a series of digital media files (either audio or video) that are released episodically and often downloaded through web syndication.

Through a subscription to RSS (Really Simple Syndication) or Atom, podcasting allows users to listen or download audio or video broadcasting on their computer or on a digital music player for immediate or later listening.

[Watch a Common Craft video About Podcating](#)

Source: <http://fr.wikipedia.org/wiki/Podcasting>

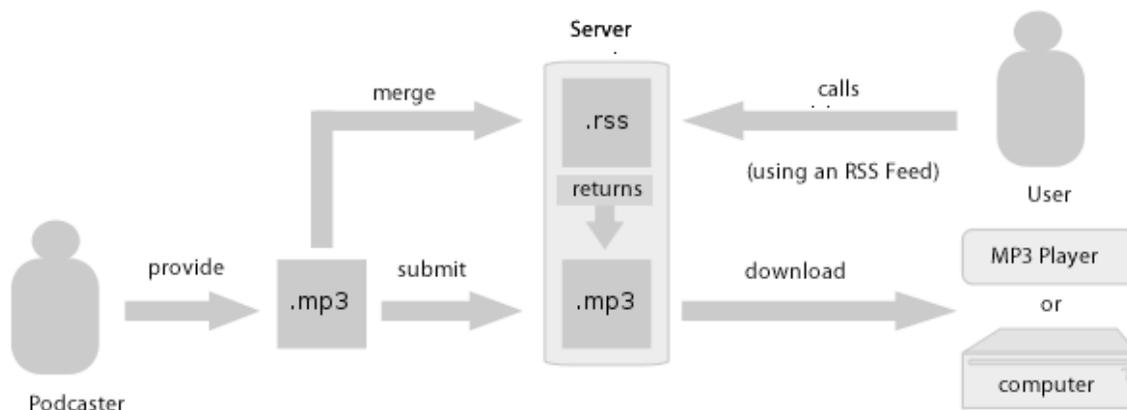
Podcasting = iPod + Broadcasting

What is an RSS feed?



It is used to stay informed about new content on a website.

Podcast Schema



Translated: [WkiMedia Commons](#) - Authors: [Pinpin](#) + [Antaya](#)

What is the difference between an audio file, a podcast and webradio?



An Audio File

“An audio format is a medium for storing sound and music.”

“An audio file format is a container format for storing audio data on a computer system” (e.g.: .mp3 .wav .aif .aiff)

Source: http://en.wikipedia.org/wiki/Audio_format
http://en.wikipedia.org/wiki/Audio_file_format



A Podcast

A podcast is a series of audio or video digital media files which is distributed over the Internet through Web feeds to portable media players and personal computers.

Source: <http://en.wikipedia.org/wiki/Podcast>



Webradio

Internet radio (also known as web radio, net radio, streaming radio and e-radio) is an audio broadcasting service transmitted via the Internet. Internet radio is also distinct from podcasting, which involves downloading rather than streaming (streaming is when you want to start listening right away without having to download the entire file to your computer).

Source: http://en.wikipedia.org/wiki/Internet_radio

What Does it Take to Produce a Podcast?

A **blog or a site** that can generate an RSS feed. It allows to drop audio files and make them available in podcast mode.

BaladoWeb is a free website where you can subscribe your classroom and upload the podcasts created in your classroom.

For more information: www.baladoweb.qc.ca



Material - A computer with audio recording software

Freeware : [Audacity](#) (PC, Mac and Linux) - Allows you to create audio podcasts.

[Garage Band](#) (Mac) - Allows you to create audio podcasts.

How to install Audacity and Mp3 Encoder	Audacity Tutorial
 <p data-bbox="402 1255 548 1285">Download</p>	 <p data-bbox="932 1255 1078 1285">Download</p>

Garage Band Tutorials

[Creating a Voice Only Podcast](#)

[Garage Band Video Tutorial](#)

[Apple Garage Band Manual](#)



What Does it Take to Produce a Podcast?

Material - A good microphone and headphones or headsets

*We recommend using a USB headset from Logitech - a renowned company in the field. We use the ClearChat™ Comfort USB for podcasts and videoconferencing.

See <http://www.logitech.com/en-ca/webcam-communications/internet-headsets-phones/devices/3621>

As for microphones, a USB microphone is very good unless you are already equipped with a mixing console or a multi-channel audio digital interface. For about \$100 you can buy a high quality USB microphone like the Snowball or the Snowflake made by Blue Microphone.

<http://www.bluemic.com/desktop/>.



ClearChat™ Comfort USB Logitech



Snowball



Snowflake

However, you can always find a USB microphone at a lower cost. A lot of students are the owner of an iPod Touch which already comes with a headset. You can ask students to either bring their headset or to record their podcast with their own material.

