

By the end of this workshop you should:

- Have an instructionally sound rationale for using podcasts to support teaching and learning.
- Be able to identify and discuss features of effective podcasts.
- Have the basic skills for recording and editing podcasts.
- Understand the process for posting and subscribing to podcasts using software tools available at VCU.

### Key Questions

- What instructional problem are we attempting to solve with podcasting?
- Is all content equally as useful as an audio recording?
- Are there key features of an instructionally effective podcast?
- Do podcasts of instructional content improve student learning?

### Introduction

(Brainstorm / discussion)

- Instructional uses of podcasting (format options)
- Features of effective podcasts

### Creating a Podcast

- Recording using Audacity (demo)
- Basic sound clip editing
  - Selecting clip portions
  - Cutting clip portions
  - Volume changes
  - Intro / outro fades
- Export Audacity project as MP3 file
- Post MP3 file to your VCU iTunesU site (<http://itunes.vcu.edu/>)
- Subscribe to podcast in iTunes

## Tools and Resources

VCU iTunesU (<http://itunes.vcu.edu/>)

Audacity (<http://audacity.sourceforge.net/>)

iTunes (<http://www.apple.com/itunes/download/>)

VCU iTunesU Stats (<http://stats.itunes.vcu.edu/nodes/37>)

Internet Archive (open source audio)







([http://www.archive.org/details/opensource\\_audio](http://www.archive.org/details/opensource_audio) )

## Audacity Interface Tools

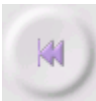


### Control Toolbar



### Editing Tools

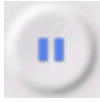
-  Selection tool - for selecting the range of audio you want to edit or listen to.
-  Envelope tool - for changing the volume over time.
-  Draw tool - for modifying individual samples.
-  Zoom tool - for zooming in and out.
-  Timeshift tool - for sliding tracks left or right.
-  Multi tool - lets you access all of these tools at once depending on the location of the mouse and the keys you are holding down.

### Audio Control Buttons

-  Skip to Start - moves the cursor to time 0. If you press Play at this point, your project will play from the beginning.
-  Play - starts playing audio at the cursor position. If some audio is selected, only the selection is played.
-  Loop - if you hold down the Shift key, the Play button changes to a Loop button, which lets you keep playing the selection over and over again.



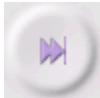
Record - starts recording audio at the project sample rate (the sample rate in the lower-left corner of the window). The new track will begin at the current cursor position, so click the "Skip to Start" button first if you want the track to begin at time 0.



Pause - temporarily stops playback or recording until you press pause again.

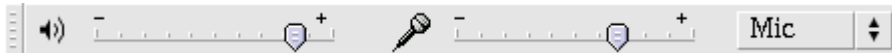


Stop - stops recording or playing. You must do this before applying [effects](#), saving or exporting.



Skip to End - moves the cursor to the end of the last track.

## Mixer Toolbar



The Mixer Toolbar has three controls, used to set the volume levels of your audio device and choose the input source. The leftmost slider controls the playback volume, the other slider controls the recording volume, and the control on the right lets you choose the input source (such as "Microphone", "Line In", "Audio CD", etc.). Use the [Record Level Meter](#) to set the correct level.

Changing these controls has no effect on the audio data in your project - in other words it doesn't matter what the output volume level is when you Export or Save a project - the end result is the same.

## Edit Toolbar



All of the buttons on this toolbar perform actions - and with a couple of exceptions, they're all just shortcuts of existing menu items to save you time.

Holding the mouse over a tool will show a "tooltip" in case you forget which one is which.



Cut



Copy



Paste



Trim away the audio outside the selection



Silence the selected audio



Undo



Redo (repeat last command).



Zoom In



Zoom Out



Fit selection in window - zooms until the selection just fits inside the window.



Fit project in window - zooms until all of the audio just fits inside the window.

Notes: