Tool Factory's
Step-by-Step Guide for
Teaching and Learning Podcasting

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Options Menu: Setting up FTP

Start > All Programs > Tool Factory Podcasting Options

Use your start menu to access the Tool Factory Podcasting Options. This allows the user to set up the server web address, username and password. Tool Factory provides web server space on:

www.webpagestation.com

There is a sample account posted here:
http://www.toolfactory.com/products/accessories/display_downloads?itemnumber=2121
To use your own server contact your Tech Coordinator for the appropriate settings.
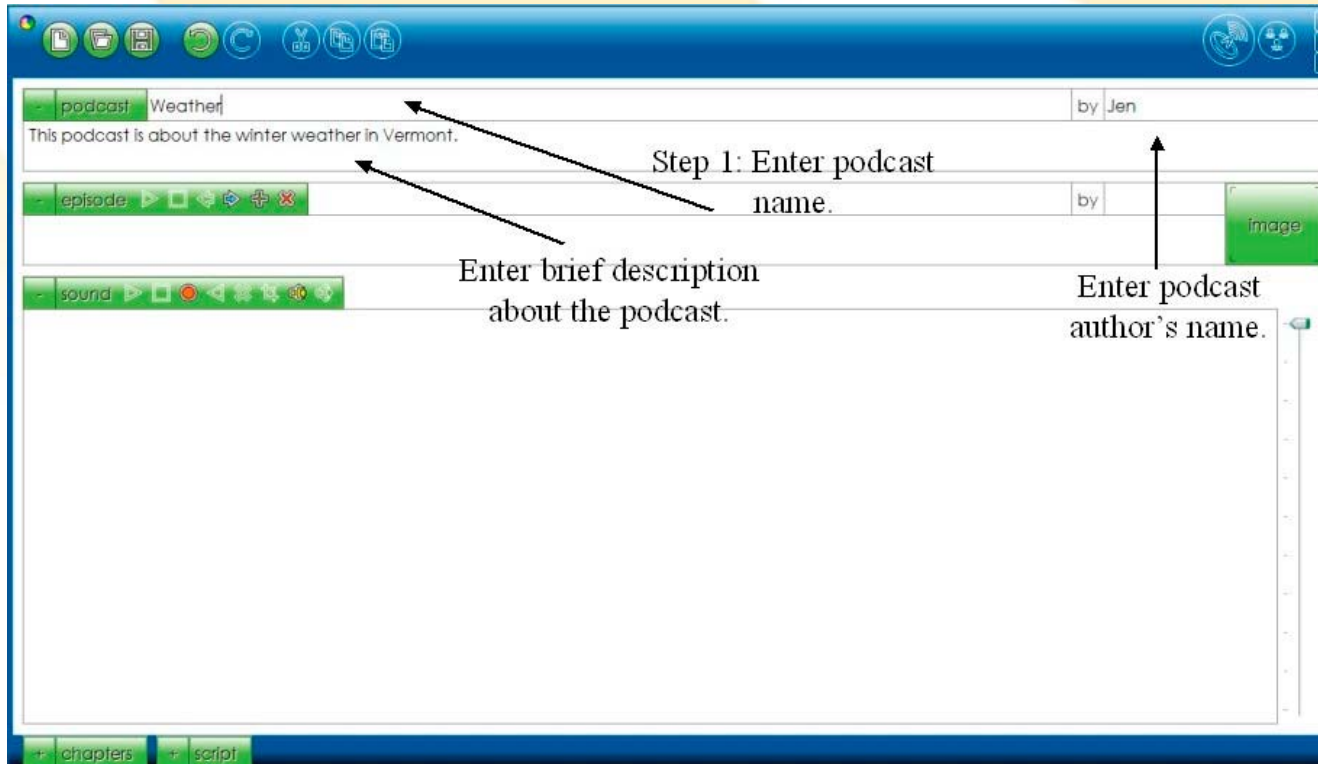
Options Menu: General

TOOL FACTORY Podcasting

Tool Factory Podcasting Options

FTP | Podcast management | General

Option file

Choose where you would like to save your podcasts here.

Set a location where you would like to save your Podcasting options OR choose an existing Podcasting options file.

