

# Podcasting with Audacity

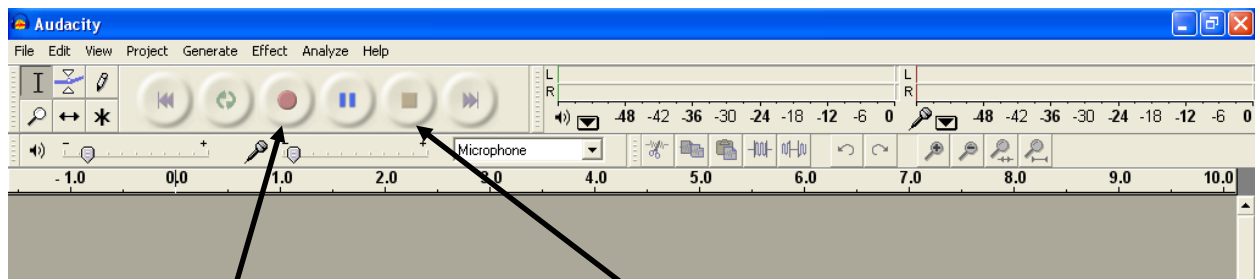
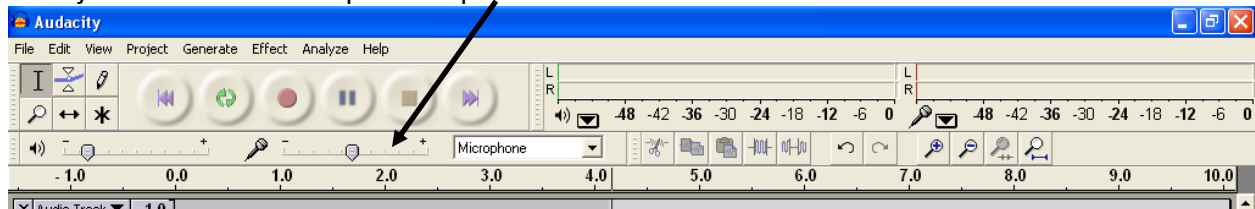
## Installing Audacity

1. **Download** Audacity to your home own computer. **Audacity** is a free audio editing program available at <http://audacity.sourceforge.net/>  
The file you downloaded is an installer file. Do whatever the operating system requires to install it; take the defaults.
2. **Download** the **LAME encoder file**. See for instructions at <http://audacity.sourceforge.net/help/faq?s=install&i=lame-mp3>
3. Unzip the downloaded LAME file.
4. It is very important that you know *exactly* where you saved the lame\_enc.dll or LameLib file. Reason: The very first time you try to export an MP3 file from Audacity, it will ask you: **Where is the LAME encoder file?** You must navigate to where the Audacity file is only the first time.

**FYI...**if you don't follow steps 3 and 4, you will not be able to export MP3 files from Audacity. But, you will not have a chance to do **Step 4** until you have some audio to export.

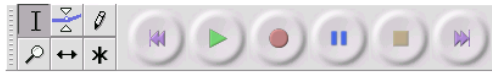
## Recording Your Podcast

1. Connect a microphone.
  - a. If your computer has a **Mic In** port, plug in a microphone.
  - b. If you have a built-in mic beware it won't be the best quality.
2. Open Audacity (Start, Programs, Audacity).
3. Adjust volume of microphone input.









3. To record your message, click the red button.
4. When you've finished recording your message, click the Stop button.

# Control Toolbar










## Editing Tools

-  Selection tool - for selecting the range of audio you want to edit or listen to.
-  Envelope tool - for changing the volume over time.
-  Draw tool - for modifying individual samples.
-  Zoom tool - for zooming in and out.
-  Timeshift tool - for sliding tracks left or right.
-  Multi tool - lets you access all of these tools at once depending on the location of the mouse and the keys you are holding down.

