

Making and Delivering a Podcast

Recording hardware and software is available from the TLC

1. Record and edit your audio (Note: It is usually best to have a printed script to read from, and the script can then be used as your text transcript.)
2. Save in MP3 format (If you will be inputting into Dragon Naturally Speaking for transcription, you must save at 11.025-99.000 kHz, 16-bit, Mono)
3. Convert transcript from Word to PDF by selecting *Save As... PDF or XPS*.
4. Upload your MP3 and PDF files to your Website.
5. Create or update your XML file (A template XML file is available if you need one)
6. Upload your XML file to the Website.
7. Announce the new podcast episode.
8. You will have to include instructions on how to subscribe to the podcast.
Sample Instructions: After clicking subscribe, highlight and copy the url of the page, then paste it into your podcatcher (iTunes, Winamp, Juice, etc). To learn more about subscribing to podcasts read the information about listening to podcasts on the NPR Website:
http://www.npr.org/rss/podcast/podcast_directory.php?type=help

Registering with iTunes:

1. You can "register" your feed with iTunes and potentially get access to a larger audience than just your class. You also make it easier for your students to subscribe using iTunes.
2. Submitting your feed to Apple is free, but you do need to "register" with Apple, and get an Apple ID which requires a credit card number. The feed submission process walks you through how to do this.
3. Registering your feed with Apple is not an instantaneous process. Apple will send you an email (the main reason you needed to divulge this info to them when you registered) telling you when it was "approved" and listed.
4. Apple will also email you a "phobos.apple.com" URL. Which can act as a subscribe link on your web page, and direct students to your podcast in the iTunes Store.
5. If you loose this phobos URL, you can get it again by finding your feed in the iTunes Store (search for yourself). Click to get to your page in the iTunes store. Control-click on the photo (either the one you included or, if you didn't, the stock one iTunes provides) and then choose "Copy iTunes Store URL". Then, you can just paste that into another document to email, link to, or post wherever you want.