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## Getting Started Guide

Now with  
multi-track  
recording

The all in one podcasting solution

lightbox<sup>™</sup>  
education  
an **RM** company

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## Introduction

Podium provides pupils and teachers with a quick and easy way to create, edit, publish and promote podcasts.

Podcasting can be used in a variety of ways to support learning and teaching, and what's more it can be highly motivating and fun for pupils to do. We hope that through exploring Podium, you'll discover the benefits of podcasting for yourself, both within and beyond the classroom.

## What is podcasting?

Podcasting, according to Wikipedia, is "the practice of making audio files available online in a way that allows software to **automatically detect new files and download them.**" Technically this is accomplished using RSS feeds to provide information about a collection of audio files in MP3 format. The term podcasting is often used to refer to a one off audio broadcast that can be downloaded from the Internet although this is not, strictly speaking, a true podcast which should be a 'series' of broadcasts.

Podcasting lets anybody with a microphone, a computer and an Internet connection publish audio broadcasts that can be listened to by people anywhere in the world. Because the barriers to entry are very low, podcasting is rapidly becoming a popular way for people to share audio broadcasts. Podcasts are mostly free and can be automatically downloaded to portable media players, so they can be listened to whenever it's convenient. There are already many types of podcast available including:

- Audio books with chapters broadcast in instalments.
- Music shows for all the latest new music direct to your PC.
- News broadcasts to ensure you keep up to date with what's happening.
- Entertainment broadcasts automatically delivered on a regular basis.
- Businesses keeping customers informed about latest products and developments.
- Sports news - keeping fans updated with their team's progress and achievements.
- Religious leaders can even provide a service to their local community with important messages, sermons and pastoral news.

In reality, anyone with anything to say can spread the word using podcasts.

Podcasting has become the word used to describe the making of the audio file and its publication to a site where it can be listened to by others. But the very essence of podcasting is its episodic nature. For the podcast producer it is not just a 'one-off' recording but a connected (however loosely) set of recordings. For the podcast listener it is easy to compare its methodology and function to that of taking out a subscription to a magazine. You decide that you are interested in a particular subject, you find someone who publishes information about that subject and you subscribe to the magazine. You do this once and from then on, for the period of your subscription, the magazine arrives regularly through your letter box.

## Why podcast?

In an educational context, podcasting can be used by both teachers and pupils and is attracting significant interest from all educational sectors. It is a fast, convenient, and low cost way to extend lessons both within and beyond the classroom. From simply recording existing lessons to developing new extended course material, teachers and pupils alike can take advantage of the many benefits of downloadable content contained in educational podcasts. Using podcasting as part of a child's educational routine has many potential advantages, including:

### In the classroom

- Can be tailored to any curriculum area.
- Can provide bespoke materials to support any learning situation with audio material for learning "on demand", at anytime and anywhere.
- Potential to support or extend the work of any pupil with special needs.
- Useful for children who miss lessons, e.g. due to illness.

### **At home and in the community**

- Great community/school link potential.
- Could provide schools with an effective way to communicate with parents on a regular basis, e.g. regularly broadcast instead of/as well as a school newsletter
- Useful for those with a reading difficulty or for communities with a common language.
- Could bring a whole new approach to homework, e.g. audio notes to reinforce learning.

### **For personalised learning - children benefit enormously from making a podcast**

It gives them a potential audience of thousands for their work and they can think about tailoring their podcasts for different audiences.

- Pupils must concentrate on their speaking and listening skills which will have consequential effects on their writing skills (writing scripts, setting up interviews etc).
- Publishing their own podcast is hugely motivating for pupils; also gives them a sense of ownership.
- In learning how to create a podcast, pupils are extending their ICT skills and capabilities to embrace new technologies.
- Podcasting can be tailored to a number of curriculum areas and is also great for developing teamwork skills.

### **A round up of the benefits of podcasting**

The benefits of podcasting extend much further than simply listening to educationally charged content. The process of creating podcasts themselves gives children a whole new outlook and opportunity to exploit their creative talents.

The potential to share activities between schools as well as the wider community is highly worthwhile. It also provides children with opportunities to showcase their work and tailor it to different audiences.

Home-school links can be dramatically strengthened with the help of podcasts containing school news for parents, details of lesson content and homework requirements. Producing podcasts aimed at parents can help enormously in bringing parents more effectively into the school community.

## Installing Podium

### • Insert the Podium CD into the CD drive and the install program will auto-start

- If the installer does not auto-start; open 'My Computer' and navigate to the drive which contains the CD. Open the drive and double-click on setup.exe

### 'Welcome to the InstallShield Wizard for Podium'

- Click 'Next' to proceed

### 'Licence Agreement'

- Read the licence agreement. You can print a copy if you wish by clicking the 'Print' button.
- Select 'I accept the terms in the licence agreement' and then click 'Next' to continue.

