CREATING A PODCAST

Introduction

During this COVID-19 pandemic it is imperative that we keep on finding innovative ways to keep our students engaged, as well as grow our teaching practices. Digital technologies allow us to stay in touch through a myriad of applications. Since practicing physical distancing during these trying times our students still need to hear from us, engage with us and stay motivated to keep up with their studies. One such way to keep student engaged and motivated is through Podcasting.

What is a Podcast?

To get a better understanding of what podcasting is heck out these links:

https://www.youtube.com/watch?v=4-Cv5Nu-Uss

https://www.youtube.com/watch?v=_awu2loGzL0

https://www.youtube.com/watch?v=oRvSj7UWuvU

What will I need to start Podcasting?

Equipment: Smart phone
              Laptop
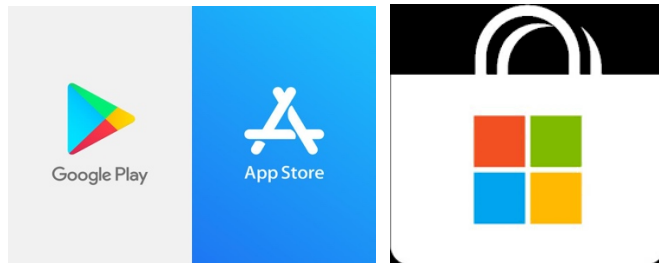   *Simple microphone set up
              *Studio set up
*Not necessary and very expensive.

Software:

- Email address

- Play store / App store/ Microsoft store

podcasting Apps (I will work with Anchor because it is simple)

https://www.makeuseof.com/tag/android-apps-record-podcasts/

Podcasting Using our smart phones.

How to install an app on your phone

Step 1: Go to your app store e.g. Google Play or App store or Microsoft etc.

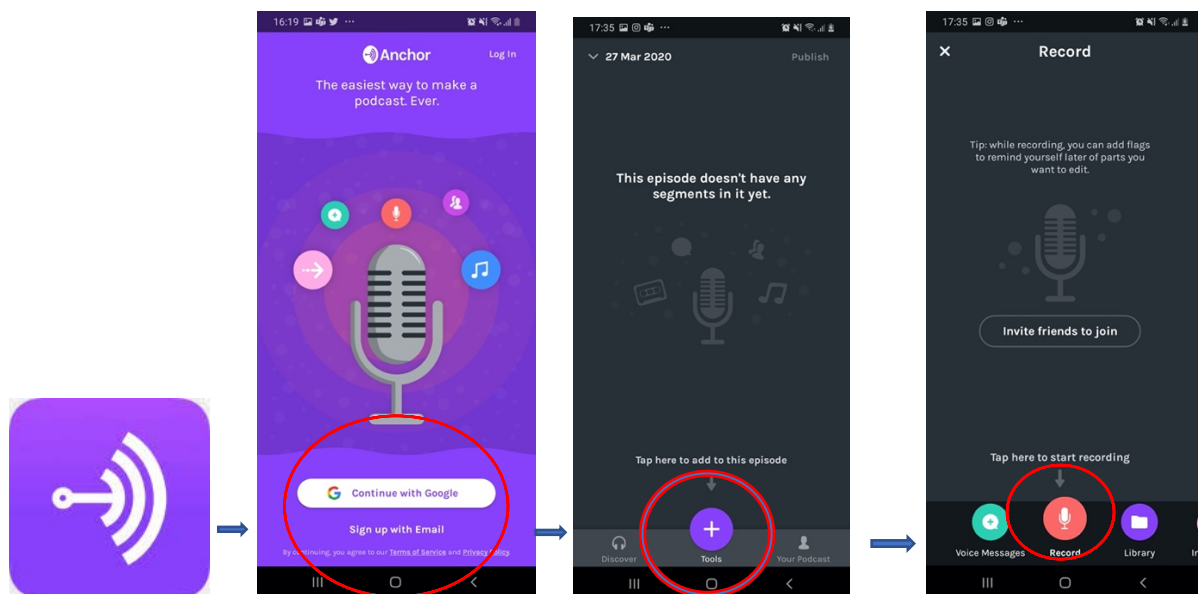Step 2: Search for an app (for this example I will use Anchor)

Step 3: Install the app

Step 4: Open the app

Most apps will offer a tour on how to use the tool. For the sake of simplicity, I will demonstrate with Anchor which is the most recommended and simplest podcasting app to use.