C:\Documents and Settings\All Users\Application Data\Tool Factory Podcasting\Configuration Files | Browse

Password Protection

Set passwords
☐ Tool Factory Podcasting Options
☐ Publishing

Click here to set up password protection when publishing podcasts or opening options.

If you set a publishing password your options file will also require a password.

Password [*******]

Confirm password [*******]

Your passwords match

The same password will be used for Tool Factory Podcasting options and publishing.

Type the password here.

Click here to save the settings.

OK | Cancel

Use this menu to set password protection for accessing the options menu or publishing a podcast. This menu will also allow you to determine where the podcasts are saved on your computer.

Step 1: Enter Podcast Name

podcast | Weather | by | Jen

This podcast is about the winter weather in Vermont.

episode

Step 1: Enter podcast name.

by

image

sound

Enter brief description about the podcast.

Enter podcast author's name.

chapters   script

1) Click in the white box to the right of the word "podcast" and type the pocast's name.

2) Below this box type a brief description about the podcast.

3)Enter the author's name.

A podcast is similar to a record album. Within podcasts are episodes, similar to tracks on a music CD. Try to keep your podcast name general because you may be adding lots of episodes to it later.

Step 2: Enter Episode Name
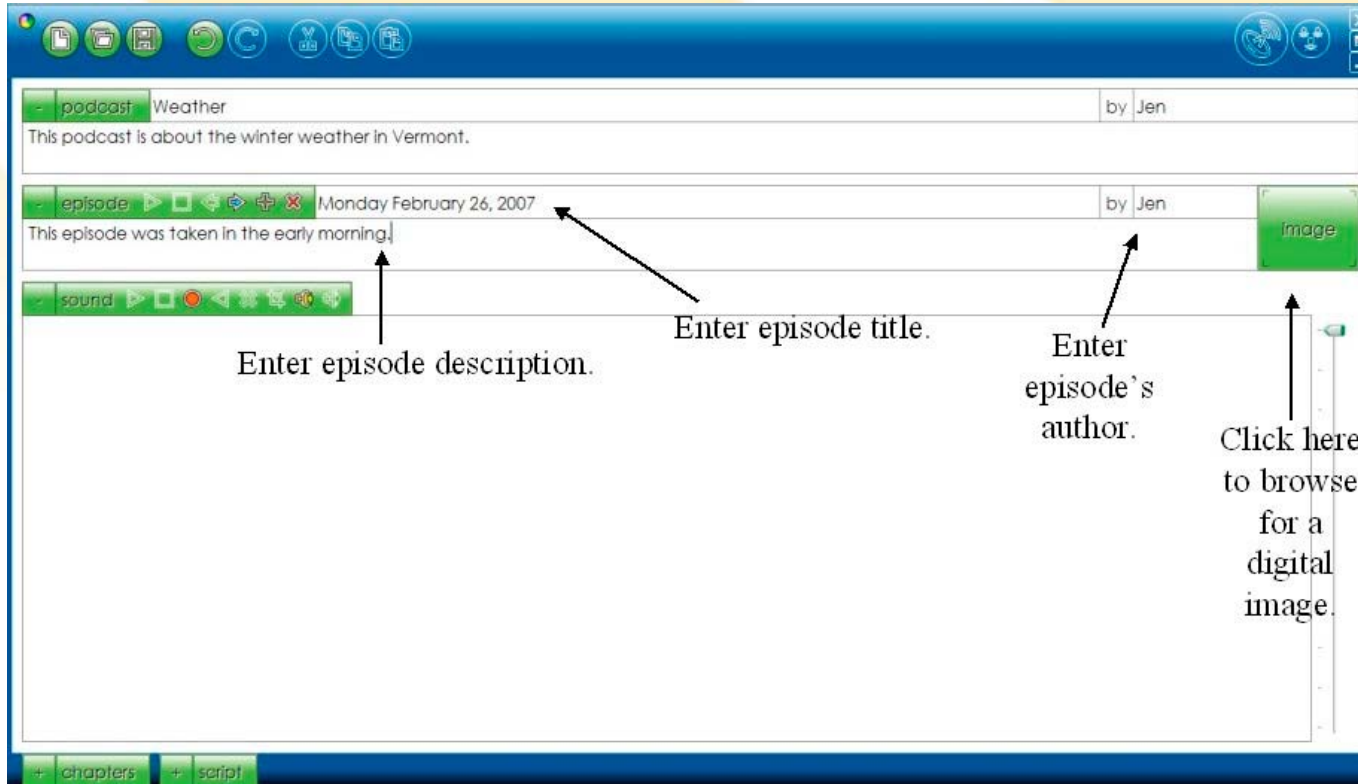
Enter an episode name, brief description and speaker. Click on the "Image" button to browse for a digital image to add to your podcast. Click on the green plus sign to add additional episodes to your podcast.