### 'Destination Folder'

The default location for the product to install to is Program Files on the local drive. (To change the install location click the 'Change' button and select the location you wish to install to. Click the 'OK' button).

- Once you have chosen a location or accepted the default location click the 'Next' button.

### 'Ready to Install the Program'

- Click the 'Install' button to continue with the installation.

### 'Installing Podium'

This window displays the progress of the installation.

If Microsoft .Net Framework 2.0 is not already installed, the following message will appear: 'Podium optionally requires the component Microsoft .Net Framework 2.0. Would you like to install this now?'

- Click 'Yes' to continue.

### 'InstallShield Wizard Completed'

- Click 'Finish' to complete the process.

### Other installations

Group policy can be used to deploy the podium.msi when installing to a network. Microsoft .Net Framework 2.0 needs to be installed prior to Podium when using group policy deployment. You can also distribute the Podium options file in this way once it has been created (see Configuring Podium page 11). Contact your systems/network administrator for further details.

## Configuring Podium

Podium uses File Transfer Protocol (FTP) to publish podcasts.

The Podium Options tool has been created to allow you to capture your FTP information once (simplifying the process of uploading files), manage your published podcasts and password protect publishing. Each PC that uses Podium will need to be configured or share the Podium options file (see 'General', page 13) in order to be able to publish podcasts.

- Go to the 'Start' button on your desktop and in 'All Programs' select 'Podium' and then 'Podium Options'. By default Podium requires a password to open Podium options and publish. Initially this is set to 'audience' but we recommend that you change this.
- Enter the password and click 'OK'.

## FTP

First ensure you have access to the Internet and select the 'use FTP' transfer method in the 'Transfer' tab. There are three steps to setting up your FTP details.

### 1 Test whether you can FTP.

- a. Click on the 'Can I ftp?' button (Fig.1).
  - i. If you can FTP, the 'You successfully connected' message will be displayed to the right of the button.
  - ii. If you are not set up to use FTP, the 'You failed to connect' message will be displayed to the right of the button. For information on how to rectify this you should contact your systems/network administrator.



Fig. 1

### 2 Enter the settings for your FTP account (Fig.2). If you are using Lightbox Education hosting these details will have been provided to you with the product.

- a. (FTP) Address
- b. Port
- c. Username
- d. Password
- e. Podcast folder (browse to a folder on the FTP site and choose it as the location to keep your podcast files)
- f. Web address (this is the address you would browse to on the Internet to access the podcast folder you have chosen.) Start the address with http://

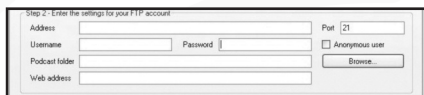


Fig. 2

If you are using your own hosting you may want to ask a school technician for these details or to configure Podium for you.

### 3 Test the connection to your FTP account (Fig.3).

- a. Click on the 'Test Connection' button
  - i. If the connection is working, the 'You successfully connected to the specified site' message will be displayed.
  - ii. If the connection is not working, the 'You failed to connect to the specified site' message will be displayed. Where possible a reason will be given. You should contact your systems/network administrator for assistance.



Fig. 3

It is possible to host your podcasts locally, i.e. to keep your podcasts within your school. However, podcast aggregators such as iTunes are made to subscribe to podcasts that are resident on a web server. Each situation is different, but in broad terms, to host locally, you will need to:

- 1 Run a web server, such as Apache Tomcat and Filezilla FTP server.
- 2 Enter the web server details into the FTP section of Podium Options so that you upload the podcast file to the correct folder for your web server, so it can distribute your podcast to your aggregator.

We would advise you to talk with your systems/network administrator if you wish to host locally to find a solution that best fits your circumstances.

## HTTP

If you cannot upload via FTP, you may wish to upload over a HTTP connection instead. If you have chosen to use Lightbox Education hosting, you will be able to do so.

First ensure you have access to the Internet and select the 'use HTTP' transfer method in the 'Transfer' tab. There are three steps to setting up your HTTP details.

### 1 Test whether you can HTTP.

- a. Click on the 'Can I http?' button (Fig.4).
  - i. If you can HTTP, the 'You successfully connected' message will be displayed to the right of the button.
  - ii. If you are not set up to use HTTP, the 'You failed to connect' message will be displayed to the right of the button. For information on how to rectify this you should contact your systems/network administrator.