Getting started with Anchor

Step 1: Open the app

Step 2: Continue with your Google account or Sign up with email

Step 3: Click on the add tool button
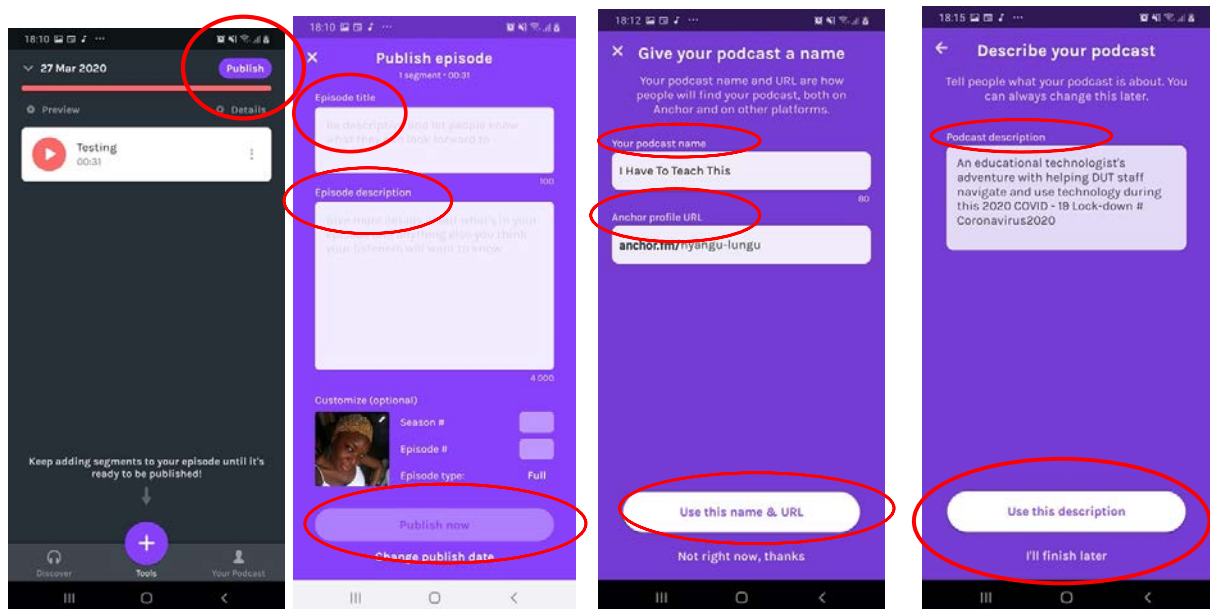(the little purple button with the plus sign)

Step 4: Click on the record button and start recording your lesson or conversation.
(the little red button with the mic icon on it)

Step 5: To stop recording tap the red button with the X on it.

Your recording with stop and bring up a little green button on your bottom right with a check sign to save your recording.

Your podcast does not immediately get published to your audience which is great if you just want practice and get familiar with the processor amassing a series of your content. A soon as you are comfortable and created a series out of your content. You then proceed to the following steps.

Publishing

Step 1. You can Publish tapping the "publish button" at the top right-hand side corner of the screen.

Step 2. Give your episode a title and an episode description and tap on the 'Publish now' button.
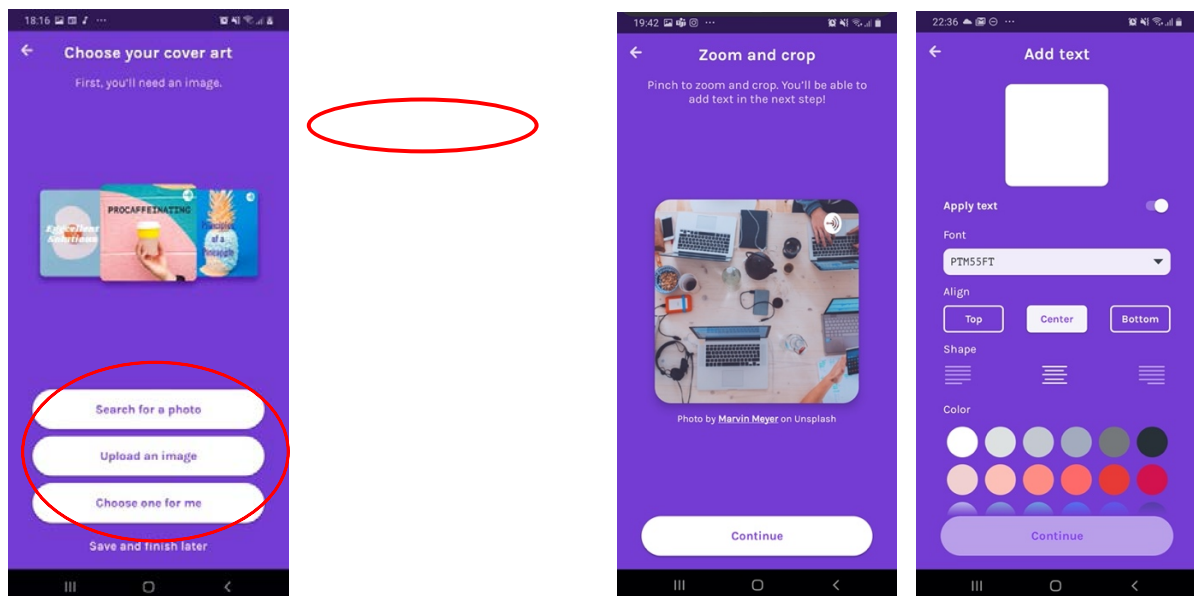
Step 3. Give your Podcast a name and tap on 'use this name & URL' button.