The episode name should be more specific. For example, episode could be named by date, specific person interviewed, vacation destination, or subject covered.

Step 3: Add Chapters (Optional)
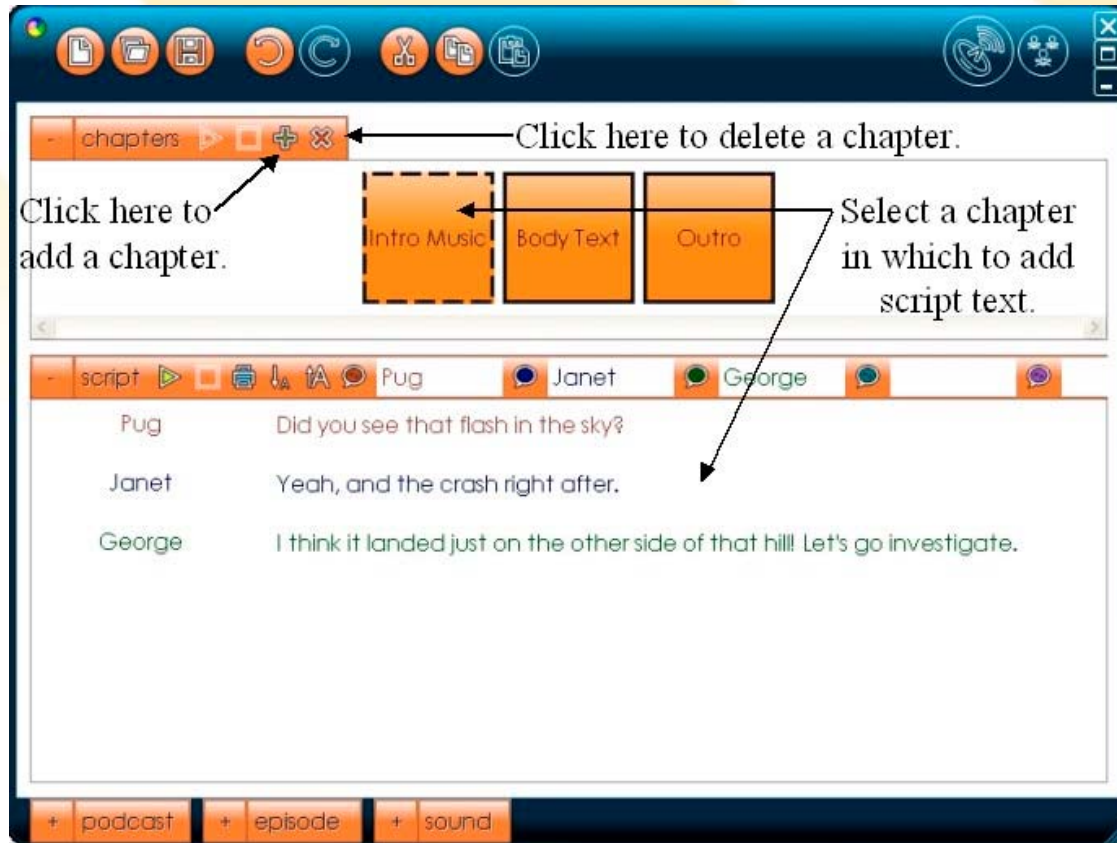
Click on the green plus (+) sign to add chapters within an episode. Click on the text within the chapter box to rename the chapter. Click and drag the chapters to reorder them within the episode.

Chapters allow the speaker(s) to organize the content of an episode. Once chapters are created the script and audio recording are unique to that chapter. Later the chapters can be reordered to better organize the content of the episode.

Step 4: Add a Script

Write your script directly into the white text box, or using copy/paste from a word document or email. Then highlight and assign lines to the actory. When the text is assigned to each speaker it will look like a theatrical script.

