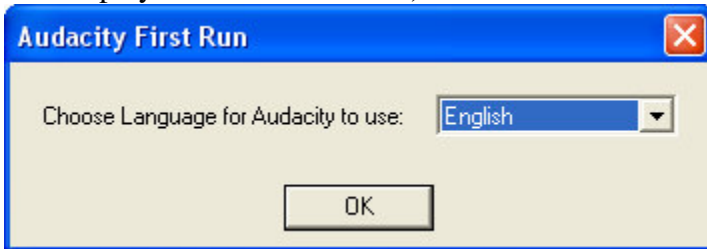


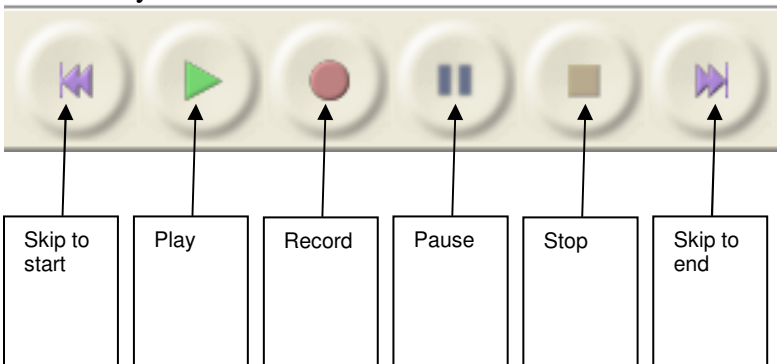
# Creating an Audio Podcast

## Basic Functions

1. Launch Audacity. (Start → Programs → Teacher Local → Audacity)
2. Click OK when prompted for the language (this is only asking for the language that your menus will display in – not a translator)



3. These are your tools.



## Recording

1. Click **Record** to start recording.

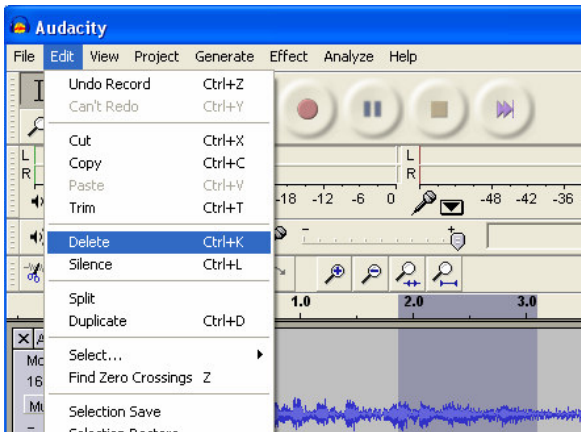


2. Click **Stop** to end recording.



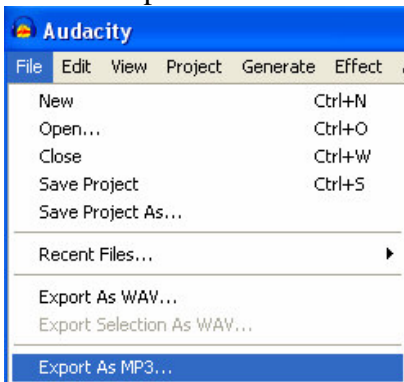
## Editing a Recording

1. To delete segments of your recording (blank space, the phone ringing, saying a student's full name out loud), click and drag or highlight the segment you wish to delete.
2. Choose **Delete** from the **Edit Menu**.