# Control Toolbar

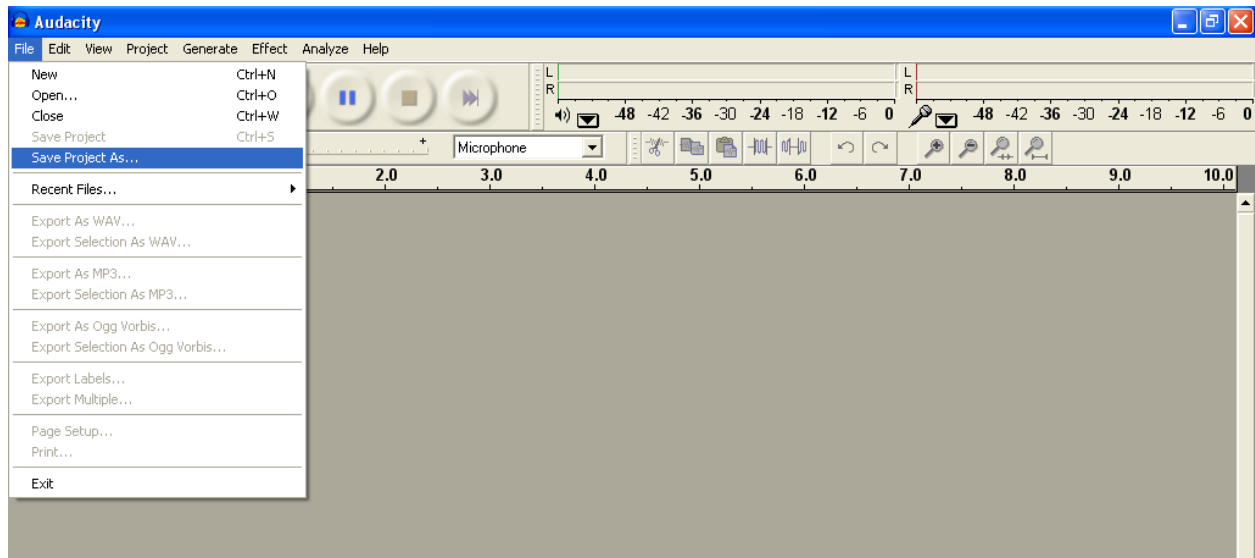


## Audio Control Buttons

-  Skip to Start - moves the cursor to time 0. If you press Play at this point, your project will play from the beginning.
-  Play - starts playing audio at the cursor position. If some audio is selected, only the selection is played.
-  Loop - if you hold down the Shift key, the Play button changes to a Loop button, which lets you keep playing the selection over and over again.
-  Record - starts recording audio at the project sample rate (the sample rate in the lower-left corner of the window). The new track will begin at the current cursor position, so click the "Skip to Start" button first if you want the track to begin at time 0.
-  Pause - temporarily stops playback or recording until you press pause again.
-  Stop - stops recording or playing. You must do this before applying [effects](#), saving or exporting.
-  Skip to End - moves the cursor to the end of the last track.

## Saving Your File

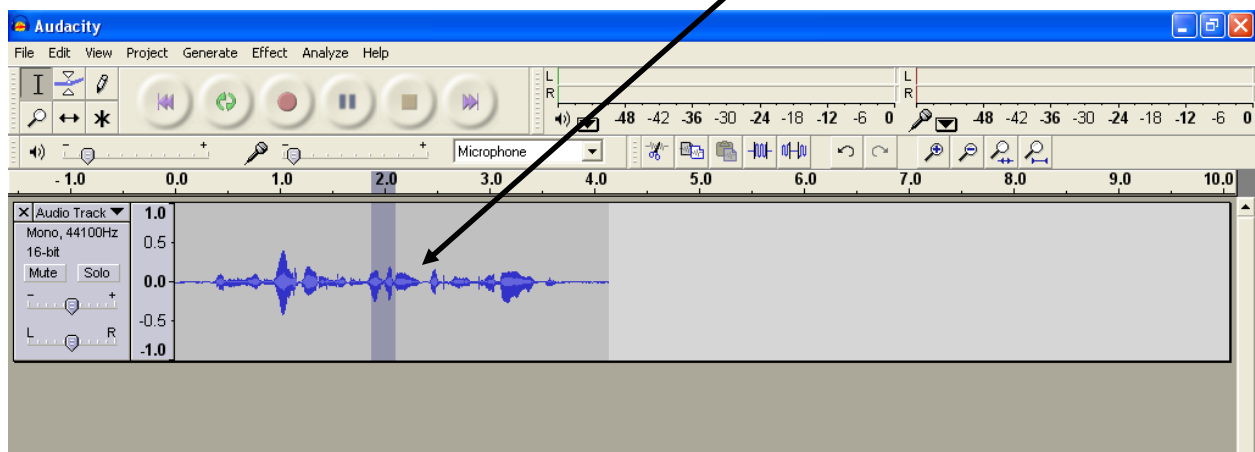
1. Click **File, Save Project As...** Audacity wants you to save a **“project”** and not a file until you are completely finished with your editing. When you are finished, you will **export** a new file. But until then you will continue saving your project as many times as necessary to avoid losing your work. Plus the saving your project will allow you to edit your podcast in the future.



