Create a Podcast

A podcast is a web-based broadcast of audio &/or video content. You can create your own podcast to upload to your Blackboard 9.1 course. Below is a list of hardware and software required to create the podcast. Note that an ipod is not necessary for this process.

Hardware Needed:

• Microphone
• Headphones
• Fairly recent computer, PC or Mac

Software Needed:

• Audacity—a free digital recording and editing software program for PC or Mac computers
• LAME MP3 encoder—a separate plug-in to create mp3 files.

Download the Software:

• You can download Audacity for free at http://audacity.sourceforge.net/download/

Creating the Podcast:

To Record the Sound Track:
1. Plug your microphone or headset into your computer.
2. Position yourself to speak clearly into the microphone before you begin to record.
3. Open the Audacity software (or whatever recording/editing software you choose to use).
4. Click the Record button to start your recording:

5. Click the Stop button when you have finished recording.
6. If you need help, refer to the Audacity manual, which should be included in the software download, or Audacity's web documentation at: http://audacity.sourceforge.net/help/documentation.

Recording Tips:
• Record in a quiet environment. A room with drapes and soft furniture is better than an empty room because the soft materials will reduce echoes.
• Enunciate clearly because your listener will have no visual cues to aid in understanding.
• After every mistake, pause 5 to 7 seconds. This will create a distinct sound signature on the Audacity editing screen so that you can easily find and delete the mistake and the subsequent pause.
To Edit the Sound File:
1. Click the selection tool, which looks like an “I”, and select the area to be deleted.
2. From the “Edit” menu, choose Remove Audio, then Delete.
3. Next, select the area where you wish to increase the volume.
4. From the “Effect” menu, choose Amplify.
5. Specify the number of decibels you wish to raise the track, then check the box for Allow Clipping and click OK.

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You may choose to close your project and edit it at a later time. If you are finished editing your file, go directly to the “Export an MP3 File” documentation.

To Save the Sound File:
1. Open the “File” menu.
2. Select Save Project As, then choose the location in which you wish to save the file.
3. Click the Save button to save the file.

When you have finished editing your file, be sure to export your project as an mp3 file for later upload to Blackboard.
To Export an MP3 File:
1. Open the audio file.
2. Open the “File” menu.
3. Select **Export**, then choose the location in which you wish to save the file.
4. Change the “Format” to **MP3 Files**.
5. Click the **Save** button to save the file in mp3 format.

**NOTE:** To upload the Podcast to Blackboard, see documentation titled “Publish a Podcast.”

**Additional Resources:**

**Support:**
If you have problems or questions about uploading the Podcast to Blackboard:
- See the How-To documentation “How do I Publish a Podcast?” at the Bb Support website: [http://www.ohio.edu/oit/bbsupport/howto/faculty/index.cfm](http://www.ohio.edu/oit/bbsupport/howto/faculty/index.cfm).
- Call the OIT Help Desk at (740)593-1222 or email Bb Support directly at bbsupport@ohio.edu.