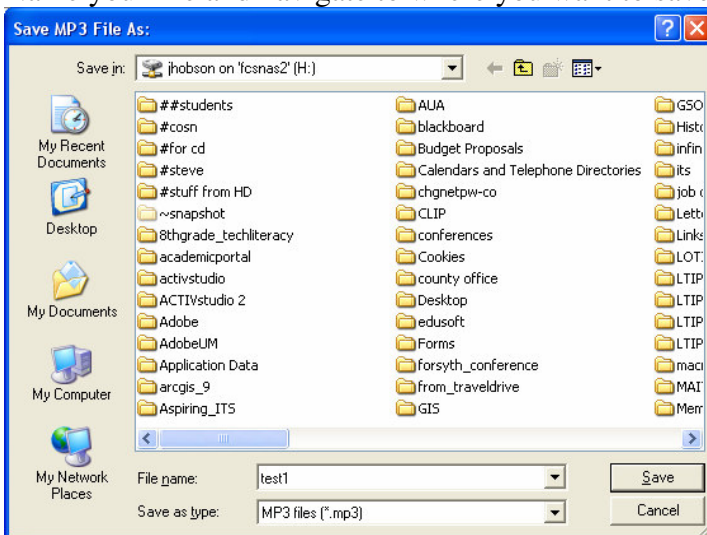


## Exporting File as MP3

1. Choose Export As MP3 from the File Menu.

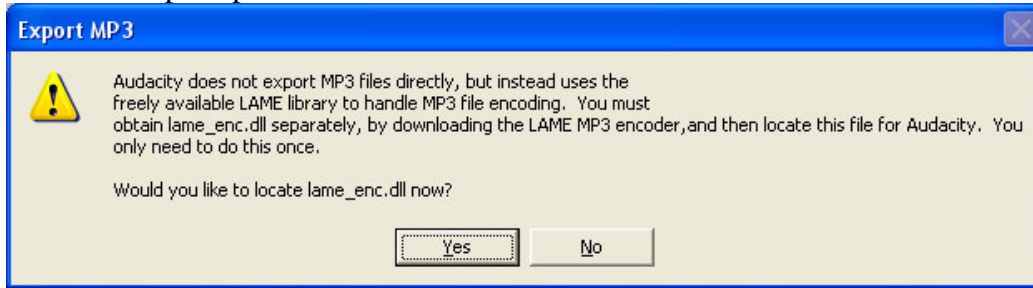


2. Name your file and navigate to where you want to save it (H drive, L Drive, W Drive, etc).

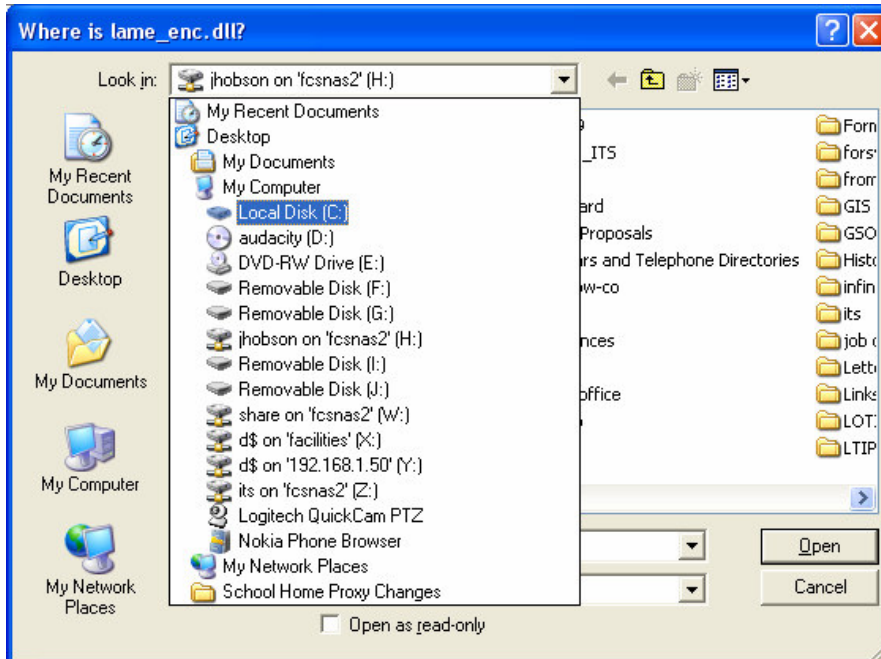


3. Click **Save**.

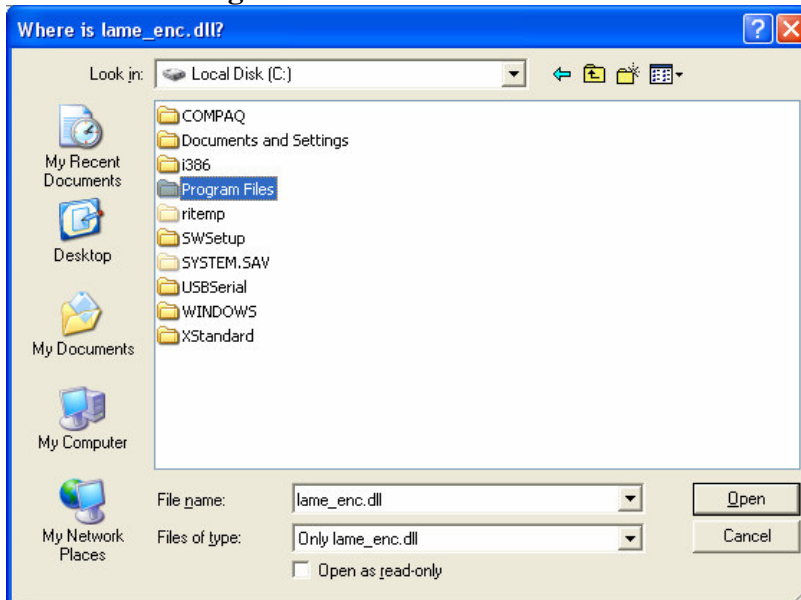
4. You will be prompted to find a file called lame\_enc.dll. Click Yes.



