**Making a Podcast**

What Is A Podcast?

A podcast is a voice recording or video that is placed on the internet for everyone to enjoy. These can be voice recordings of stories being read or video recordings of an event.

Uses for Podcasts

* Story Time Readings
* Lesson/Homework Descriptions
* Classroom Announcements
* Videos of Story Retelling
* Videos of In-class Activities

Examples of Podcasts in Elementary Schools

* <http://www1.gcs.k12.al.us/~podcast/>
* <http://www.apsva.us/155420829102140303/site/default.asp>

Issues to Consider

* Obtaining signed permission from speakers to record and redistribute their presentations
* Obtaining permission from authors and artists to use any of their works on a podcast
* Obtaining permission for any music use (please search on the internet for ‘podsafe music’)

How to Make a Podcast

1. Choose a recording program. (Audacity is a voice recording program that is free to download onto your computer. We also can use the Flip Videos for videocasting.)
2. Record your content in either audio or video.
3. Save the content to your computer.
4. Log onto your website.
5. Click on the arrow to release the drop-down box on the right side of your screen on ‘Add FusionTools’.
6. Choose Videos and Podcasts. This will add a box on the left called ‘Videos and Podcasts’.
7. In this new box click ‘Add Video/Podcast’.
8. Beside the ‘Upload File’ box click on ‘Browse’.
9. Find your videocast or podcast that you saved on your computer. This will place it in the ‘Upload File’ box.
10. Make sure to click ‘Save and return to home’ at the bottom of the page.
11. Wait a few minutes and it will be added to your webpage.