Students can rehearse the script by clicking on the green play button. Advance the script by pressing the space bar. This script can also be printed for practice outside of the computer lab.

Step 5: Record your Podcast

Click on record (red circle icon) to begin the recording of your podcast. While recording press the space bar to advance through the script. This will color code the audio file for each speaker's lines.

The audio file can then be edited for smoothness and volume control. Sound effects can be added by clicking on the "sound" button or clicking the import audio button.

Step 6: Publish your Episode
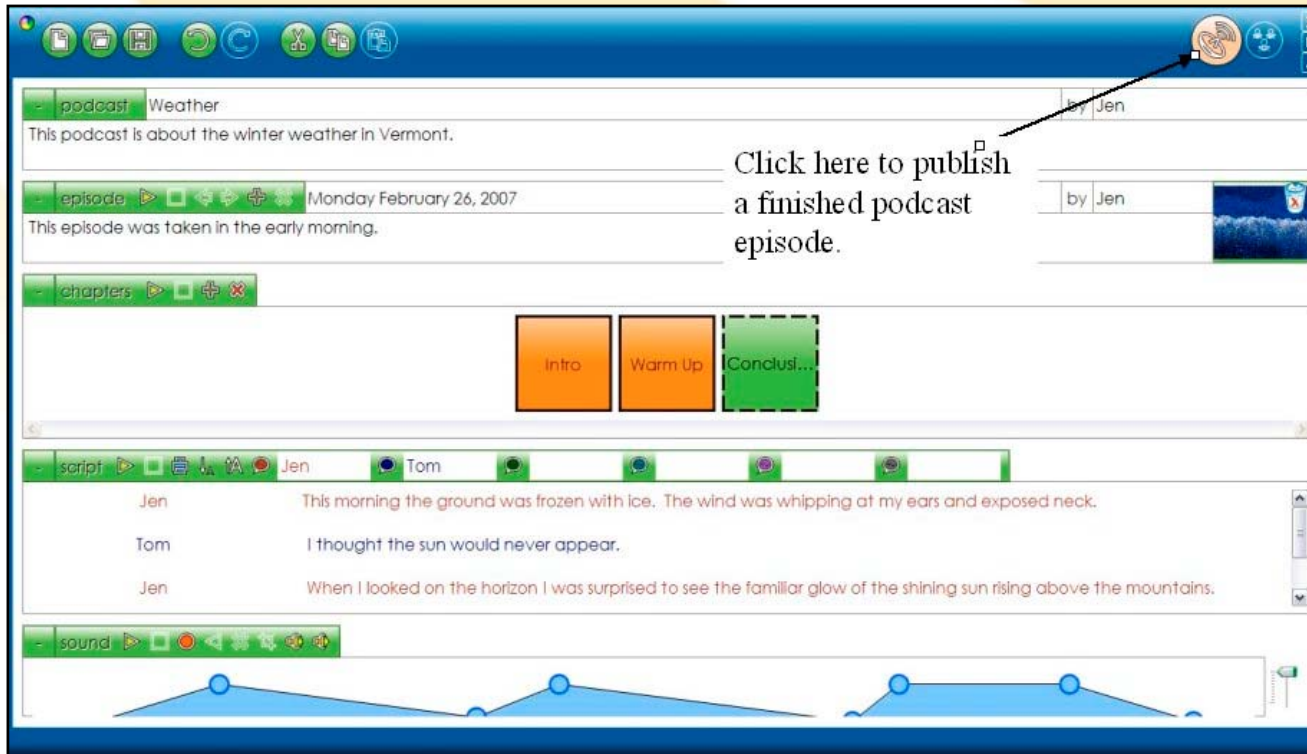
Clicking on the publish button will create a web link to your podcast. The program automatically writes all the code so that your podcast can be downloaded from the internet.

If you have already published another episode within the same podcast, clicking on the publish button will allow all your subscribers of your podcast to download the podcast into their listening software (*iTunes*) automatically.

