

Making Podcasts Work for You!

**A booklet compiled at Learning Web 2006
Westside Middle School - Westside Community Schools**

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Podcast Terms and Definitions

AAC: (Advanced Audio Coding) an audio file that has been compressed (made a smaller file size). Often referred to as an MP4 AAC file. This is the file format used by Apple for Enhanced Podcasting and will have an extension of .m4a.

AIFF: (Audio Interchange File Format) an audio file format, especially used on Mac computers. It is not as compressed (small) as AAC files.

Album Art: is usually a jpg image that is added to the podcast and displays when the podcast is played in iTunes. For podcasts that are not enhanced, this is the only visual image displayed.

Audio: voice/sound/music that is recorded with microphones and played back through speakers. Digital Audio is audio that is represented as numeric values the computer can understand.

Background Music: music recorded along with the podcast to play in the background. Ducking will force the music to reduce volume whenever a person begins speaking. Loops in GarageBand make excellent background music.

Broadcast: to transmit audio or video signals, usually for a radio or television show. Also used as a noun to describe a radio or television show.

Buttons: term for bumper music used by noncommercial radio stations.

Bumper Music: very short (3-5 seconds) bits of music played as transitions between segments or parts of a podcast. In commercial radio broadcasts, bumpers were often used as transitions into advertisements. Bumpers are also known as Buttons or Sweepers.

Chapter Artwork: similar to album art, chapter artwork marks the chapters of an enhanced podcast and will appear in iTunes as different segments or chapters of the podcast are played.

Chapters: enhanced podcasts allow the creation of chapters to mark breaks in the podcast topic. Chapter markers can be inserted to indicate where the content of the podcast changes. Along with chapter markers, you can also insert chapter titles and chapter artwork.



Ducking: will reduce the volume of background music or sound effects so voices can be better heard. This feature is available in GarageBand 3.

Enhanced Podcast: a podcast that contains chapters, URL's or other content beyond that of a standard MP3 podcast. Enhanced podcasts are AAC (m4a) files.

Foley: sound effects added to podcasts. Named after Jack Foley who became famous for creating sound effects for movies.

Host: the main or regular commentator/speaker on the podcast.

iTunes: an aggregator or "podcatcher" that can retrieve and play podcasts.

Jingles: in GarageBand 3, jingles are complete background music sound tracks, usually available in 3 different lengths.

Loops: a collection of professionally recorded music clips included in GarageBand.

MP3: (MPEG-1 Audio Layer 3) is a type of audio file that has been compressed. Podcasts that are not enhanced are often MP3 files.

Podcast: a name coined in 2004 that combines iPod and broadcast. A podcast is a broadcast of MP3 or AAC files transmitted over the Internet. Podcasts are syndicated, which means listeners can subscribe to the podcast and receive future episodes through automatic download into iTunes or another "podcatcher."

Sound Effects: GarageBand 3 contains a variety of sounds that can be included in podcasts such as a cow moo or a traffic helicopter.

Stingers: in GarageBand 3, stingers are short sound clips used for emphasis.

Sweepers: short (3-5 seconds) bits of music played as transitions between segments or parts of a podcast. Sweepers are similar to bumpers or buttons.

Teaser: a 'sound bite' used by the podcast host at the beginning of the podcast to generate interest in the topic of the podcast or in segments yet to be heard.

Walla: name for crowd sound effects.



Westside Community Schools

District Guidelines for Podcasting

Do not podcast confidential material about students, staff or the district.

Consider privacy issues. Identify each person in your podcast at the beginning of the podcast and never record/broadcast someone without their permission and understanding.

Be aware of your tone of voice. Pay attention to not only what you say, but also how you say it. Your tone of voice can change the meaning of the words you say.

Follow the podcast quality guidelines to create the highest quality podcast possible based on the resources you have. Listen to other podcasts to improve yours.

Review your content to keep it of the highest quality as well. Remember that you are representing the students/staff/school/district to the public in your podcast.

If you are invited to participate in a non-Westside podcast, treat that opportunity in the same manner as any interview request from a reporter. Contact Peggy Rupprecht, Director of Communications, prior to the podcast.

Before you podcast, consider if podcasting is the best method to disseminate the content to your audience.

Remember that the MP3 or AAC files of your podcast can be saved and distributed. They have the potential to last a long time. Don't podcast something that may come back to haunt you or embarrass your students/staff/school.





How Does Podcasting Fit in My Curricular Area?



Podcasting can provide opportunities for students to engage in learning that meets standards in all curriculum areas. The following is a partial list of Program Outcomes and Indicators for individual content areas for Westside Community Schools. Podcasting is not limited to these areas, they are merely a place to start.

English

- Speaks effectively for a variety of purposes and audiences.
- Writes clearly and correctly for a variety of purposes and audiences.

Math

- Uses mathematical processes.
 - Communicates effectively using the language of mathematics.

Science

- Communicates results and conclusions of an investigation.
 - Provides oral or written explanation of the investigation that justifies the results to others.

Social Studies and History

- Communicates findings related to one or more hypotheses.

Art

- Interpret and critique artwork.
 - Communicate personal ideas, attitudes, and feelings through visual art forms.

Business

- Applies effective communication and human relations skills in business and social settings.
 - Uses appropriate written communications.
 - Communicates orally in an effective manner.



Foreign Language

- Communicates effectively in the target language.
 - Speaks clearly and communicates ideas.
 - Writes to convey information and ideas.

Health & Physical Education

- Practices and advocates health enhancing behaviors.
- Comprehends concepts related to health promotion and disease prevention.

Music

- Assesses personal performance and the performance of others using the vocabulary of the discipline.
 - Listens discriminately.
- Experiences and gains an appreciation for music of various cultures and historical periods.
 - Identifies and/or performs examples of music from various historical periods and cultures.



Student Rules and Responsibilities



1. No confidential information should be included in your Podcast. Last names, phone numbers, addresses, birthdates, or social security numbers should not be given in a Podcast.
2. Do not talk about other people without their permission.
3. Treat everyone with respect.
4. All information and language in your Podcast must be school appropriate.
5. Never overtly or covertly attack or disrespect someone in your Podcast.
6. Podcast must be content driven. (It should be directly related to the topics and information being discussed in class.)
7. You will be accountable for the information that you produce and publish.
8. Make sure your Podcast information is factual.
9. Have fun and spend your time working on task.
10. List all sources and follow copyright laws.

I have read and understand the "Student Rules and Responsibility" and agree to abide by them.

