

## 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!