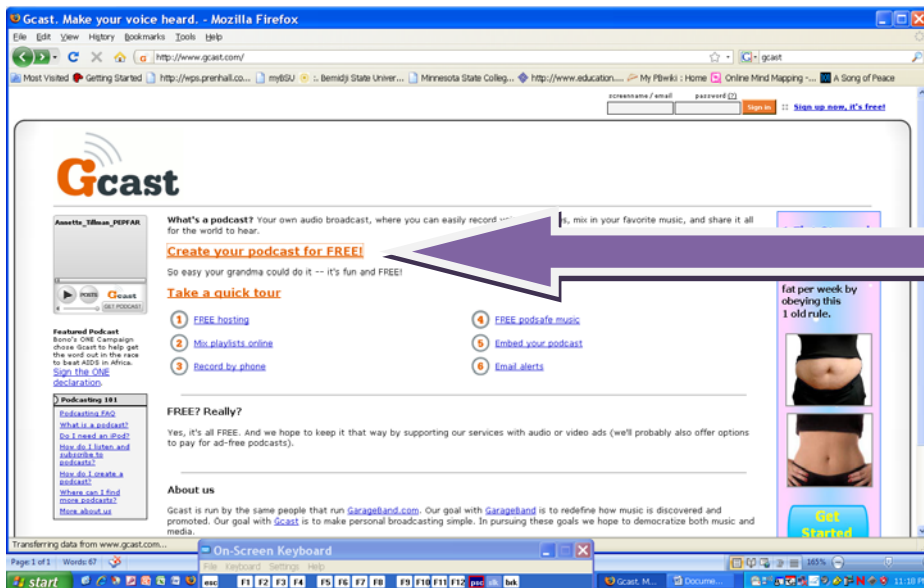# Creating Your Very First Podcast!

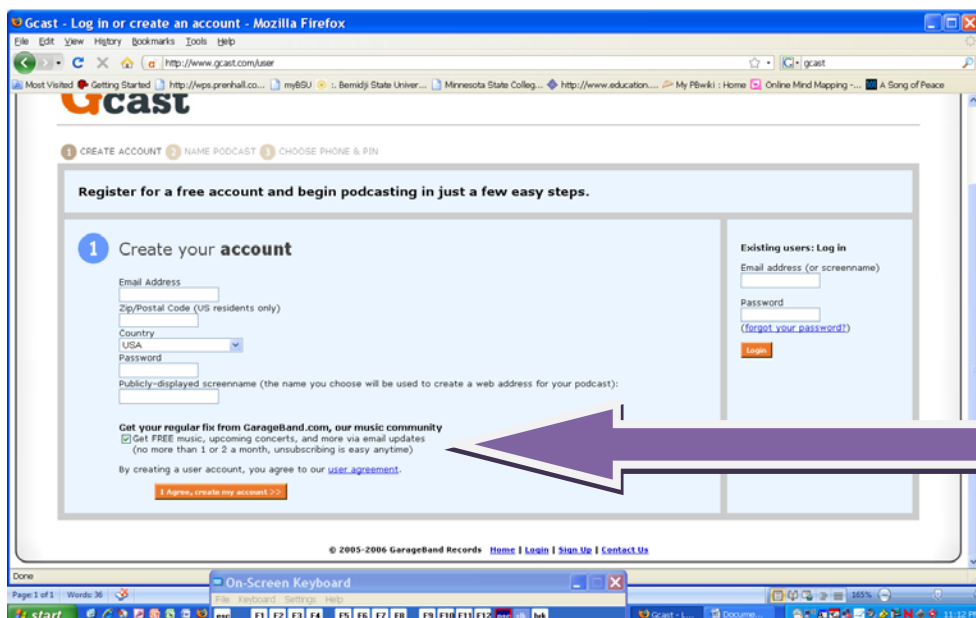Dr. Siri Anderson, Bemidji State University Professional Education

Follow the steps below to create and link others to your very own podcast. Read all the directions once before you start. Then come back to this first step and begin. Put an X in the box next to each step as you complete it so you can keep track of your progress.

_____ **FIRST STEP:** Open a web browser and go to Gcast at www.gcast.com

Click on the link that says "Create our podcast for FREE!"

Really, it won't bite!

It is really free!

_____ **NEXT:** Create an account by filling in the questions they have for you. Be sure to do with an adult's supervision if you are under 13. The last step is to click the orange button saying you agree with their terms of service.

You might want to UNCHECK the box that says "Get your regular fix from GarageBand.com

_____ **NEXT:** Prepare your podcast material! What are you going to say?

Here are a few ideas to consider as you prepare:

- ✓ Prior Preparation Prevents Poor Performance! (Practice, Practice, Practice!)
- ✓ Try doing a practice podcast!
- ✓ Now think back on what you said. What were some of the most important words or ideas that you talked about? Write down these KEYWORDS. (You do NOT need to write out full sentences or passages--just a few words you don't want to forget.)
- ✓ After you've practiced a few times--pausing to write down important words--start over from the beginning for a real "dress rehearsal." You can look at the words you've written as you speak. This time let yourself get all the way to the end of what you wanted to say.
- ✓ Now look back at your KEYWORDS and list a few more ideas or rearrange them in a way that will be helpful to you.
- ✓ Are you ready to try for real? Remember, it is free! If you stumble over words you can just delete the podcast and try again!
- ✓ Here is a template you might find useful for planning a simple short podcast.