## Editing Audio

Basic editing allows you to add or delete as you need.

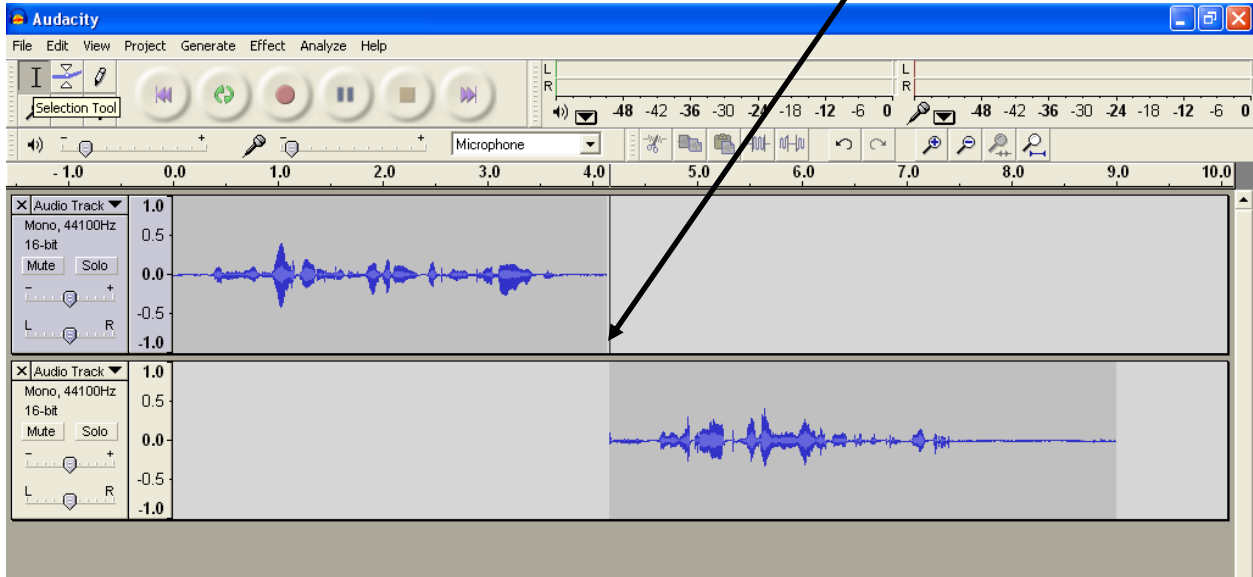
1. **To delete something** first you will click, hold and drag to select the part you want to remove. Then press the Delete key on your keyboard.



2. **To move a section** from one place to another, first select it (as shown above), click **Edit, Cut**, then move to new location and **paste**.

## Stopping and Starting Recording

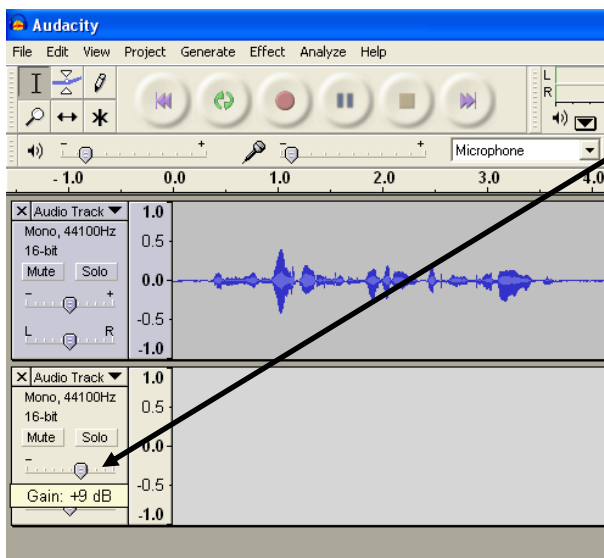
When you need to add more content to your podcast, make sure the cursor is at the end of the previous recording before pressing the record button.



