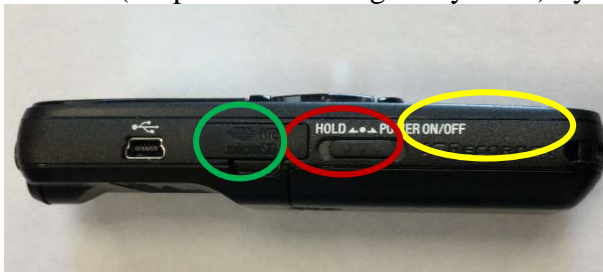


Podcasting in CHSS for PC

Podcasting, for our purposes, simply means creating an audio file and making it accessible via the Internet. We can talk about RSS feeds and all of that at a later session, but to get started, let's just make an audio file and put it on Desire2Learn (D2L).

We'll use small, portable audio recorders with Mini USB ports and removable memory ports to create and transfer our audio files. The steps in this tutorial outline recording with the Sony mp3 IC Recorder, ICD-PX333.

1. To get started, you'll need to know the basic parts and functions of the recorder. First, the **HOLD** button on the left side is the **ON/OFF switch**. See the image below. To turn the recorder on, just slide the switch toward POWER ON/OFF, then let go. To turn it off, slide the switch toward POWER ON/OFF again and hold for a few seconds, then let go. You can also lock the recorder (keep it from turning on by itself) by switching it toward HOLD.



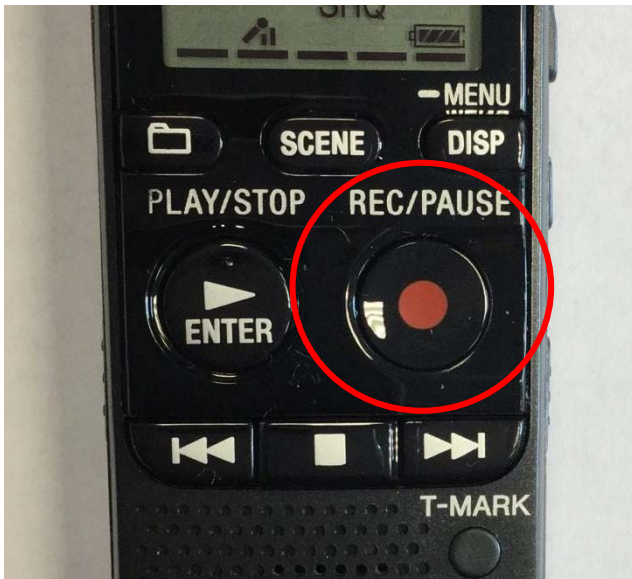
In the image above, you'll also notice the **Mini USB port**. You'll use this if you want connect the device to a computer and download files directly from it. Also, if you pop off the **tab**, you'll see the **memory card ports**. These can be used to add removable storage to the recorder.

Note: if the recorder has just gotten new batteries, it may ask you to set the time and date. You can do so by pressing on the fast-forward and rewind buttons to get to the right number, and then pressing play after each option (Year, Month, Day, Hour, Minute).

- Next, let's look at the screen of the device. When you turn the recorder on (by moving the hold button to the right), you will see the following screen:



You generally want to begin recording into **Folder 01**, so simply press the **red REC button** below the screen to begin recording. You will hear a small "beep," and the red light at the top of the recorder should light up.



When you are finished recording, press the **STOP button** below the REC button. You will hear another small "beep," and the red light at the top will go off. Press the **REC button** to pause your recording. Press the **PLAY button** to playback what you've recorded so far.



3. If you are displeased with your recording or no longer need it you can press the **ERASE button** on the right side of the device.



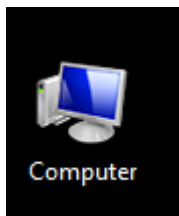
The screen will then confirm whether you want to **erase the file**. Select the **rewind** button to select yes and press the **ENTER** button to confirm.



4. Now, let's move your recording from the recorder to your computer. Locate the USB-to-Mini USB cord and insert the smaller end into the port on the device. Insert the larger end into a computer's USB drive.



Click on the My Computer icon on your desktop.