Student Signature



Ideas for Podcasting

A podcast's content can be anything conveyed by an audio or video file. Instructors can easily create a podcast of daily assignments and lectures from class, and publish it for all of their students. Students can likewise create and publish content and deliver it to their teachers or to other students.

A recorded lecture	Test reviews
A foreign language lesson	Play by play of an event in history
A demonstration of biology principles	Readings of poetry
Book review	Novel reviews
Radio show	Weather reports
Exercise workouts	Healthy nutrition guides
Mythology	Learning Spanish
Talk show host	Humor of the day
Science Fridays	Manners
Bullying	Friendships
Class plays	Clubs and organization
Announcements	Field trips (zoo, Omaha World Herald)
Our class story	Teacher news
Current events	Question of the day
Absent student (send them to the podcast for lectures!)	

How do children benefit from making a podcast?

- It gives them a potential audience of thousands for their work.
- It's great for developing literacy skills (writing scripts, setting up interviews etc), allows children to develop and practice their speaking and listening skills, and they also learn some amazing ICT skills.
- Podcasts can be interactive, and the audience can be invited to send their comments, giving valuable feedback to the children about their work.
- I've found that making a podcast is also great for developing teamwork skills. The children always work together really well, as they're always keen to make a great show.



Recording Tips



Smile when recording

Talk as if you are talking to a friend

Don't take yourself too seriously

Be organized don't ramble

Prepare, practice and practice more

Record in short segments

Avoid background noise

Avoid dropping off volume at the end of words

Avoid "popping" in the microphone

Don't eat the microphone

Avoid talking too fast

Breathe and cough away from the microphone

Annunciate

Use light background music

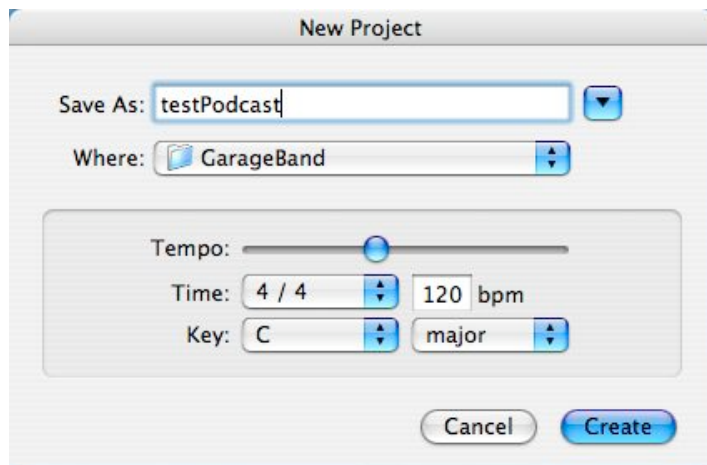


Recording a Podcast using GarageBand 2 and iTunes

1. GarageBand is a processor/memory intensive application. Close all other applications before using GarageBand.
2. Open GarageBand and on the welcome screen click Create New Song. If GarageBand automatically opens a previous project, click the red close button and wait a moment for the opening screen to appear or go to File>New.

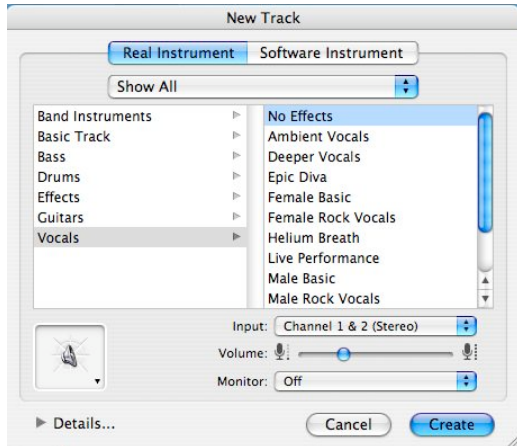


3. A New Project box will appear. Type a name for your podcast episode in the Save As box, choose (and remember) a location to save it to in the Where drop down. Leave the other settings (Time, Tempo, etc.) at their defaults. Click the Create button.



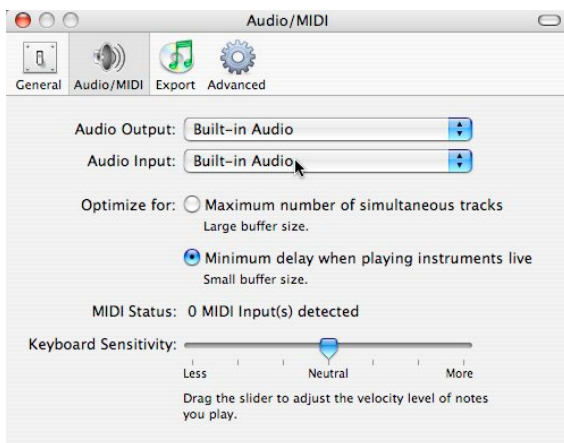
4. In the GarageBand window that appears, there will be a Grand Piano track. You may delete it by going to Track>Delete Track in the menu bar. You may also click on the red close button of the miniature piano that is on your screen.
5. Next, add a new track by going to Track>New Track in the menu bar. From the options select Real Instrument vocals and No Effects. Click on the Create button.





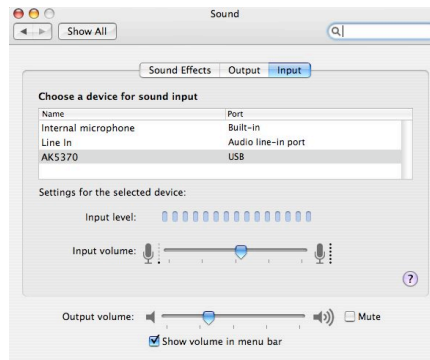
Feel free to experiment with other Vocals options such as Helium Breath.

6. In the menu bar under *GarageBand* go to *Preferences>Audio/MIDI* and select *Built-in Audio* for both the Audio Output and Audio Input if you are going to use the built-in microphone in your laptop.