This will assist you in double voicing over your recording.

## Audio Track Volume

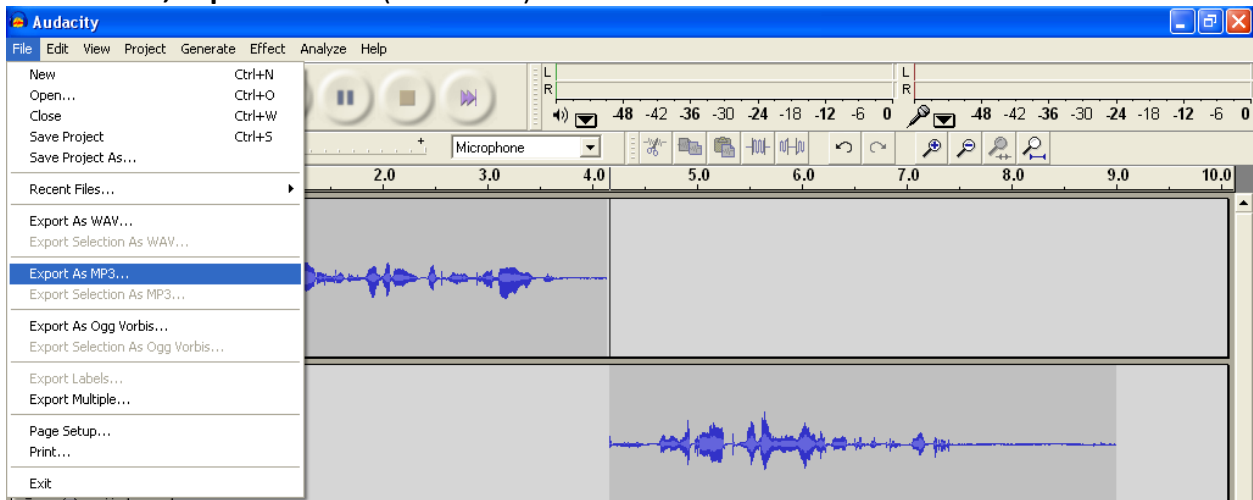
When your project is converted to a MP3, the volume of your recording may be quite than you want. So before converting to an MP3, increase the volume of each track. Gain+9 seems to be the best.



## Exporting the Finished File

If you have completed all your editing, then it is time to export your project to a MP3.

1. Click **File, Export As MP3** (see below)



The “ID3 tags” can be left blank or fill them in. This information will appear when the podcast is played through the media player.