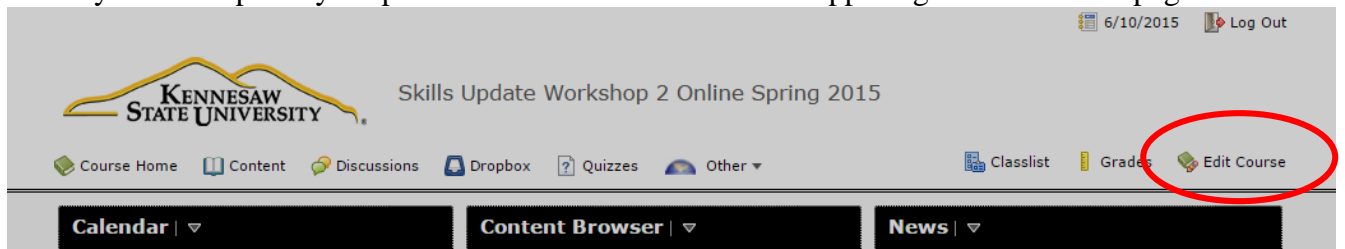


5. Inside "My Computer," open the icon labeled IC Recorder under the "Devices with Removable Storage" heading. NOTE: It may be listed as a drive with a letter assignment such as E: or G:.

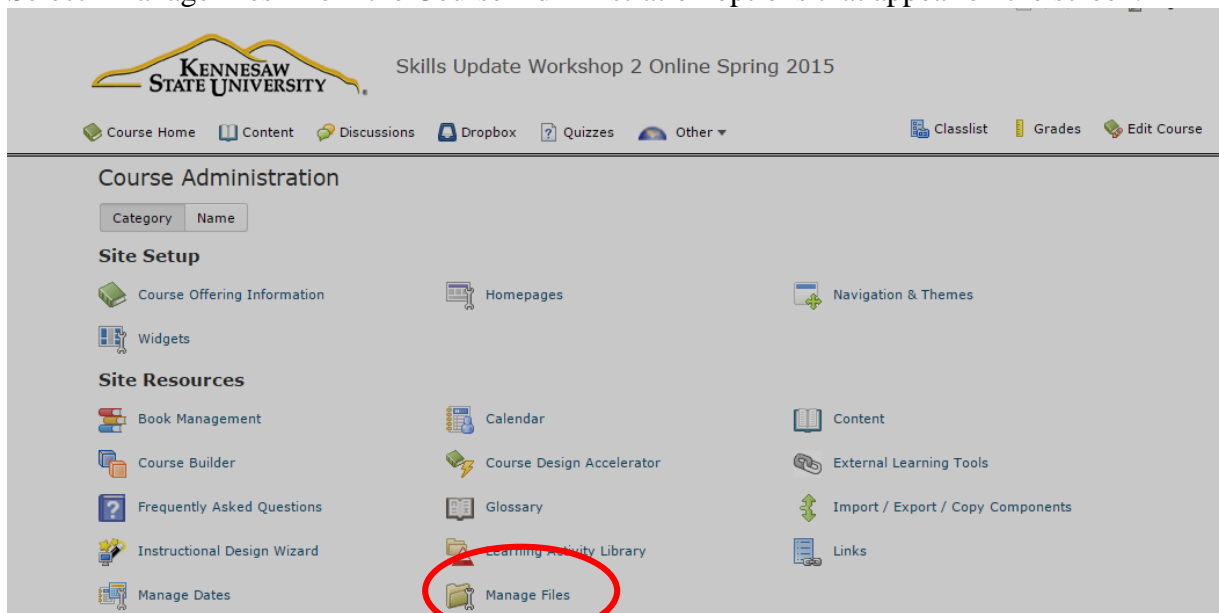


6. Double click on IC Recorder (above), and you will see several files, including one called "VOICE." Double click on the "VOICE" file, and you will see folders 1-5. Open up folder 01 by double clicking on it, and you will see at least 1 mp3 file. Files are named based upon the date and time they are created. Double click on a file to hear it. If it is the file you are looking for, move that file to a podcast folder or your desktop for storage by simply dragging and dropping it. You can also leave it on the recorder and load it to D2L from the recorder.