Step 4. Give an overall description of what your podcast is about then tap on the 'use this description' button.

From here onwards you can skip the next steps and come back to them later, by tapping on the writing underneath the white buttons at the very bottom of your screens. If you would

like to complete the whole process in one go, carry on to the next set of instructions. We are almost done!

Personalize your Podcast

Step 1. Choose your cover art by selecting one of the three options
- Search for a photo
- Upload an image
- Choose one for me
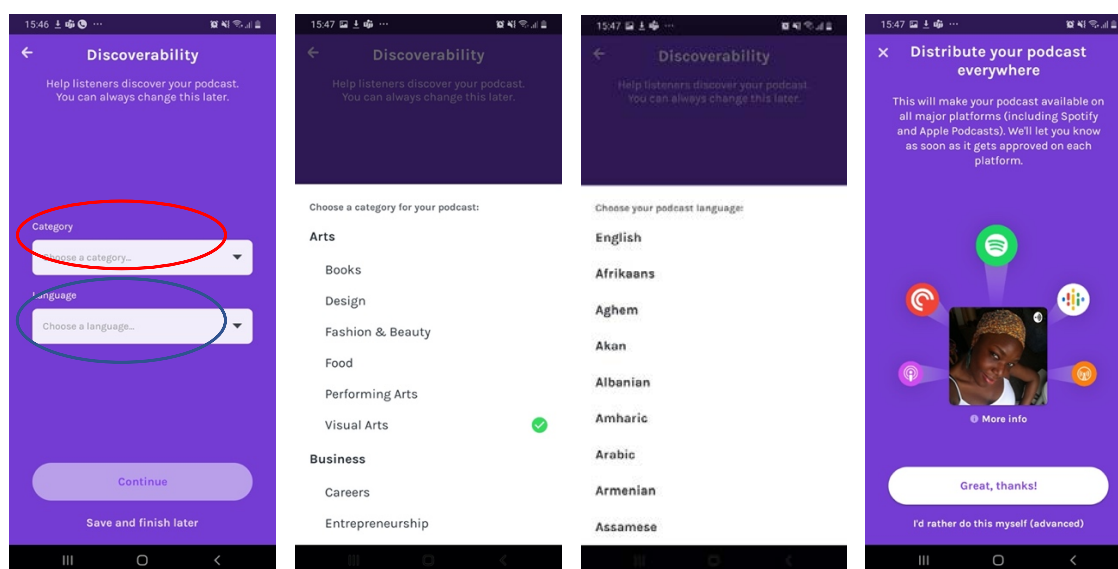
*I chose to search photo

Step 2. If you chose search photo you are provided with a data base of photos to pick from. You can also type in what type of photos you are looking for.

Step 3. When you have selected your photo, you can zoom and crop your image. When you are satisfied, tap the continue button.

Step 4. You can also Add text to your image. This is not really adding new text, it is really taking your already existing title of your podcast and here you can edit it by choosing font, changing the text color and positioning.

