

Complete Guide To
STUDENT
Podcasting



**A Simple Step-by-Step
Process**

Created by: First Tries & Sunny Skies

Student Podcasting Project

A Simple Step-by-Step Process

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Thank you!

Hi! Our names are Amanda and Andrew and we are the creators behind First Tries & Sunny Skies.



We are just a couple of married teachers that love working with kids and sharing our teaching ideas and resources with teachers just like you!

Before we get into the fun and excitement behind this AMAZING project we just wanted to take a quick moment to express how thankful we are for you.

You're students are so lucky to have a teacher like you that spends their time and money to bring them fun and engaging learning experiences! We hope you and your kids love this project!

Wishing you the best,

Andrew & Amanda

A Quick Unit Overview

The purpose of this guide is to help you to lead your class through the process of creating podcasts. The lessons are sequenced to guide your students along each step of the way. From a basic introduction, through planning, and all the way through to production, I hope that you will find this step-by-step guide a helpful tool for bringing 21st century media into your classrooms!

Here is a look ahead at the lessons included in this guide:

Part 1: Learning About Podcasts

- Introduction to Podcasting
- Analyzing Podcasts

Part 2: Planning Your Podcast

- Choosing a Topic
- Planning and Preparing for an Interview

Part 3: Producing Your Podcast

- How to record a podcast on an iPad
- Creating a transcript

Part 4: Assessment

- Podcast rubric

Teacher Guide

This will give you an understanding of what each worksheet entails and how to use it.

Page 1: What is a Podcast?

- This will provide your students with a brief introduction to the world of podcasting. It provides information as well as statistics to explain what podcasts are and how they play an important role in 21st century media.

Page 2: Why are Podcasts Important?

- This provides students with an understanding that podcasts are important because they provide ordinary people with a way of sharing their voice. Whereas the 20th century was dominated by corporate sponsored broadcasts, 21st century media now gives everyone the opportunity to create content for the world.

Page 3: Review & Reflect

- This has a series of short written-response questions that ask students to review what they have learned about podcasts but to also reflect on the role podcasting might play in their lives.

Pages 4-6: Listening, Analyzing & Comparing Podcasts

- Students will listen to two separate podcasts episodes and will be reflecting on what the creators do to make them interesting. Here they begin listening through the lens of a podcaster.
- They will then create a Venn Diagram comparing and contrasting the two episodes.
- Students will also listen to a third episode to become familiar with the Q&A format of podcasting.

Page 7-12: Planning Using Prompts as Guides

- These pages will scaffold the planning process for students by providing them with 5 different prompts. Each page is thoughtfully designed to guide students through the process of thinking out podcasting ideas.

Page 13-15: Preparing & Planning For Interviews

- The next three pages will guide students through the process of selecting interviewees, preparing questions, and the process involved in conducting a successful interview.

Page 16: Recording Practice Using iPads and GarageBand

- Here students will learn how to use their iPads to record and produce their podcasts. They will watch a step-by-step YouTube video that will guide them through the process of using GarageBand for podcasting. It will show them not only how to record, but will explain which setting they will need to use and how to edit the audio clips to put it all together.

Pages 17-21: Writing a Transcript

- Once the audio has been recorded the next section will teach students the value of writing a transcript and how to make one. It begins with showing them a sample that can be used as a mentor text and then has several blank templates to guide student practice.

Page 22: Podcast Project Rubric

- Lastly, I've included a rubric that I use for assessment. It outlines the basic components of the project and gives them descriptions of the expectations within each. I always go over this with students early in the project to clarify expectations.

Name: _____

Date: _____

What is a podcast?

A podcast is a digital audio file made available on the internet for downloading to a computer or a mobile device. Just like a television show, podcasts release episodes that tell a story as a series or provide information. Users can either download single episodes from a podcast or they can subscribe in order to download new episodes automatically.

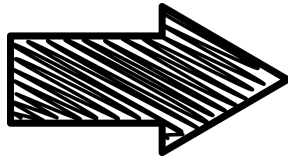
Just like anybody can start up a YouTube channel, create content and share it with the world, podcasting provides that same opportunity. It is an important media platform because it gives anybody the power to share their voice with the world.

Podcast Statistics

- 44% of the US population has listened to a podcast
- There are over half a million shows and more than 18.5 million episodes
- Most people listen to podcasts on their mobile phones



Producer



Consumer

Name: _____

Date: _____

Why are podcasts important?