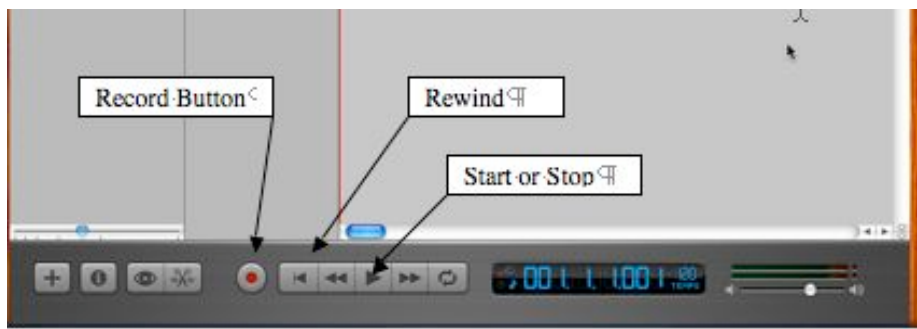


If you are using an external microphone, you will need to go into the System Preferences of your laptop (Apple>System Preferences) and click on the Sound icon under Hardware. A Sound screen will appear. Click on the Input button. Select the device you want to use. The screen shot on the next page shows that the USB microphone AK5370 has been selected. Speak into the microphone and test the sound levels. Adjust the volume if you are not seeing the ovals in the Input Level "march" about halfway across the display.

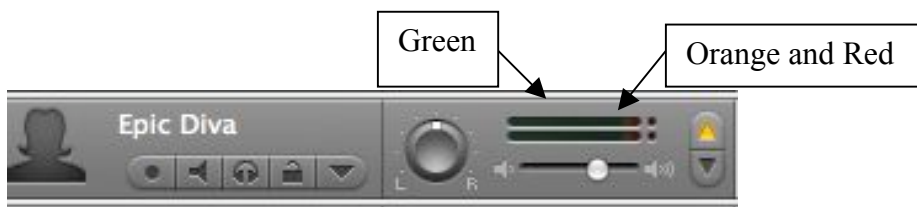




7. You are now ready to do a test recording. In GarageBand click the Record button to begin, and speak clearly into the microphone. Click the Stop button to stop recording. Click the Rewind button or Z to go back to the beginning. Click Start/Stop or the Spacebar to listen to your recording.

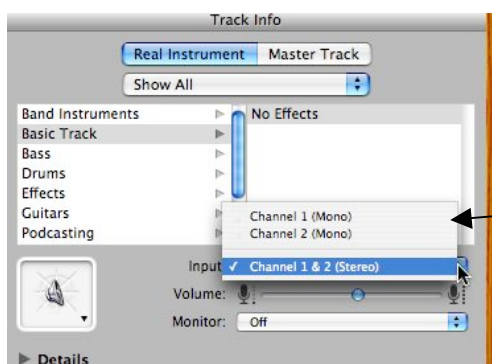


It is a good idea to test the sound levels here also. If your sound levels are too loud or "hot" you will see orange and/or red indicators. Stay in the "green" to avoid distortions.

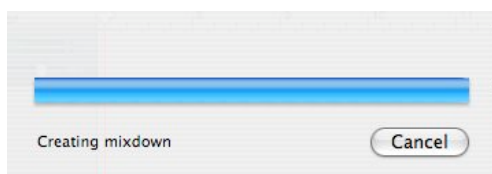


You can also change to Mono if your microphone is not recording in stereo (only one green sound level appears to work). Go to Track info and select one of the Mono channels. The screen shot on the next page show this.





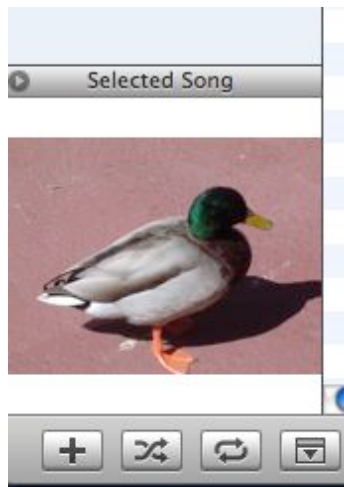
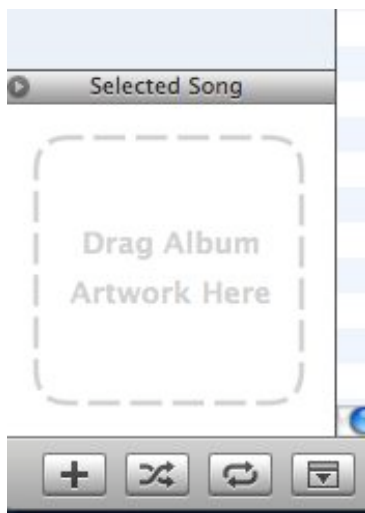
8. Once you are satisfied with the sound you may begin recording your podcast. To add additional sounds, (such as background music or 'sweepers' between sections of your podcast) add new tracks and drag GarageBand loops or other sound effects in place. When you are happy with your recording go to File>Save.
9. Export to iTunes: On the menu bar go to File>Export to iTunes. GarageBand will create a "mixdown" of your podcast and put it in the iTunes Library as an AIFF file. You will need to convert this AIFF file into an AAC file.



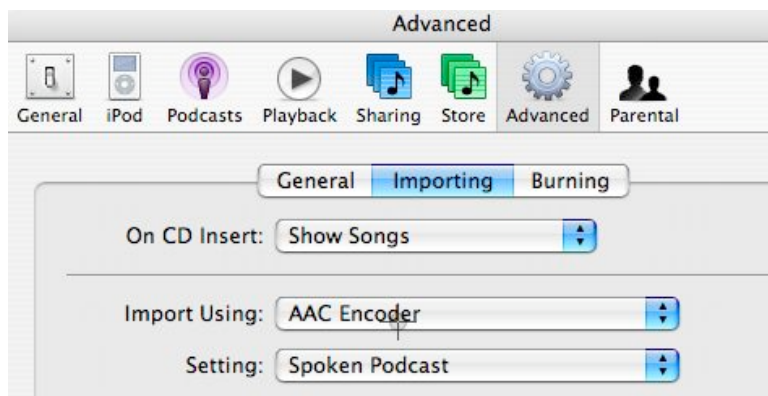
10. Adding artwork: Once your podcast is in iTunes you can highlight it and click on the Album Artwork square in the lower left corner of the iTunes screen. You may drag an image into this space if you wish. This image could be your school logo or a design you create: image, text or both (see picture on next page). Consider an image that will immediately identify your podcast. You will probably use it for every podcast.

Be aware of copyright restrictions. Do not use clip art that does not specifically grant you Internet usage rights. You may create your own album art in Word or AppleWorks Painting. Keep size to 300x300 pixels and save as .jpg or .png file.





11. After adding album art, you are ready to convert your podcast to an AAC file. You will need to change the large AIFF file into a smaller AAC file for Podcasting. To do this, on the iTunes menu bar go to iTunes>Preferences and click on Advanced. In the Advanced screen click on Importing and under Import Using select AAC Encoder. Under Setting select Spoken Podcast.