For more information on how to choose your material contact your [RÉCIT local](#) counselor

Links to the Quebec Education Program Broad Areas of Learning

Media Literacy

Awareness of the place and influence of the different media in his/her daily life and in society;

Understanding of media representations of reality;

Use of media-related materials and communication codes;

Knowledge of and respect for individual and collective rights and responsibilities regarding the different media.

Citizenship and Community Life

Promotion of the rules of social conduct and democratic institutions;

Participation, cooperation and solidarity.

Personal and Career Planning

Self-knowledge and awareness of his/her potential and how to fulfill it;

Adoption of strategies related to a plan or project;

Familiarity with the world of work, social roles, and occupations and trades.

Environmental Awareness and Consumer Rights and Responsibilities

Awareness of his/her environment;

Responsible use of goods and services;

Awareness of social, economic and ethical aspects of consumption.

Source: On air! An integrated media education project

Podcasting to Develop ESL Competencies

Educational Aims

- To demystify the media;
- To develop critical judgement with respect to the media;
- To explore the aesthetic aspect of culture through the media;
- To express oneself in English through a simple and accessible medium;
- To motivate students to listen to, read, and produce texts, while interacting orally in English;
- To help students recognize patterns in texts and develop an understanding for their internal (language, text components and information) and external (culture, purpose and audience,) features;
- To increase autonomy and self-esteem;
- To help students develop their creative and communicative potential.

English as a Second Language - ESL Competencies

Students use the **production process** to create their podcast for an intended audience. With the help of the teacher and their classmates, they deconstruct texts (internal and external features) to better understand the structure of text. The production process relies on cooperation and **discussion (Interacts orally in English)** involving the students, peers and the teacher.

Preproduction	<ul style="list-style-type: none"> - Brainstorm with others to find a topic - Research the topic using resources from various media - Write a script for their podcast 	The teacher can evaluate C1 during the exchanges and preparation.
Production	Create their media text using resources and taking into account the elements decided upon during the preproduction stage.	The teacher can verify the elements that have been reinvested in their text after the research, and check if students have selected, organized and adapted knowledge from texts.
Postproduction	Edit, add final touches and make further adjustments, taking feedback into account. Present the media text to the intended audience (in this case it could be to upload their podcast to a Website).	The teacher can also choose to evaluate the writing process.

Sources:

On air! An integrated media education project and PFEQ, English as a second language
Sandra Laine, Service national du RÉCIT, Domaine des langues

A Podcast Structure

Podcasting Layout and Content (Internal Feature - Text Components)		Frame (Music and Sound)
Opening Signature	The signature of a show. The program always begins the same way with music, or a musical theme. The listener recognizes the program that is about to begin.	<p><i>Musical Theme</i></p> <p>A musical theme introducing the podcast</p>
Program	Fade In (Introduction)	<p>Introducing the podcast topic.</p> <p><i>Transition (Music Background)</i></p> <p>Also called "Bumper", it is a sound used to indicate a pause or to change from a section to another.</p>
	Subject	<p>Developing the main subject of the podcast.</p> <p>The text structure could vary depending on the type of program.</p> <p><i>Transition (Music Background)</i></p> <p>Also called "Bumper", it is a sound used to indicate a pause or to change from one section to another.</p>
	Fade Out (Conclusion)	<p>Presenting a conclusion at the end of the show.</p> <ul style="list-style-type: none"> - Tips - Other resources available on this topic <p><i>Transition (Music Background)</i></p> <p>Also called "Bumper", it is a sound used to indicate a pause or to change from a section to another.</p>
Signature	<p>Ending the podcast</p> <p>The podcast always ends the same way: announcing the topic of the next podcast, the authors of the podcast, etc.</p>	<p><i>Musical Theme</i></p> <p>A musical theme ending the podcast, usually the same one as the beginning.</p>

Download Podcast Layout - To use as a planning tool



[Download](#)

Benefits of Podcasting in School

- A podcast is very easy to create and can be listened to quite rapidly.
- Podcasting allows students to share their knowledge using a creative media.
- Creating a podcast motivates students and meets their interests.
- Digital natives are familiar with this type of media.
- The creation of a podcast encourages students to pay more attention to their pronunciation and develops their ability to communicate.
- It provides an opportunity to learn and understand the rules of publishing on the Web and acquire respect for copyright.

Educational Resources

On air! An integrated media education project

<p>On Air Kit</p>  <p>Download</p>	<p>Student's Logbook</p>  <p>Download</p>	<p>Pedagogical Notes</p>  <p>Download</p>
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<p>LES : Interview with a Fictional Character (Elementary)</p>  <p>Access</p>	<p>LES : Podcast a How To (Secondary)</p>  <p>Access</p>
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Coming soon ! A national project.

Culture à l'écoute! Des audioguides pour tout le Québec!

More information: www.baladoweb.qc.ca



Classroom Management

Here are a few tips for your classroom management if you wish to create podcasts with your students.