Topic _____

Main Idea:

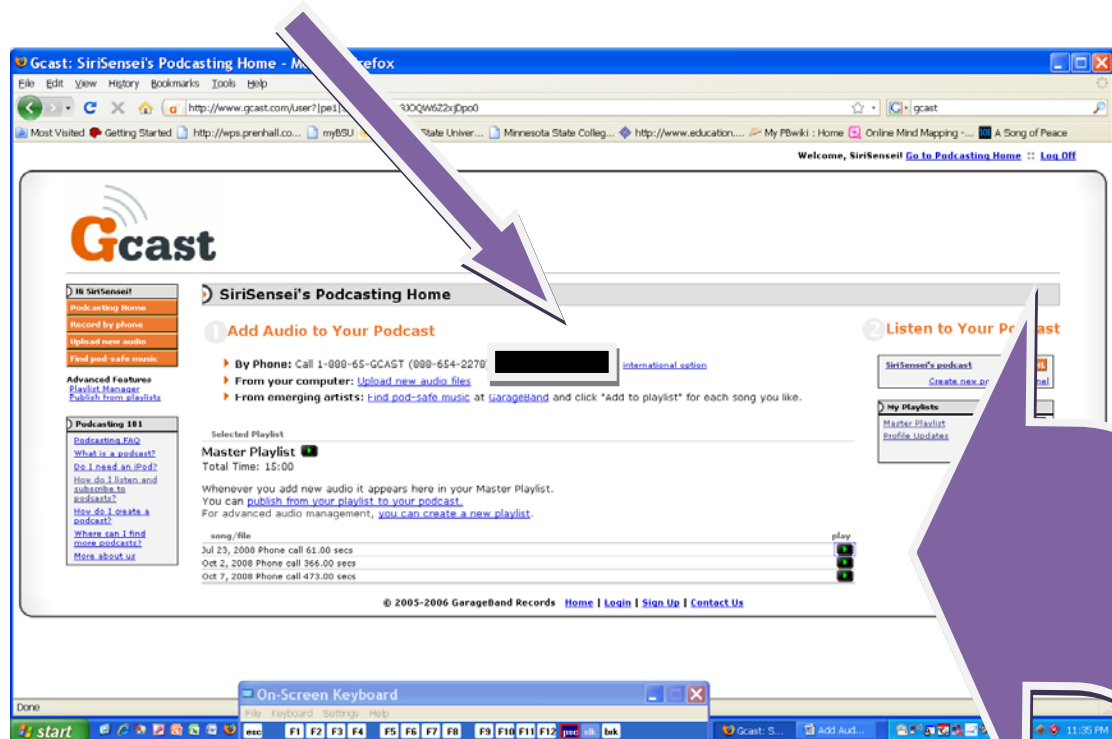**Topics or facts you want to be sure to include:**

1.

2.

3.

Concluding points:

_____ **NEXT:** Call the phone number listed on your screen!

(See it right next to By Phone: Call 1-888-654-2278).

You will need to enter your numeric pin (this is your private password), and then a voice on the phone will tell you when to start talking!

(Your special pin number is here.) Press the # sign when you are done talking.

_____ **NEXT:** After recording, you can check your podcast to see if it says what you wanted it to say. Press 1 to review it--and then re-record or publish it. Listen carefully to the directions on the phone.

You can also listen to it once it is published. This might take a minute or two. You see where it says "Play" and there are green arrows underneath? You should click the green arrow. When you do, a new window will open up, and your very own voice will start coming out of your computer!

If you like what you hear, you are almost done! You can capture the web address and send it as a link so others can hear it. Or, you can post it in a wiki, blog, or D2L shell so that others can listen to your great ideas. (See directions below.)

_____**NEXT:** You need to share your great work. Here are a few ways to do this: they could come to your GCast page; you could download the podcast and share that file with them; or you can share the link to your podcast with them. I think the link is the easiest for everyone, so that is the one we will review here.

Put the cursor over the web address, which is in the area the purple arrow is pointing to below.

(Right next to the GB under the MP3 Player words at the top of the new window.)

It will read something like this http://www.garageband.com/mp3player?|pe1|WdjZPXLrv

Copy the address. Then **paste** it into your new document – such as an email, wiki or word document.

_____ **NEXT:** Save the document where you've pasted the link!

Now check your link by doubling clicking it. The same MP3 window should pop open and you should hear your lovely voice again.

Congratulations! You are a podcaster and an Official Leader of the Pack in Web 2.0 Technologies – the teaching and learning tool of tomorrow.