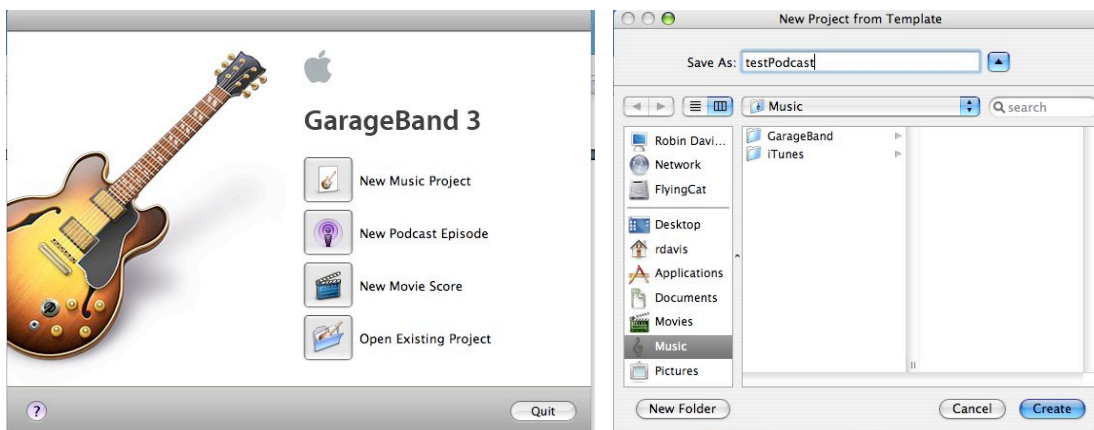


12. Now that your settings are in place, select the podcast in your iTunes Library then in the menu bar go to Advanced>Convert Selection to AAC. iTunes will convert your podcast to an AAC file and add it to your iTunes Library. You will see two apparently identical podcasts. One is an AIFF file and one is an AAC. Use File>Get Info to find the AAC file. You can now drag the AAC file out of your iTunes library and on to your desktop.
13. After dragging the AAC file on to your desktop it will have an m4a extension. Your podcast is now ready for posting on your building's podcast server. Contact your building's Podcast Team. The Podcast Team will post your podcast file.



Recording a Podcast using GarageBand 3 (Regular or Enhanced)

1. GarageBand is a processor/memory intensive application. Close all other applications before using GarageBand.
2. Open GarageBand and click New Podcast Episode button. If GarageBand automatically opens a previous project, click the red close button to display the opening screen where the New Podcast Button is visible or go to File > New> New Podcast Episode.



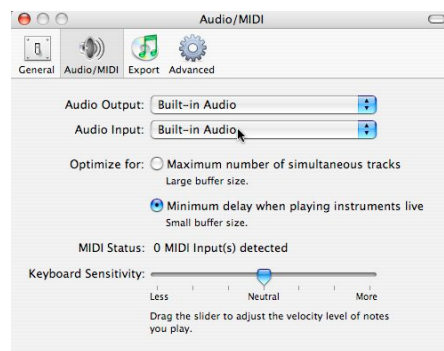
3. Type a name for your podcast episode and select a location (and remember that location!) to save the podcast file. Click the Create button.
4. In the GarageBand window that appears, you will see a Podcast Track, two vocal tracks, a Jingles track, and a Radio Sounds track. Before you begin recording, you will need to set some preferences.



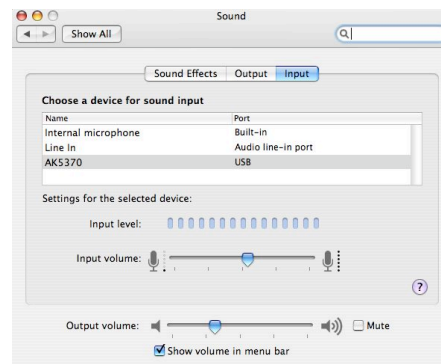
These are the default tracks that GarageBand 3 will create for you. You may decide not to use some of them, or to create new tracks.



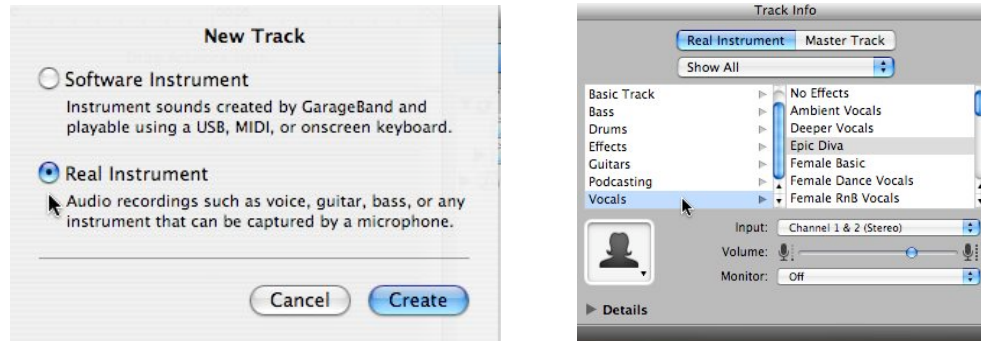
5. In the menu bar under *GarageBand* go to *Preferences* in the drop down menu.
 - a. Select *Advanced* and set the *Maximum Number of Tracks* to 8 for both *Real Instrument Tracks* and *Software Instrument Tracks*. Set *Voices per Instrument* to 10 sampled, 5 other.
 - b. Select *Export* and under *Audio Podcast Settings* select *Spoken Podcast* for smaller files or *Musical Podcast* if you plan to incorporate several loops such as jingles or sound effects. The *Publish Podcast* box should also be checked to keep artwork at 300x300 for best display purposes.
 - c. Select *Audio/MIDI* and select "Built-in Audio" for both the *Audio Output* and *Audio Input* if you are going to use the built-in microphone in your laptop.



6. If you are using an external microphone, you will need to go into the *System Preferences* of your laptop (*Apple>System Preferences*) and click on the *Sound* icon under *Hardware*. A *Sound* screen will appear. Select the device you want to use. Test the input levels and adjust the volume if you are not seeing the ovals in the *Input Level* march about halfway across the display.