**For more information regarding Podcasting with Audacity see site below:**

<http://audacity.sourceforge.net/manual-1.2/tutorials.html>

<http://audacity.sourceforge.net/help/>

<http://www.how-to-podcast-tutorial.com/17-audacity-tutorial.htm>

<http://www.guidesandtutorials.com/audacity-tutorial.html>

<http://teachdigital.pbwiki.com/podcasting>

<http://www.learnoutloud.com>

<http://www.podcastalley.com/>

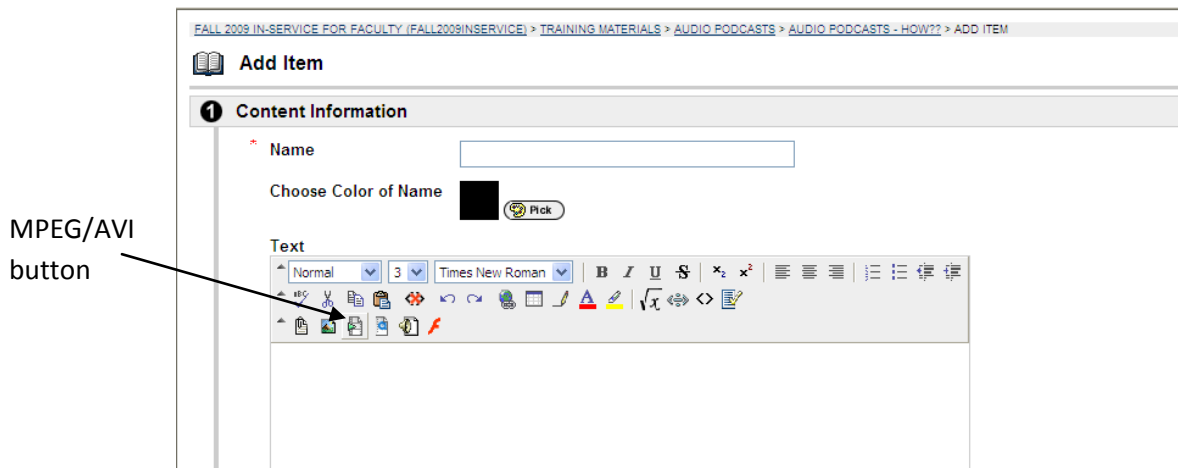
<http://podcastpickle.com/>

## Embedding an Audio MP3 File into Blackboard

Once you have recorded and exported your MP3 file, you will want to distribute it to your students through Blackboard. Keep in mind that long recordings take a long time to upload (from your point of view) and a long time to download (from the student's point of view). It is best to keep your podcasts short. Rather than record an entire lecture of 2 hours, break the lecture into chunks or chapters of 5 – 10 minutes. This gives the student some flexibility as to how much they have to listen to at one time as well as increases the possibility that they will actually listen to the recording.

To embed a MP3 file:

- From the Control Panel, navigate to the content area where you wish to place the recording.
- Click the Add Item button.
- Give the content item an appropriate name and provide a description of the content (if you wish). It is often a good idea to give the students an idea of what is on the podcast and an approximate length of time of the recording.
- Click the Add MPEG/AVI content button at the top of the content window.



- In the dialog box that opens, browse to the location of the MP3 file, select it and click Open.
- In the options area, you can change the size of the item, although this is not a necessary thing. Auto start begins to load the audio file as soon as the content page is opened in Blackboard by the student. Looping the audio file means that the file will play over and over. Use the drop-down to select Mini or Full controls. The Mini controls do not contain a scrub bar which allows the student to drag backwards or forwards within the recording to re-hear something. The Full controller is a recommended choice. Alt Text

is some text words that describe what the recording is about. These words appear if the student hovers over the player with the cursor and are useful for accessibility reasons.

- Click Submit to begin the upload of the file to the server.

**1 Select MPEG/AVI File**

Browse

or Specify Source URL

*For example, <http://www.myschool.edu/>*

**2 MPEG/AVI File Options**

Set Width

Set Height

AutoStart  Yes  No

Loop  Yes  No

Controls

Alt Text

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Done Local intranet 100%

One thing that should be noted is that accessibility is a big issue. What happens if the student doesn't have a computer with sound? What happens if the student can't hear? It is always a good idea to include a transcript of the material or a document that they can access and print with similar information.

## **Other Options to Consider for Podcasting....**

### **Voice Thread**

Looking to create narrated slide shows that are housed on the Web, and available to students via a link? Want even better news? They can add comments or questions to the presentation that can be reviewed at a later time. Video Thread creates a collaborative environment that works well with PowerPoint slides, video, and other graphics.

If you would like to check it out on your own, start with this presentation:

<http://voicethread.com/#home.b409.i848804>. You may create a Voice Thread account for free at <http://voicethread.com/#home>. From all I have heard about it, educators think it is the cat's pajamas! There is one thing you should know, you may only have three presentations online for free at one time. There is an opportunity to purchase the service for unlimited presentations.

### **Voki**

Voki is a free service where you to create personalized speaking avatars. This can be used to introduce a topic, engage new students in your course, or just make a reminder that homework is due. You can develop comic avatars, world figures, or fantasy characters to deliver your messages. You can type your message, use a file, record your voice with either a microphone or call it in via phone. Visit <http://www.voki.com/> to learn more.