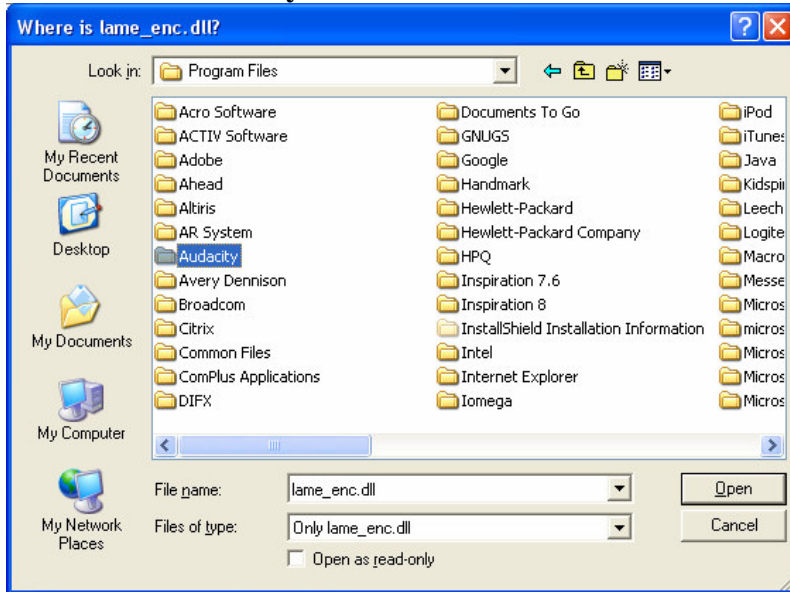
5. Switch to the C Drive.



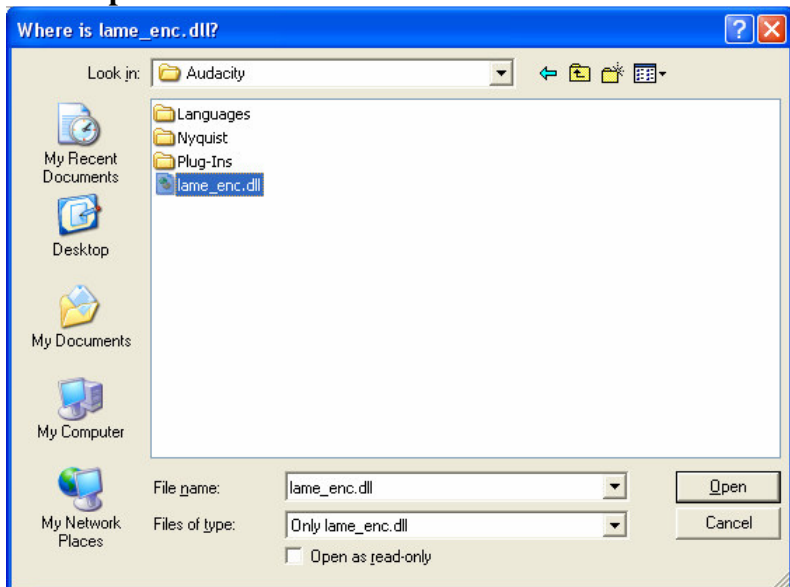
6. Double click **Program Files**.