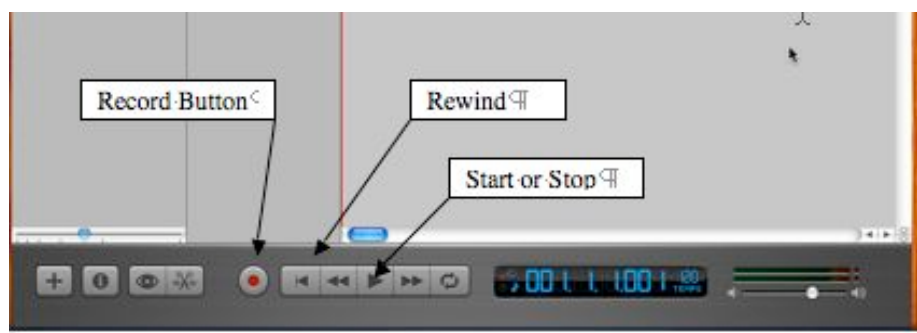
7. You may either select one of the vocal tracks (male/female) to record yourself speaking, or add a new basic track by going to **Track>New Basic Track** in the menu bar. You can also go to **Track>New Track, Select Real Instrument**, and click on **Create**.



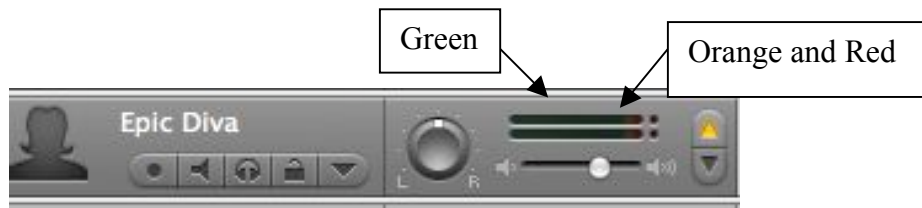
This will also give you a Basic Track with No Effects. However, you will be able to see additional choices in the Track Info box in the lower right hand side. Scroll down and click on Vocals. In the left hand column click on Epic Diva, for instance. You will see the No Effects track change to Epic Diva.



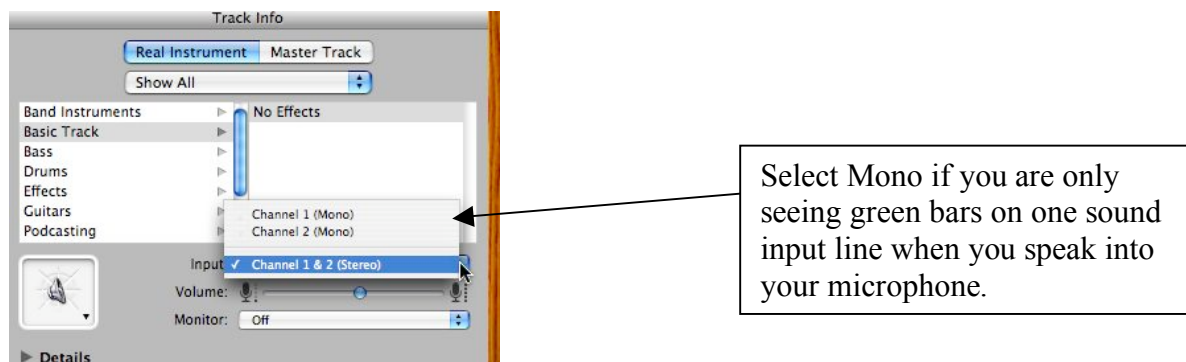
8. You are now ready to do a test recording. Select a track (either the female or male voice default track or a track you have added) and click the **Record** button. Speak clearly into the microphone. Click the record button again to stop recording. Click the **Rewind** button or **Z** to go back to the beginning of the recording. Click the **Start/Stop** button or the spacebar to listen to your recording.



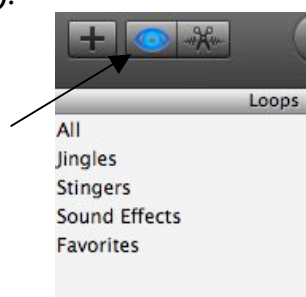
It is a good idea to test the sound levels here also. If your sound levels are too loud or "hot" you will see orange and/or red indicators. Stay in the "green" to avoid distortions.



You can also change to Mono if your microphone is not recording in stereo (only one green sound level appears to work). Go to Track info and select one of the Mono channels.



9. Once you are satisfied with the sound you may begin recording your podcast. If you do not plan to use one of the default tracks, such as the Male Voice, you may delete it by going to Track>Delete Track.
10. To add additional sounds (background music, sweepers, sound effects), you can click on the loop browser to include regular GarageBand loops or select something from the Podcast Sounds portion of the loops browser. You may drag these to the Jingles track or add new tracks. You may also use the Radio Sounds track with the musical typing keyboard (in the menu bar go to Window>Musical Typing).

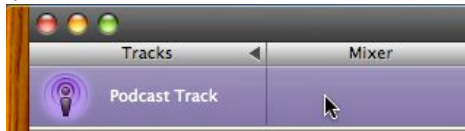


11. If you are using the additional tracks for jingles, sound effects, etc, you will need to enable "Ducking" so these additional sounds don't drown out your spoken words. In the menu bar go to *Controls>Ducking* and make sure there is a check mark in front of the word Ducking. This will allow you to designate primary and secondary tracks by clicking on the up or down arrow. You may also adjust track volume controls or make changes in the Ducking Amount in the Master Track (Track> Show Master Track) if you are not satisfied with the way your podcast sounds.



Enhanced Podcast:

You will use the Podcast track, Podcast Track Editor, and the Media Browser (Control > Show Media Browser) to create an enhanced podcast.



Episode Artwork or Album art:

