Podcast Resource for Teachers

This handout is designed to assist teachers in guiding students through the process of creating a podcast. It includes steps for podcast creation, equipment usage, and information on hosting platforms.

# Steps to Making a Podcast

1. Plan the Podcast: Define the topic, target audience, and format (interview, narrative, entertainment, etc.).

2. Script the Episode: Write a script or outline to keep the episode structured.

3. Record Audio: Use microphones and audio recording software to capture the content.

4. Edit the Recording: Use editing software to remove mistakes and enhance audio quality.

5. Add Music and Effects: Incorporate music and sound effects to enhance storytelling.

6. Export the File: Save the edited podcast in a standard format (e.g., MP3).

7. Upload to Hosting Platform: Share the final podcast via a hosting site.

# Podcast Equipment and Usage

* Microphones: USB or XLR microphones for high-quality sound.

*Built-in microphones on a Chromebook, smartphone, or iPad can also be used.*

* Headphones: Closed-back headphones to monitor audio during recording.
* Audio Interface: Converts microphone signals for the computer (needed for XLR mics).

*This will not be needed for most USB mics or audio recorded using a built-in mic.*

* Pop Filters: Placed in front of microphones to reduce popping sounds.
* Recording Software: Tools like Adobe Audition, Audacity, GarageBand, WeVideo, etc. for audio recording and editing.
* Quiet Space: Record in a quiet room or use foam panels to reduce echo and background noise.

# Podcast Hosting Platforms

To publish and share your podcast, use one of the following hosting platforms:

* Your school’s website
* YouTube (your school’s account)
* WeVideo
* Spotify for Creators
* Podbean
* SoundTrap
* SoundCloud
* Soundation for Education

# Tips for Success

## **Planning & Recording**

* **Start with a script or outline.**
This helps students stay organized and reduce rambling or dead air.
* **Record in a quiet space.**
Even basic mics sound better in rooms with soft surfaces (like carpet or curtains).
* **Use headphones when editing.**
Helps catch background noise, pacing issues, and low-quality segments.
* **Keep episodes short (5–10 min).**
Especially for younger students or first-time podcasters.
* **Maintain consistent audio levels.**Audio levels (Decibels, aka dB) often must be raised or lowered throughout the episode to maintain a consistent level.
* **Royalty-free music and sound effects.**Explore copyright-free music and sound libraries to make podcasts more engaging.

## **Editing & Technical Skills**

* **Let students edit in pairs.**
One can focus on audio, the other on pacing or music—great for collaboration.
* **Use simple editing tools first.**
Start with user-friendly platforms like **Soundtrap**, **WeVideo**, or **GarageBand**.
* **Export in MP3 format.**
It’s widely compatible and easy to upload.

## **Instructional Strategies**

* **Model a sample podcast first.**
Let students hear what a polished product sounds like—and what to aim for.
* **Use podcasts across subjects.**
Have students explain a science concept, reflect on history, or tell a fictional story.
* **Create a rubric with students.**
Let them help define what makes a podcast “great”—increases engagement and ownership.

##  **Safety & Sharing**

* **Review school media/privacy policies.**
Especially if students’ voices or names will be shared publicly.
* **Keep early projects private.**
Use password-protected sites or share only within the class/school network.
* **Celebrate with a listening day.**
Play student podcasts for peers, parents, or during open house events!