It costs a lot of money to produce a television or radio show. Television and radio stations are businesses, and like all businesses, the goal is to make money.

However, new digital media outlets like YouTube, podcasts, Sound Cloud and eBooks now make it possible for anybody to create and share something with the world without needing a company to make it possible.

Now everybody can have a voice.

Let's reflect:

The internet now makes it possible for everybody to have a voice and to share their thoughts with the world. Do you think this is a good thing? Why or why not?

Even though the internet gives anybody the opportunity to share with the world, what kind of responsibilities do creators have?

Name: _____

Date: _____

Let's review & reflect

Now that you have learned a little about the world of podcasting, take a moment to respond to the following questions. Really think about the difference between listening to something and watching something.

1. What is a podcast?

2. What are podcasts about?

3. Where can you hear podcasts?

4. Why would YOU listen to a podcast?

5. What makes a podcaster different from a YouTuber?

6. How does it change the way you tell a story when you're on the phone?

7. How does it change the way you listen when you can't see someone?

Name: _____

Date: _____

Listen to the following podcasts and answer the questions.

Show: Kind World

Episode: Almost Impossible

Length: 7 minutes

Publishing Date: July 29, 2017

In this episode of Kind World, host Erika Lantz uses sounds and interviews with multiple people to tell a story about overcoming challenges and making a difference.

What makes this podcast interesting? (Be specific)

Show: Hidden Brain

Episode: The Haunting Effects of Going Days Without Sleep

Length: 8 minutes

Publishing Date: December 27, 2017

In this episode of Kind World, Shankar Vedantam interviews Randy Gardner, to share the story of what happened when going 11 days straight without any sleep.

What makes this podcast interesting? (Be specific)

Name: -----

Date: -----

Compare and contrast to show how these two episodes are similar and different?

Kind World

"Almost Impossible"

Similarities

Hidden Brain

"The Haunting Effects of
Going Days Without Sleep"

Name: _____

Date: _____

Podcast Review

Show: How I Built This

Episode: Instagram: Kevin Systrom and Mike Krieger

Length: 33 minutes

Publishing Date: November 13, 2017

In this episode, host Guy Raz performs a Q & A with the creators of Instagram. This interview style podcast asks these two guests how they started a social media empire.

Respond to the following questions

1. The first two podcasts you listened to, Kind World and Hidden Brain, conducted interviews that combined scripted and non-scripted portions. How is this interview different?

2. How does Guy Raz make this interview interesting?

3. What do you think Guy Raz did to prepare for this interview?

4. What's the difference between an interview and a conversation?

Name: _____

Date: _____

Planning: What should we podcast about?

Now that you know what podcasts are it's time to choose a topic for your own podcast. The good news is that your options are basically limitless. However, for the sake of this project we are going to help you to narrow it down with a list of prompts. A prompt is a starter question that can help you to start brainstorming ideas.

Brainstorm a list of possible topics for each prompt below.

Prompt #1: What is something that has happened either at school or in your community that you think people should know about?

Prompt #2: What is something you would like to teach others about?

Prompt #3: What is a debatable issue you could show both sides of.

Prompt #4: What do you want to change about the world?

Prompt #5: Explain something that kids understand that grown-ups don't.

Name: _____

Date: _____

Prompt #1: Planning Page

What is something that has happened either at school or in your community that you think people should know about?

1. What is your topic about?

2. What is your topic *not* about?

3. What existing podcast would you compare yours to?

4. What did you like about the way that podcast was created?

5. How will you make this topic interesting for your listeners?

6. Who are 1-3 people you could interview for this topic?

- _____
- _____
- _____

7. What is the purpose, or goal, of your podcast?

8. What will the audience remember when it's over?

Name: _____

Date: _____

Prompt #2: Planning Page

What is something you would like to teach others about?

1. What is your topic about?

2. What is your topic *not* about?

3. What existing podcast would you compare yours to?

4. What did you like about the way that podcast was created?

5. How will you make this topic interesting for your listeners?

6. Who are 1-3 people you could interview for this topic?

- _____
- _____
- _____

7. What is the purpose, or goal, of your podcast?

The purpose, or goal, of my podcast is to _____

8. What will the audience remember when it's over?

Name: _____

Date: _____

Prompt #3: Planning Page

What is a debatable issue that you could show both sides of?