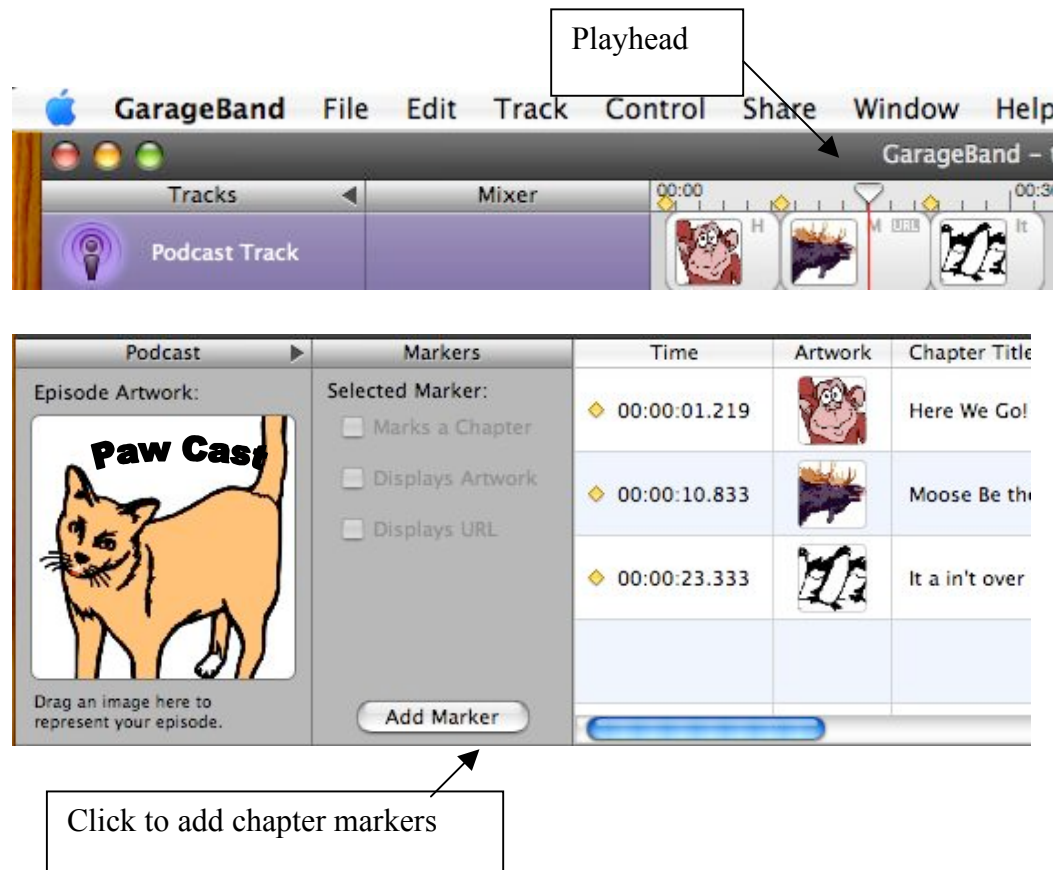
This could be your school logo or a design you create: image, text or both. Consider an image that will immediately identify your podcast. You will probably use it for every podcast

1. Be aware of copyright restrictions - don't use clip art that does not specifically grant you Internet usage rights.
2. You may create your own album art in Word or AppleWorks Painting.
3. Keep size to 300x300 pixels and save as jpg or png file.
4. Although you can add album art without the use of the Podcast track, if you are creating an enhanced podcast, you might as well use the Podcast track for album artwork also. Click on the Podcast track. Drag an image from the Media Browser into the Episode Artwork space in GarageBand. (It will automatically appear in iTunes when you are finished).



Adding Chapters:

You can add chapter markers that will help your listeners skip to specific sections of your podcast. Move the playhead to the point in the podcast where you want to add a chapter marker. Click on the Add Marker button.



Chapter Artwork:

You can also drag images from the Media Browser onto the Artwork column. You will see the images appear in the Podcast track above.

Chapter Titles, URL Titles, and URL's:

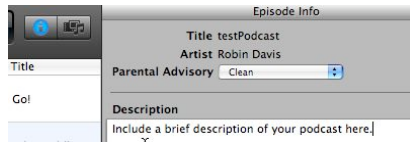
You can also give each chapter a title, and add relevant URL's (and URL titles). Just click in the appropriate column and type in your information. Any URLs you include will appear as clickable links on the podcast artwork. You must use the entire URL address (i.e.: include the http:// portion).

Episode Info:

This is also accessible by clicking on the Podcast track. Go to Track>Show Track Info or click on the "i" symbol. You will be able to set a Title, Artist, Parental Advisory

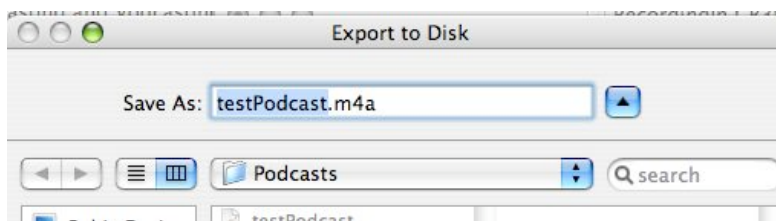


(Clean, of course) and a Description. This is important information that you should always provide to your listeners.

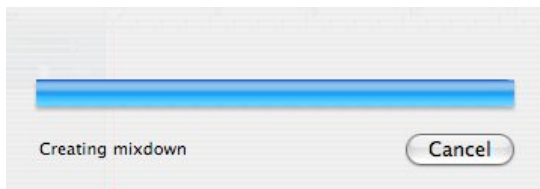


Exporting your podcast:

Go to File>Save when you are finished with your podcast then go to Share>Export Podcast to Disk. GarageBand will put it on your desktop (or whatever location you select) as an .m4a file.



It may take several seconds for GarageBand to create the "mix down" of your podcast.



If you want to test your podcast, click on the m4a file and iTunes will open and play it for you.

Your podcast is now ready for posting on your building's podcast server. Contact your building's Podcast Team. The Podcast Team will post your podcast file.



6 Traits Writing and Podcasting 101

What are the 6 traits of writing? A metaphor

- **Ideas and Content** – if you think of writing as a closet full of clothes the ideas and content are your outfits – what goes into your writing, what the writing is all about! Ideas must be presented clearly and developed fully.
- **Organization** – how your closet is arranged – some of you have shirts on one side, pants on the other, or maybe you organize by color – but usually there is some sort of organizational pattern – just like your writing. There should be a logical flow to the writing – chronologically or an intro with main points and conclusion.
- **Voice** – those t-shirts that you have with attitude – you know the ones that say “Princess”, “Drama Queen”, “Stud” – you get my drift – the more personality you show and put into your writing the more interesting it will be! The voice in a paper makes it uniquely yours – a paper doesn’t need to sound robotic or monotonous – add your own flair!
- **Sentence Fluency** – in your closet sometimes you have short shorts, long Bermuda shorts, capris, and jeans – you have different lengths of pants and so should your sentences! Mix in some long compound sentences with short choppy sentences, always read your paper out loud so you can **hear** what it sounds like!
- **Word Choice** – that fabulous pair of shoes that goes with that outfit – they add just that little extra touch – word choice needs to be descriptive and your words need to show what is going on not tell what is going on! If the dog didn’t just run towards the girl – tell us what it really did – the dog sprinted towards the little girl with a pink and green dress – show don’t tell!
- **Conventions** – boxers or briefs – the undergarments that keep everything in place but don’t show! You need correct spelling, usage and grammar within your writing – without good conventions the reader will have a hard time with your paper!