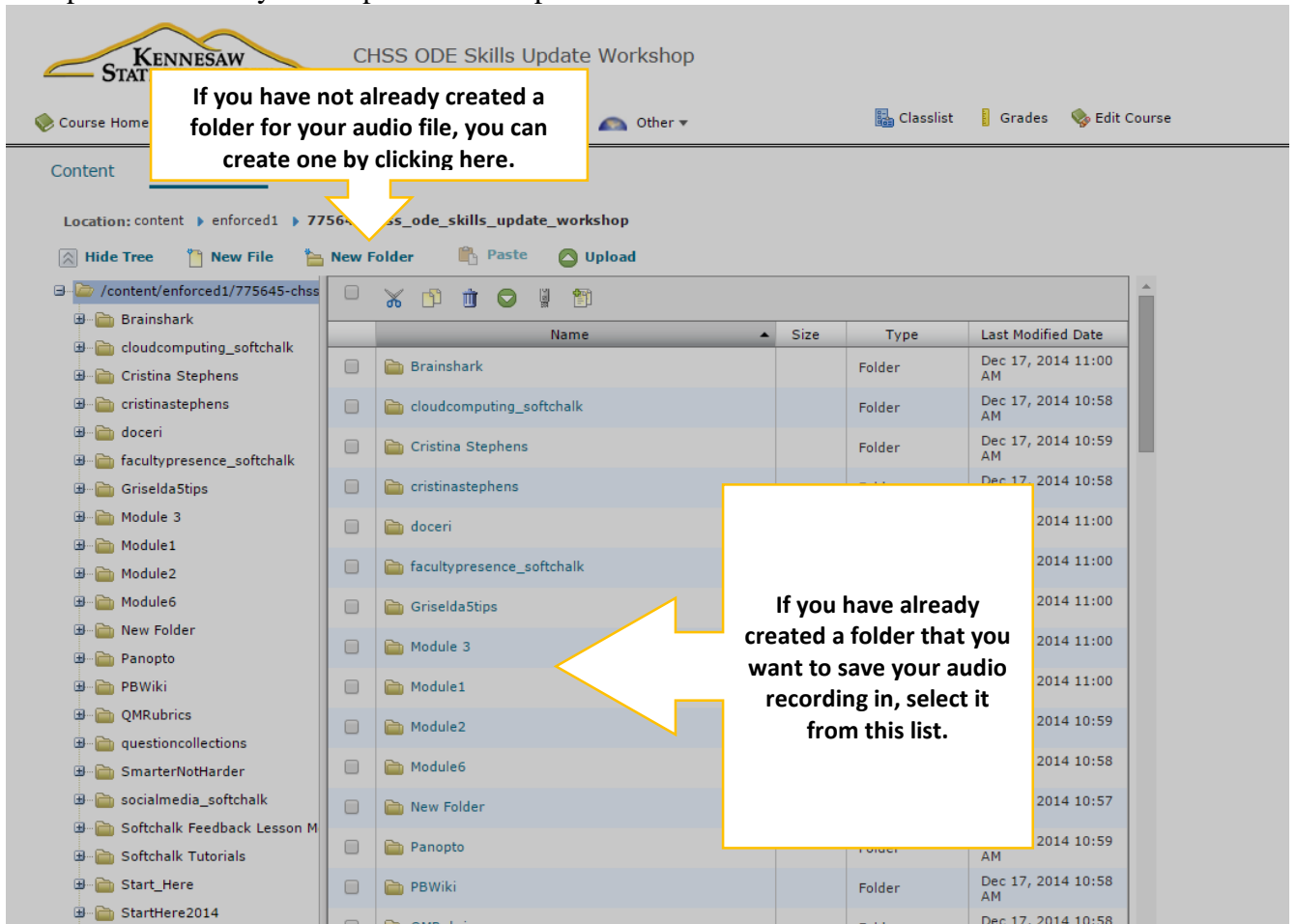
7. It's time to load the recording onto D2L. Log into your D2L account, then select the course where you want upload your podcast. Click Edit Course in the upper right corner of the page.



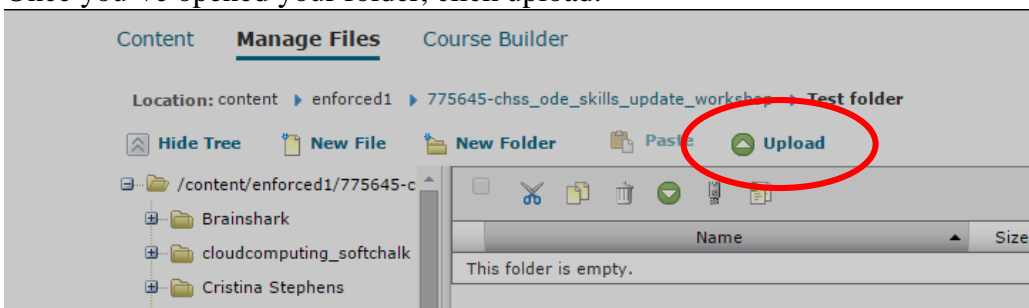
8. Select "Manage files" from the Course Administration options that appear on the screen.