Step 7: Promote and Subscribe

Click on the promote button to open the promote menu. You can either "email" the link to your podcast to future listeners, or "copy" the link to your clipboard to later paste into *iTunes*.
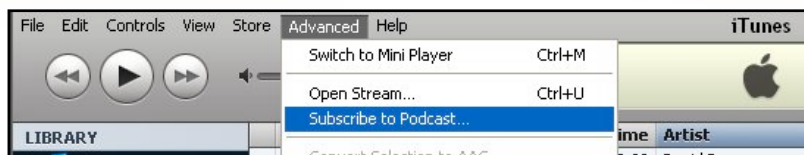
To subscribe to your podcast open *iTunes*. Click on the "Advanced" menu and click "Subscribe to Podcast". Paste the link into the box and click OK. Once subscribed, all future episodes of your podcast will be automatically downloaded to your *iTunes* by clicking on the "Refresh" button.

Press "Ctrl" and "V" to paste the URL into the box and press "OK". iTunes will now automatically download all subsequent episodes of your podcast here.

Click "Refresh" to download new episodes of your subscribed podcasts.
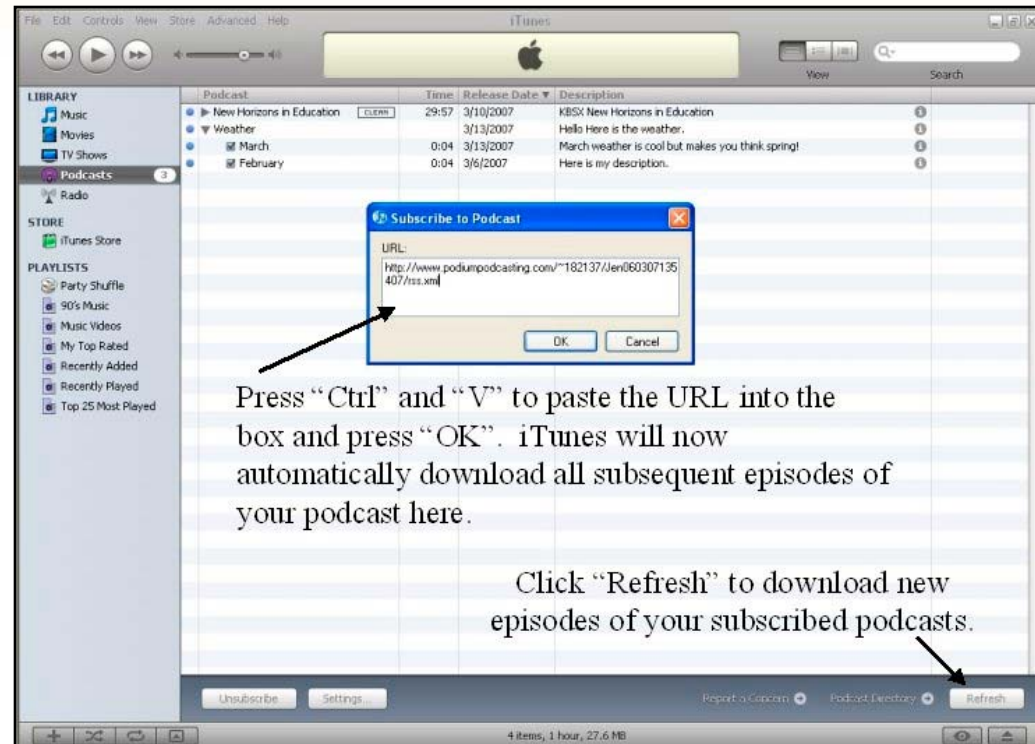
Podcasting Ideas

All you need is a microphone, computer and an Internet connection!

For Education

- **School newspaper** - for parents and community.
- **Class projects** - record stories or write reports.
- **School songs** and anthems.
- **Reviews** - of books, films, poetry, art, and music.
- **Interviews** - with sports stars and local heroes.
- **Reinactments** - of historical or fictional characters.
- **Compositions** - live music, school concert or play.
- **Diaries** - personal, fictional, or historical.
- **Lectures -** for absent students or study notes.
- **Homework** - vocabulary, spelling lists, or quizzes.
- **Stories and poems -** do reading for your listeners.
- **Theatre -** monologues, dramatic scenes, and role plays.
- **Reading intervention** - record monthly progress.

For Business

- Product demonstrations.
- Training.
- Press releases.
- Internal newsletters.
- Calendar of events.

For Everyone

- Pen Pals.
- Music and singing.
- Heritage and family tree.
- Journals and stories.
- Jokes.

Find your voice with Tool Factory Podcasting!