Why should we focus on the 6-traits in any podcast that we create? If writing is a building NCA goal then we all need a basic framework to follow! Not sure how to assess 6-trait writing – visit www.nde.state.ne.us/stars/writing/scoringguide8.pdf.



Sample Rubric for Evaluating Podcasts

This rubric should only be used for the final podcast project. Use the 6-Traits rubric for evaluating the script.

Student Name: _____

CATEGORY	4	3	2	1
Point Of View	Strong awareness of audience in design. Students can clearly explain why they felt the vocabulary and audio chosen fit the target audience.	Some awareness of audience in design. Students can partially explain why they felt the vocabulary and audio chosen fit the target audience.	Some awareness of audience in design. Students find it difficult to explain why they felt the vocabulary and audio chosen fit the target audience.	Limited awareness of needs and interests of target audience.
Requirements	All requirements are met and exceeded.	All requirements are met.	One requirement was not completely met.	More than one requirement was not completely met.
Oral Presentation	Interesting, well-rehearsed with smooth delivery that holds audience attention.	Relatively interesting, rehearsed with a fairly smooth delivery that usually holds audience attention.	Delivery not smooth, but able to hold audience attention most of the time.	Delivery not smooth and audience attention lost.



Teacher Guide For Class Podcast

Basic Outline for Class Podcast:

1. Intro Song (max 15 seconds)
2. Welcome from Hosts
 - a. Use student first names only.
 - b. Have students describe what will be discussed in this episode.
3. Transition Music (max 5 seconds)
4. Segment 1
5. Transition Music (max 5 seconds)
6. Segment 2
7. Transition Music (max 5 seconds)

Additional Segments follow similar pattern as above.
8. Closing Comments
9. Ending Music (max 15 seconds)

Keys to success:

- Have students brainstorm for their show before they begin writing:
 - Have students identify Audience for the podshow.
 - Make sure the show is relevant to class curriculum and matches an essential learning or indicator.
 - Have fun and be creative.
- Have students write their script first.
- Have students practice...practice...practice before recording their segment.
- Have students work on any music and sound effects, after recording of segments are completed.
- Use only copyright free music. Garageband has lots of great loops and sounds to use. For some of your students, have them use these sites to find additional copyright free music.

Segment Ideas:

- | | |
|-----------------------------|---------------------|
| • Late Night Monologue | • Holiday Spotlight |
| • Word of the Day | • Website Spotlight |
| • What's Happening in Class | • Riddle |
| • Did you know? | • Jokes |



Class Podcast Template

Intro:

Intro song (max 15 seconds): _____

(Use copyright free material; pre-recorded loops from GarageBand or sounds from teacher-approved web sites.)

Welcome from hosts:

Reminder:

- Use only first names (no last names).
- Introduce show and give brief summary of what will be discussed in show.

[illegible]

Transition Music (max 5 seconds): _____
(Use copyright free material or pre-recorded loops from *GarageBand*.)

Segment 1:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Transition Music (max 5 seconds): _____
(Use copyright free material or pre-recorded loops from GarageBand.)



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Transition Music (max 5 seconds): _____
(Use copyright free material or pre-recorded loops from GarageBand.)



[illegible]

Transition Music (max 5 seconds): _____
(Use copyright free material or pre-recorded loops from *GarageBand*.)



This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Ending Music (max 15 seconds): _____
(Use copyright free material or pre-recorded loops from GarageBand.)



Teacher Guide For Individual Student Podcasting

1. Use the script on the following pages for individual student podcasting projects.
2. Have students identify the topic of their project and the required information.
3. Have students write their script on the left hand side of the page and list any special sound effects they wish to include in their final project.

Keys to success:

- Have students brainstorm for their show before they begin writing:
 - Have students identify an audience for the podcast.
 - Make sure the podcast is relevant to class curriculum and matches an essential learning or indicator.
 - Have fun and be creative.
- Have students write their script first.
- Have students practice...practice...practice before recording their segment.
- Have students work on any music and sound effects, after recording of the script is completed.
- Use only copyright free music. GarageBand has lots of great loops and sounds to use.



Individual Student Podcast Script

Topic: _____

Required Content/Information Needed for Project:

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Intro Music (15 seconds max): _____

(Use copyright free material: pre-recorded loops from GarageBand or sounds from teacher-approved web sites. Remember it is important to pick the right type of music to set the proper "mood" for your show.)

Your Script:

(Write your script that you will read when you record your voice. In the right column include any sound effects you wish to include in your final show.)

_____	Sound Effects



Sound Effects

Closing Music (15 seconds max):



How to Storyboard Your Podcast

Storyboarding allows you and your students to plan the entire podcast before recording ever begins. It is also much easier to make changes on paper than to edit the recording. The following storyboard example and blank storyboard template can help your students plan their Podcast.

Voice Over - Students write their content here. This content can be taken from their previously written rough draft. When students edit and rewrite content they improve both the quality of the content and their writing skills. They also become more familiar with the content prior to recording the podcast.

Transitions - These are the areas where voice, sound effects and music interact. Your students should experiment with a variety of transitions to determine which, if any, will work best for their podcast.

Effects - Sound effects are the bells and whistles that make a podcast unique and fun. Students might add anything from crickets chirping to dogs barking.

Music - This is where your student's personalities will shine through. Let them experiment with GarageBand loops - but be aware of copyright issues.

Storyboard Example

Voice Over - "Hi and welcome to podcasting 101! I am your host for today."

Transitions - Fade music into vocal

Effects - Hands clapping

Music - Original song from GarageBand

Intro music	Voice Over	Transition
Transition - fade to voice over	"Hi and welcome to podcasting 101! I am your host for today."	Fade clapping out to music
	Effect Hands clapping	