1- Always test the material before you use the computers. Plug in the headsets (or microphone and headphones) and check if you can record with your audio recording software. Use the procedures or ask a technician (if you have one in your school) if you need help.

You can also make an appointment with the [RÉCIT counselor](#) of your schoolboard to help you get your project started up.

2- Do you have experts in your classroom? Can you show how it works to a couple of your students?

3- Students don't have to do the same thing at the same time. Think about different ways to manage your classroom. Here are some examples of what you can do:

- We suggest, for this type of project, that students work in teams (two to four). They can each have a role in their team (research the topic, write the podcast, find the jingles, record the podcast, edit the podcast, etc.)
- You can have different stations in your classroom. It is easier to manage one or two teams working on a computer.

4- You don't have access very often to the computer lab?

- Students can research the topic at home. They don't need to have a computer with Internet access, they can do their research at the library.
- Students can record their podcast using various tools. Ask what they have access to at home: iPod, iPad, Mp3 recorder, cellphones, computer with audio recording software (check out the procedure to install Audacity), etc. They can record their audio file at home and bring it on a USB key or send it by email.
- If you don't have time to edit and add final touches, students can finish at home if they have access to a computer.

A word about copyrights



Anything that you find on the Web belongs to someone and therefore has some kind of copyright.

Find out whether it has a “Full Copyright” or a “Creative Commons” license. If there is nothing mentioned, it is Fully Copyrighted and you have absolutely no right to use it.

For Creative Commons copyright, check what permissions it gives you. Finally, you must always cite the source of the work you use.

The symbol © or the mention “All rights reserved” indicates that the author is keeping “full copyright” on his creation.

Work only becomes truly copyright-free material 50 years after an author’s death.

There is a procedure to follow in order to be allowed to use sound effects, music, images, etc. that are copyrighted. You send an e-mail to the “Copyright owner” explaining what you want to do with the work and how you plan to use it.

If you wish to publish a podcast containing music...

You can use royalty free music available on different Websites. However, carefully read the terms of use and broadcasting.

A Website with [free content](#)

www.baladoweb.qc.ca

Don’t forget to read the different licenses attached to the file!

Resources on Podcasting

Podcast Directories - Various Topics

National Geographic http://www.nationalgeographic.com/podcasts/	Science Update http://www.scienceupdate.com/podcast.php
Educational Podcast Network http://epnweb.org/	BBC World News for Kids http://www.bbc.co.uk/podcasts/series/wnc
Science Podcasts http://www.scientificamerican.com/podcast/	Chatting About Books http://www.readwritethink.org/
National Public Radio http://www.npr.org/rss/podcast/podcast_directory.php	The Science Show for Kids (need an iTunes account) http://itunes.apple.com/ca/podcast/why-the-science-show-for-kids/id203755907
Kids Podcasts http://kids.podcast.com/	CNN Student News http://www.studentnews.cnn.com/services/podcasting/
Grammar Girl http://grammar.quickanddirtytips.com/	Sixty-Second Science http://www.scientificamerican.com/podcast/
Just One More Book http://www.justonemorebook.com/	VOA http://www.voanews.com/english/podcasts/
ABC Podcasts and MP3s http://www.abc.net.au/rn/podcast/	NASA http://www.nasa.gov/multimedia/podcasting/
The Education Podcast Network http://epnweb.org/index.php	New York Times http://www.nytimes.com/ref/multimedia/podcasts.html

Podcast Directories - Learn English

http://www.eslpod.com/website/index_new.html	http://acupofenglish.libsyn.com/
http://www.eltpodcast.com/archive/bc	http://englishclip.com/ftp.englishclip.com/Radio_Fun!/Radio_Fun!.html
http://esl.culips.com/	http://www.english-listening-world.com/indexv.html

Resources on Podcasting

Definition of podcasting on Wikipedia: <http://en.wikipedia.org/wiki/Podcast>

PFEQ, English as a second language

Video about podcasting: <http://www.commoncraft.com/podcasting>

Podcasting Legal Guide For Canada : <http://www.creativecommons.ca/blog/wp-content/uploads/2007/06/podcastinglegalguideforcanada.html>

Podcasting News: <http://www.podcastingnews.com/>

Online Media Kit about Podcasting: <http://podcasting.about.com/>

Discovery Education - Digital Gadgets and Podcasting for the Classroom:
<http://school.discoveryeducation.com/schrockguide/gadgets.html>

Podcasting Guide : <http://poducateme.com/>

On air! An integrated media education project

Material

Podcast Recording Software

Apple's GarageBand: <http://www.apple.com/ilife/garageband>

Audacity (free, open source): <http://audacity.sourceforge.net>

Headsets and microphones

Headsets : <http://www.logitech.com/en-ca/webcam-communications/internet-headsets-phones/devices/3621>

Microphones: <http://www.bluemic.com/desktop/>.

For additional information:

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