*For your font you can click on the little black arrow for a drop down menu to provide you with more fonts to chose from.
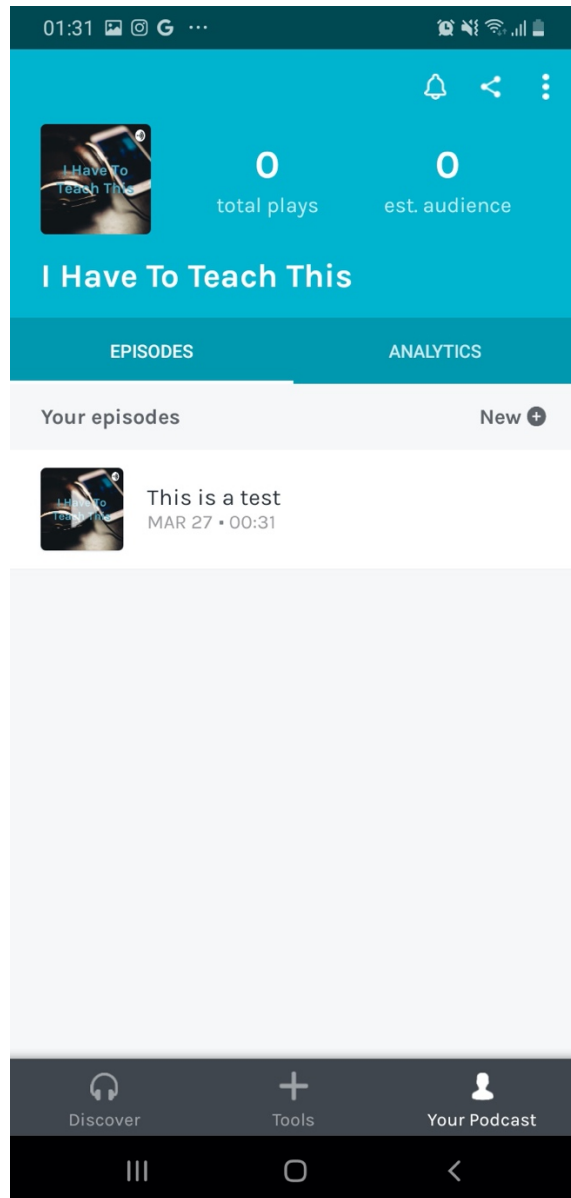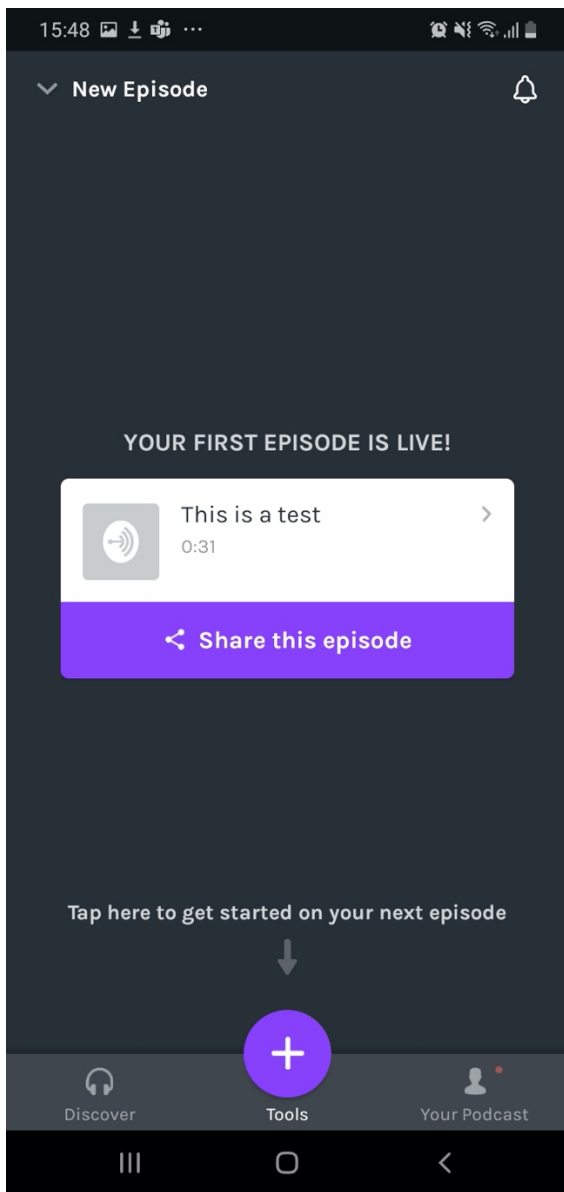
Discoverability

Step 1. Pick a category by clicking on the little back arrow to reveal a drop-down menu.

Step 2. Pick a language by clicking on the little black arrow to reveal a drop-down menu of different languages.

*If you do not see a category or a language you would like to use, please scroll down.

Step 3. You can choose to distribute your podcast instantly on major podcast hosting services by taping the '*great thanks'* or *'I'd rather do this myself'* buttons.

VOILA! Your Podcast is ready!

Step 1. You still have the option to share your podcast with other podcasting hosts. Otherwise your podcast is only on Anchor.

Step 2. To review your podcast, click on the little figure head at your bottom right of your screen and it brings up a screen with a list of all your episodes.

*To delete an episode, tap and hold down the episode you want to delete until a menu with the option to edit or delete appears, then delete. Your episode with be deleted but your series won't be deleted.