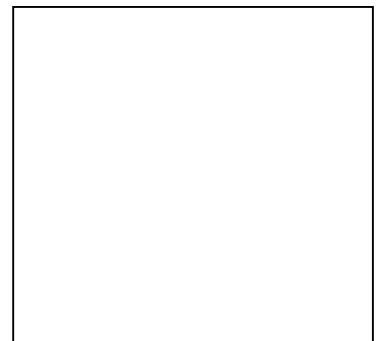
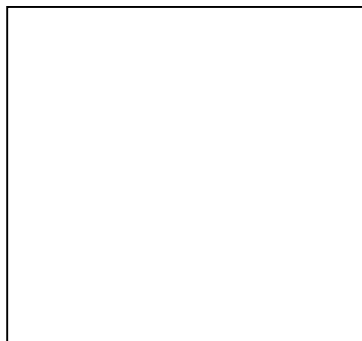
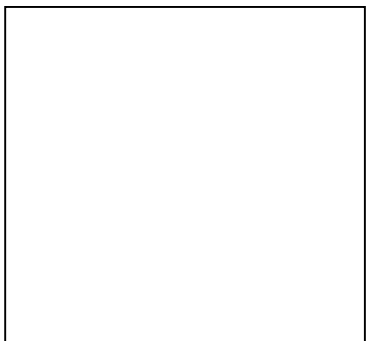
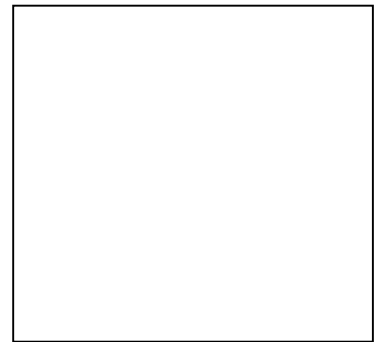
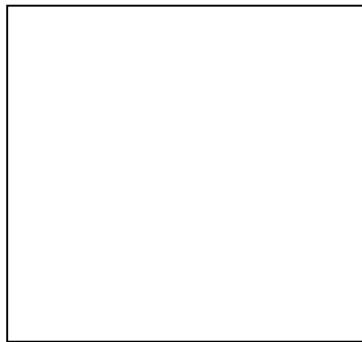
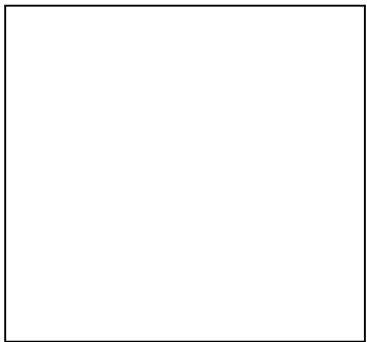
Storyboard Template

Voice Over:

Transitions:

Effects:

Music:



Digital Storytelling 101

Want a great way for students to tell a story from a new perspective? Then digital storytelling is the way to go. Let your students loose with a camera or two and they will find new and exciting ways to present a narrative.

1. Find a story to tell. Let students find an important story based on curriculum content. Encourage students to write from a unique perspective. For example: a Plains Buffalo could tell a unique story about Plains Indians; the character of Gabriel from The Giver would offer a very unique perspective on life; a triangle could tell the story of how Pascal came to discover what is now named for him. The more unique the perspective the more fun students will have! Always remember to follow the 6 traits of writing when students are preparing the text of their stories!
2. Once students have a good story to tell, they need to storyboard their ideas for still photos or video shots. Have students use the storyboard from their podcast to create the sequence of their camera shots.
3. When students have a story and storyboard prepared, they are ready to take a camera out into the world! Remind them about good photography/video skills such as focus, use of zoom, avoiding background clutter and using good lighting.
4. Video shots require more patience than still photos. Remind students to use a tripod if possible since any hand movement during filming will be noticed in the final product. If they are going to record dialog during the shot they need silence around them, and must either speak up or use a microphone to be heard!
5. After filming is complete, let students loose in iMovie. They should use their storyboards to edit the movie as they include transitions, music, and voice-overs. Remind them that some of the most powerful moments in movies come from the music used in the background!
6. Finally, once they have the final product hold a class showing. Let students explain why they chose certain camera angles, still photos, or why the music helped to create the mood. Most importantly, allow them to explain why this story meant so much to them - you will be surprised at how much they have learned about their content!

For a very detailed website dedicated to digital storytelling please visit this link:
<http://www.storycenter.org/memvoice/pages/cookbook.html>.



Making a Podcast Drama

Directions: Use this template to help you and your group to create your podcast drama.

Pre-Production

Topic: _____

Required content / information that needs to be included in your project:

- | | |
|----|----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | |
| 5. | |

Brainstorm:

Brainstorm ideas for your stories below or on a separate sheet of paper.

Story Genres to choose from:

Circle the story genre your group is using for this project.

- | | |
|------------------------|-------------------------|
| • Memorial Story | • Kinship Stories |
| • Personal Story | (Friends/Family) |
| • Adventure Story | • Myths, Legends, Tales |
| • Accomplishment Story | (past, present, future) |
| • Personal Story | • Informational Stories |
| • Recovery, Love, | • Persuasive Stories |
| Discovery, Personal | • Science Fiction |
| Quest | • Other |
- _____



Problem:

Identify the problem or problems that your character or characters must overcome:

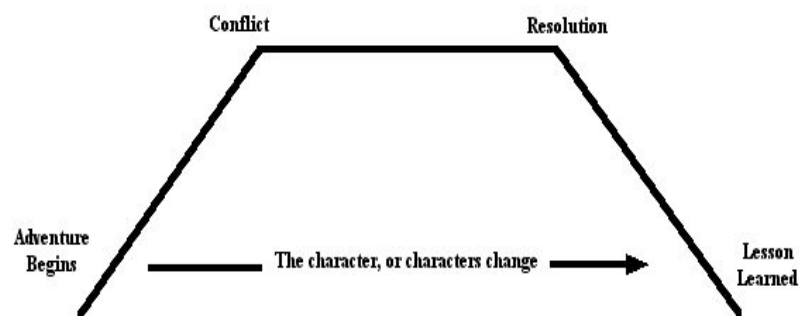
Pitch:

Write a 3 to 5 sentence "blurb" of your story to tell another student group or teacher to "sell" your story idea.

Preparing your story:

Story Flow:

Most stories follow a similar "outline." Using this framework and your work above, it is now time to storyboard your story.



1. Adventure Begins (Your character(s) begin their journey).
2. Conflict (Your character(s) run into some type of problem they cannot solve).
3. Resolution (Your character(s) from their experience solve their problem).
4. Adventure Ends -Lesson Learned (Your character(s) learn an important lesson).



Create your storyboard using the Storyboard Handout.
Write your script.
Practice, practice, practice before recording your script.

Production:

- Record your script.

Post-Production:

- After you have recorded your script, add special effects sounds, and music to your drama.

Storyboard:

1. In each square illustrate what you want to do. Label each square as: ***Beginning***, ***Problem (tension)***, ***Solution (resolution)***, ***transformation***, and ***End (Closure learning)***.
2. Think about any special effects (sounds) and music you would want to include in this project. Remember, the music and sounds should help add to the mood and feel of the story.
 - a. An example is using scary music for a scary point in the story.

1.	2.	3.
4.	5.	6.



7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