9. On the next screen you can choose a folder to upload into or simply click “new file”. Choose the option that suits you and proceed to step 10.

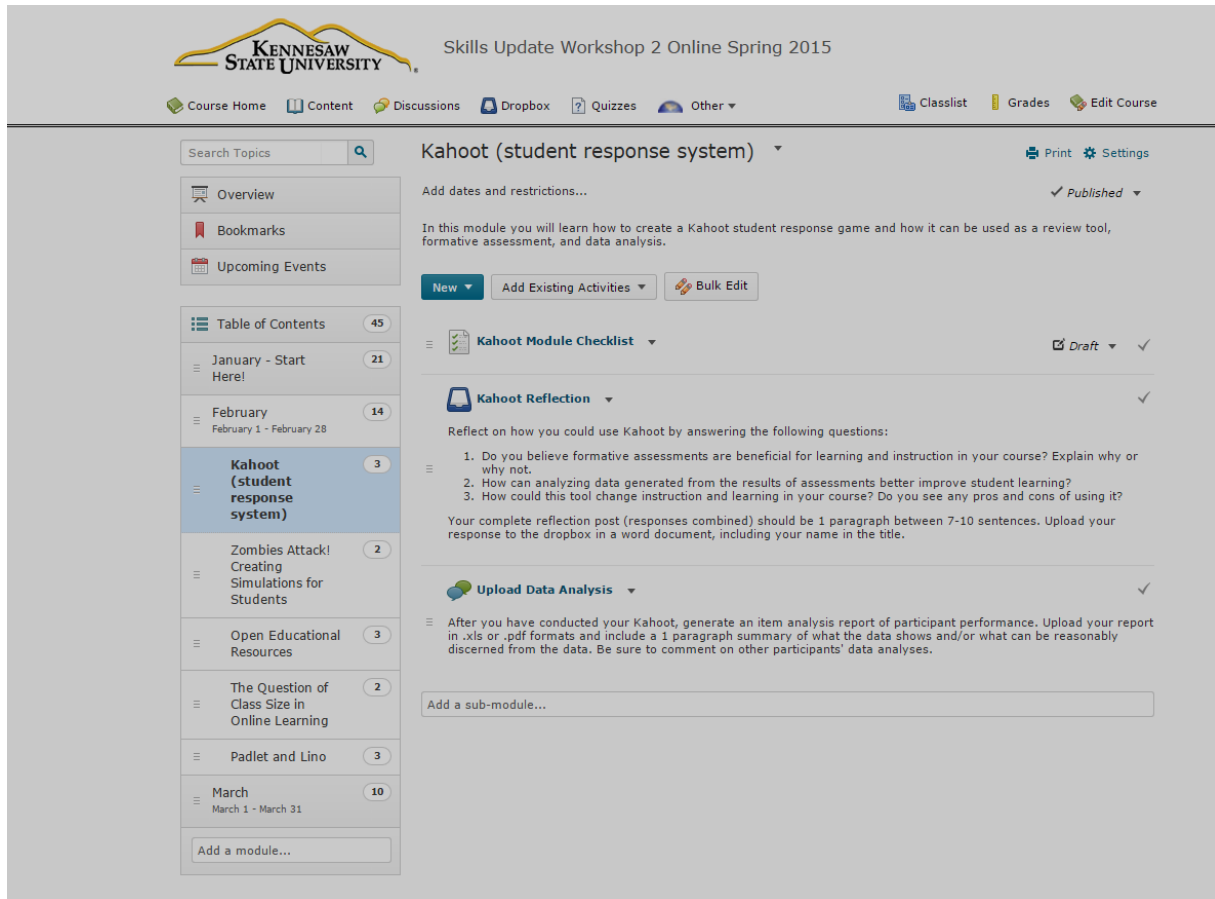


10. Once you’ve opened your folder, click upload.

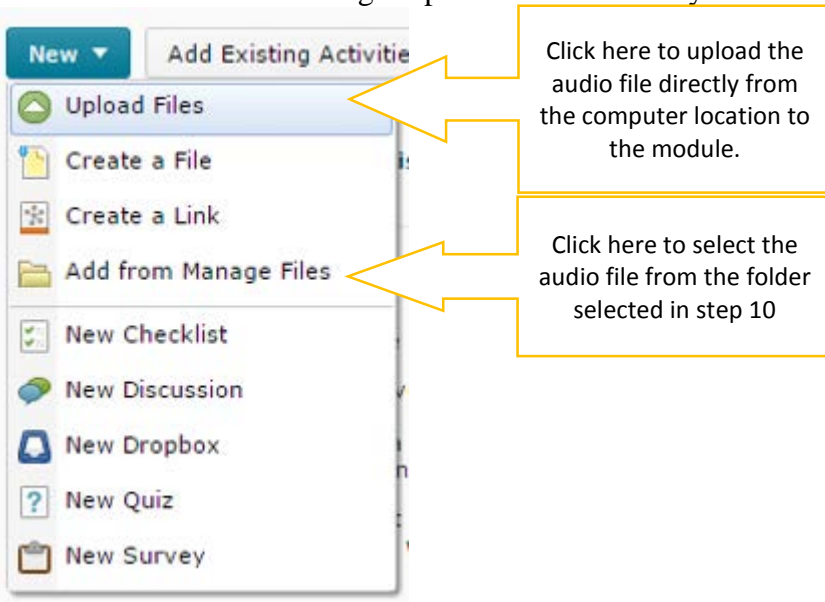


11. This will open up a dialog box asking you again to upload the file you want to add from your computer library. Select the audio file from the location you chose in step 6 and click “Save.”

12. In order to add your file to a module, go to content, open the module you want to add it to, and click “New.”

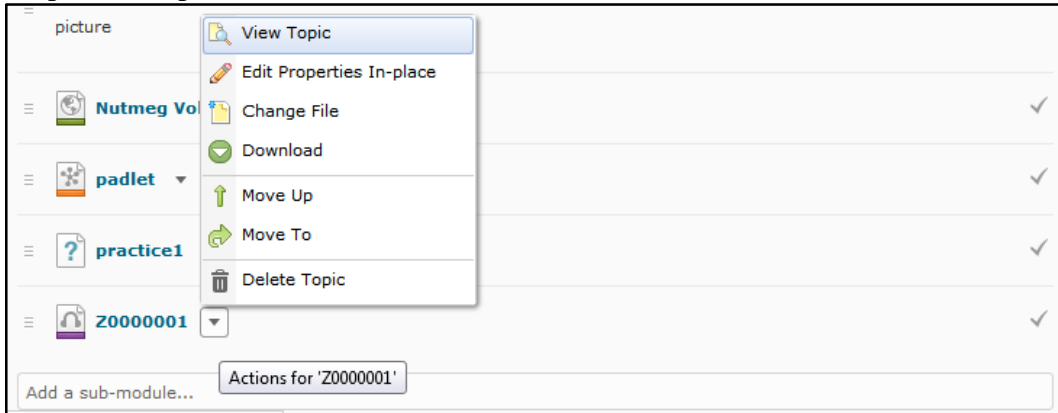


13. This will launch the following dropdown menu. Make your choice and find your file.

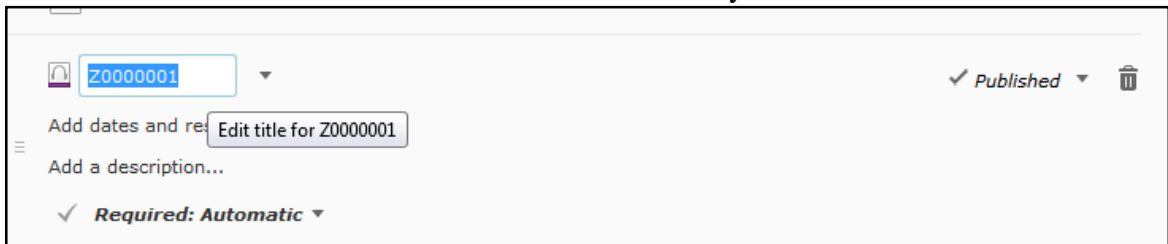


14. Following this step, your podcast should appear within your module. You will want to re-name it so that your students know what it is and give a description (this is also a good place to add a link to a transcript, which you must include in order to be ADA compliant).

- a. Click on the drop-down arrow next to your file in the module, and then click “Edit Properties In-place.”



- b. Click on the name and it will become editable. Rename your file.



- c. Click “Add a description...” then paste in your transcript (using CTRL+ V) or a link to your transcript and click “update.”

Best of luck creating your podcasts!

If you need assistance, or want to check out a podcaster, contact Tammy at tpowel25@kennesaw.edu or Tiffani at treardo2@kennesaw.edu.

Created by Dr. Tamara Powell, 2009

Updated by Ms. Tiffani Reardon Jan. 2013

Updated by Mr. Kali Alford & Mx. James Monroe June 2015