1. What is your topic about?

2. What is your topic *not* about?

3. What existing podcast would you compare yours to?

4. What did you like about the way that podcast was created?

5. How will you make this topic interesting for your listeners?

6. Who are 1-3 people you could interview for this topic?

- _____
- _____
- _____

7. What is the purpose, or goal, of your podcast?

The purpose, or goal, of my podcast is to _____

8. What will the audience remember when it's over?

Name: _____

Date: _____

Prompt #4: Planning Page

What do you want to change about the world?

1. What is your topic about?

2. What is your topic *not* about?

3. What existing podcast would you compare yours to?

4. What did you like about the way that podcast was created?

5. How will you make this topic interesting for your listeners?

6. Who are 1-3 people you could interview for this topic?

- _____
- _____
- _____

7. What is the purpose, or goal, of your podcast?

The purpose, or goal, of my podcast is to _____

8. What will the audience remember when it's over?

Name: _____

Date: _____

Prompt #5: Planning Page

Explain something that kids understand that grown-ups don't.

1. What is your topic about?

2. What is your topic *not* about?

3. What existing podcast would you compare yours to?

4. What did you like about the way that podcast was created?

5. How will you make this topic interesting for your listeners?

6. Who are 1-3 people you could interview for this topic?

- _____
- _____
- _____

7. What is the purpose, or goal, of your podcast?

The purpose, or goal, of my podcast is to _____

8. What will the audience remember when it's over?

Name: _____

Date: _____

Preparing for your interview

Interviewing is an important part of podcasting. An interview is when you ask questions to somebody involved in the story. When your listeners can hear somebody share their personal perspective it will make the story more powerful.

Take a look at your planning page. Let's figure out if the people you listed are good subjects for your story. List the names and reflect.

- Interviewee #1: _____

What makes this person important to interview?

- Interviewee #2: _____

What makes this person important to interview?

- Interviewee #2: _____

What makes this person important to interview?

Interview Schedule

Name:	Name:	Name:
Date:	Date:	Date:
Place:	Place:	Place:

Name: _____

Date: _____

Interviewing Steps

Use this page as a guide that you can take with you to your interviews. It outlines all of the basic steps for you to follow to go through the process of collecting audio from your interviews.

Step 1: How to Use GarageBand

- Watch the YouTube video called "Podcasting with GarageBand on iPad" from the channel "College Ready Ohio."

Step 2: Materials

- I have my iPad
- My iPad has plenty of battery and memory
- I am in a quiet environment
- I have my list of questions
- Microphone (optional)

Step 3: Audio Check

- Make sure the iPad is positioned close enough to you and your interviewee
- Record about 10 seconds worth of conversation between you and your interviewee
- Listen to your recording to check that the sound is clear. If not, try again

Step 4: Conduct the interview

- Begin by stating your name and the name of the person you are interviewing. "This is ____ and I'm interviewing ____ about ____."
- Remember to continue to speak clearly
- Ask your questions clearly
- Ask follow up questions based on their responses

Step 5: After the interview

- Thank your interviewee
- Listen to the recording
- Cut out the sections that you want to include in your podcast

Name: _____

Date: _____

Recording Practice

It's time to learn how to record your podcast using your iPad. It would be helpful to have a microphone, but don't worry if you don't. While there are countless recording apps, most iPads will come with a program called GarageBand - so that is the app you will need to make sure you have downloaded.

Watch the following YouTube video and follow each step:

Channel: College Ready Ohio

Episode: Podcasting with GarageBand on iPad

Length: 6min 17sec

Watch the video slowly. Pause between each step and set yours up the way you are shown. Watch as many times as you need. This is the absolutely best video I have come across.

With a partner, record the following script

Partner 1: Hello, my name is _____. I am a student at _____ and I am _____ years old. With me today is my guest _____. How are you doing today?

Partner 2: I'm doing great. Thank you so much for having me on your show.

Partner 1: My pleasure. I would like to ask you, what is your favorite thing to do over the summer?

Partner 2: I like to go surfing.

Partner 1: That sounds fun. Thanks for being on the show.

Name: _____

Date: _____

Post Production: Writing a Transcript

At this point you have planned out your podcast and recorded your interviews, now it's time to put it all together! Think of this stage like a big jigsaw puzzle. There are many pieces on the table, and your job is to make it into a story for your listeners.

In the YouTube video "Podcasting with GarageBand on iPad" you will see how you can edit all of your audio clips.

This is the stage that takes the longest, so take your time.

One helpful tip is to first "transcribe" your podcast. This basically means writing your podcast out in script form first.