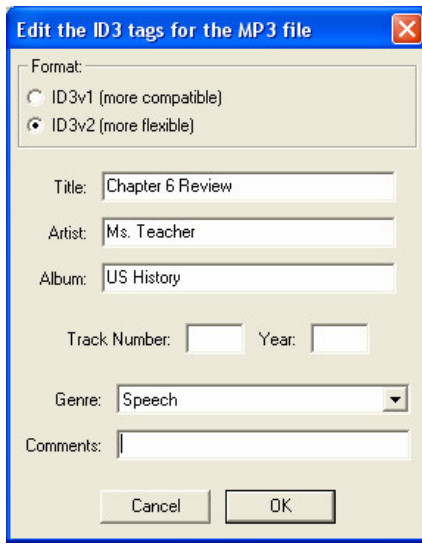
7. Double click **Audacity**.



8. Click **Open**.



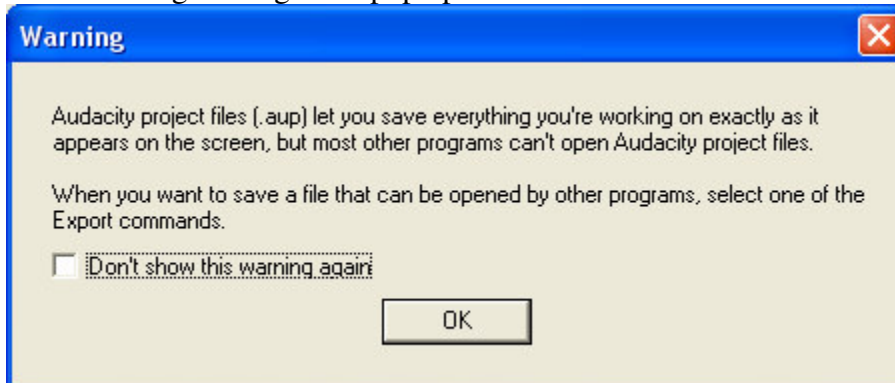
9. You can fill out the form that pops-up if you want to but you do not have to. Filling it out will tag the file with information that will show up on an MP3 player if your students download the file.



10. Click OK and the file is exported.

### Saving an Audacity Project File

1. File → Save.
2. The following message will pop up. Click **OK**.



### ***Posting To Academic Portal***

1. You can just post the file as an attachment OR you can create podcasting page.
2. Log into Academic Portal
3. Open Site Manager (just as you would to edit any of your teacher web pages).
4. Click New Page.

5. Choose **Podcast**.



This page type is useful for such things as facilitating and promoting communication with parents.

 **File Library**  
This page type is useful for policies, forms, software

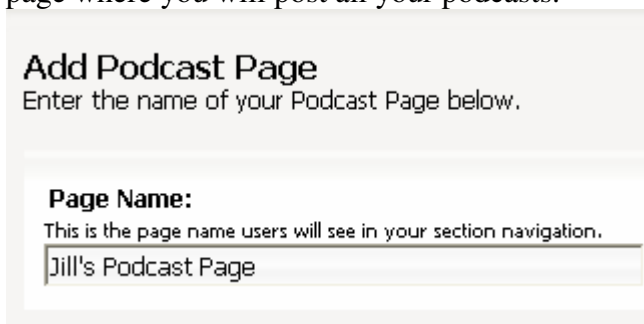
 **Flex Page**  
This page type is useful for all types of content.

 **Link Library**  
This page type is useful for helpful links, fun links :

 **Maps & Directions**  
This page type is useful for athletic events, field trips, and want to give detailed driving directions.

 **Podcast**  
This page type is useful for such things as showcasing foreign language assignments.

6. Enter a name for the page and click **Save**. The name is not for this specific podcast but rather a page where you will post all your podcasts.



**Add Podcast Page**  
Enter the name of your Podcast Page below.

**Page Name:**  
This is the page name users will see in your section navigation.

Jill's Podcast Page

7. Click on the page and you should see something like this.



**New Episode**   **Sort Episodes**

**Episodes**  
Existing episodes are listed below.

Active	Title
--------	-------

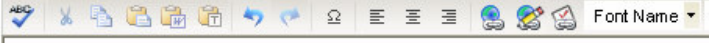
8. Fill in the form and upload the file (click Browse to find the mp3 file you created).

**New Episode**  
Enter the title of the episode below and click the Save button."

All fields marked with an asterisk (\*) are required.

**Title: \***

**Description:**


 Font Name ▾

This podcast goes along with flipchart named Chapter 6  
<BODY> <P>

**Author:**

**Length:**

**Media File or URL: \* ?**

 **We recommend uploading files that are in the MP3, MP4, WMA, MOV format.**

**Active**

9. Click Save and your podcast is active!