Example Transcription:

Me: Hello everybody, my name is Chris. In this episode you will hear a story about loneliness and what it's like being the new kid at school. You will also learn about the power of kindness.

Interviewee Clip (Trevor): "I remember standing alone outside at recess and wishing I could just disappear."

Me: It was Trevor's first day at Cedar Ridge Elementary. His family had just moved across the country.

Interviewee Clip (Trevor): I didn't want to leave all of my friends behind. I had known them my entire life. I didn't know anybody at my new school.

Me: He remembers walking into Mr. Johnson's class and finding his seat at a desk near the front of the room.

Name: _____

Date: _____

Example Transcription continued:

Interviewee Clip (Brandon): He sat down next to me in class. I could tell he was a little shy but he seemed nice.

Interviewee Clip (Trevor): The entire morning all I could think about was how badly I missed my old school. It felt like everyone was just staring at me.

Me: The morning ticked by slowly. However, it wasn't until recess when things took a turn for the worse.

Interviewee Clip (Trevor): At recess I saw all the kids playing with their friends. I didn't know what to do. I didn't know who to play with. That's when I remember really trying to fight back the tears. I didn't want everybody to see me cry.

Interviewee Clip (Katie): I was standing across on the other side of the playground with my friends. We were playing tag like we normally did. I just remember looking up and seeing Trevor walking slowly by himself. It just seemed like he needed a friend.

Me: So what did you do?

Interviewee Clip (Katie): I told my friends that we should ask Trevor if he wanted to play with us.

Interviewee Clip (Brandon): Katie is really good at noticing when people seem down. When she told us we should ask Trevor to play I thought it was a good idea.

Me: Katie and Brandon walked over to Trevor.

Name: _____

Date: _____

Example Transcription continued:

Interviewee Clip (Trevor): I was really surprised when they walked up to me and asked if I wanted to play with them. I thought that maybe I should just make up an excuse and tell them no. But for whatever reason, I decided to say yes.

Me: It was during recess that Trevor became friends with Katie and Brandon. Today, they are best friends. And even though Trevor still missed his old school sometimes, it's new friends like Katie and Brandon that have made his new school not seem so bad.

Interviewee Clip (Trevor): I'm really glad now that I got to come to my new school even though at first I didn't want to. It ended up turning out to be a good thing.

Me: It's not easy being a "fish out of water." At some point or another, we will all feel what it's like to be "the new kid." But what this story teaches us is that sometimes all it takes is a simple act of kindness to make all the difference!

Transcript Review

When you write out your podcast as a transcript you can see how much easier it is to "see" the story. It's like seeing the "picture" of the puzzle so that how to put the pieces together.

Another helpful thing about writing out a transcript is that it can help you see where you could insert sound clips. For example, during the part of this transcript when it talks about recess, I could add a note in the transcript to play background sounds of a playground to help the listener better visualize the story.

Name: _____

Date: _____

Podcast Rubric

This will show you the criteria for understanding the components that should be developed in the podcast.

	1 - Developing	2 - Approaching	3 - Meeting
Beginning	The topic is not clearly introduced or engaging to the listener	The topic is clearly introduced but lacks engagement	The topic is introduced in an engaging way
Middle	The story does not follow a clear structure or losing engagement	The story has a somewhat logical sequences or does not hold listener engagement	The story continues to engage the listener as the story unfold in a way that makes sense
End	The story does not have an ending or is very abrupt and does not make sense	The story has a somewhat engaging ending but could have tied it together a little better	The ending is clear and ties up the story in an engaging way
Sound	The volume and/or clarity was difficult for the listener	Some volume and/or clarity difficulties for the listener	The volume and clarity made for a good listener experience
Editing	Does not include more than one audio clip or the editing is very choppy or includes long gaps between clips	Includes multiple audio clips but they could be putting together a little neater. Some gaps or too big and some might be too abrupt	Includes multiple audio clips and has clear transitions.
Engagement	The story does not engage the listener	The story is somewhat engaging	The story is very engaging
Interview	The audio clips from the interview are either missing or do not contribute well to the story	The audio clips from the interview could have been a little more focused for telling the story	The audio clips are focused and help make the story engaging to listen to

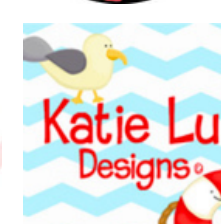
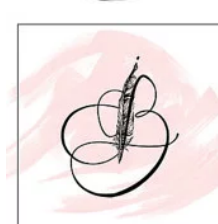
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