Fig. 4

### 2 Enter the settings for your HTTP account (Fig.5). These details will have been provided to you with the product.

- a. (HTTP) Address
- c. Username
- d. Password
- e. Podcast folder (browse to a folder on the HTTP site and choose it as the location to keep your podcast files)
- f. Web address (this is the address you would browse to on the Internet to access the podcast folder you have chosen.) Start the address with http://

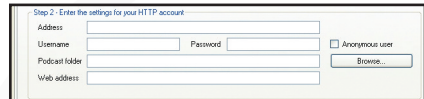


Fig. 5

If you are using your own hosting you may want to ask a school technician for these details or to configure Podium for you.

### 3 Test the connection to your HTTP account (Fig.6).

- a. Click on the 'Test Connection' button
  - i. If the connection is working, the 'You successfully connected to the specified site' message will be displayed.
  - ii. If the connection is not working, the 'You failed to connect to the specified site' message will be displayed.



Fig. 6

Where possible a reason will be given. You should contact your systems/network administrator for assistance.

## Podcast Management

This section of the tool allows you to delete podcasts which you no longer want - perhaps because it has been discontinued or it was a test podcast.

- Select the podcast (Fig.7).
  - Click on the 'Delete' button. The podcast will be deleted.
- N.B. Deleting podcasts cannot be reversed.

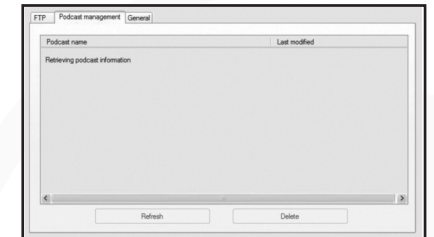


Fig. 7

## General

### Option file

This allows you to set a location where you would like to save your Podium options file OR choose an existing Podium options file to use. This feature allows you to use the same file for all the PCs on a network, meaning you need only set them up once. To do so:

- Choose a location on a mapped drive to save your options file (Fig.8).

On every other computer on the network:

- Open Podium Options.
- Choose the 'General' tab.
- Navigate to the Podium options file you previously saved and choose it. The settings will be applied.



Fig. 8

### Password Protection

You can password protect the podcast publishing and/or Podium Options. This enables you to control who can publish podcasts and who has access to Podium Options.

- Check the 'Podium options' and/or the 'Publishing' checkbox. (If you select the latter both the checkboxes will become ticked.) (Fig.9)
- Type in a password.
- Confirm the password.

The same password will be used for both Podium Options and publishing.

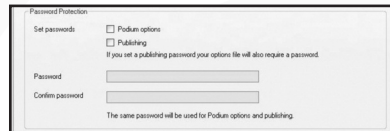


Fig. 9

## Fonts and colours

You can change the font used in Podium and the colours used for the interface in the 'colour and font chooser' window.

To do so you will first need to open Podium.

- Go to the 'Start' button on your desktop and in 'All Programs' select 'Podium' and then 'Podium'. Alternatively double click on the shortcut on your desktop. Podium will load with the podcast, episode and sound workspaces open (Fig.10).
- Click on the 'Colour and Font' button  in the top left of the screen. The 'colour and font chooser' window will open (Fig.11).
- Choose your interface colours. The outer colour represents the main window colour, the middle colour represents the toolbar colours, and the inner colour represents the text and line colour. The colours will update automatically.
- To choose your font, click on the drop down menu and choose a font from the list. The font will update automatically.

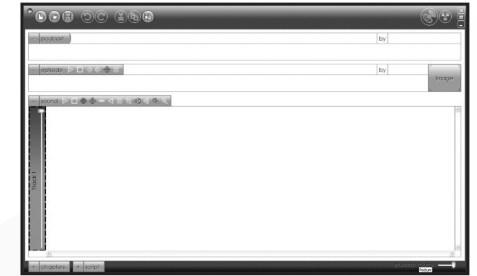


Fig. 10



Fig. 11

## Getting Going

- Go to the 'Start' button on your desktop and in 'All Programs' select 'Podium' and then 'Podium'. Alternatively double click on the shortcut on your desktop. Podium will load with the podcast, episode and sound workspaces open (Fig.10 on page 17).

Podcasts are made up of several episodes which can be published at intervals over a short or long period of time. In the 'Creating a simple podcast' (page 16) and 'Adding an Episode' (page 19) sections you will create a podcast and add a second episode. Episodes are made up of one or more chapters and using them will be explained in 'Using chapters' (page 23). The audio used in each episode or chapter can be made up of number of tracks which can overlay each other. How to do this will be explained in 'Using tracks' (page 21)

## Creating a simple podcast

By following this example you will create a podcast about the weather as a whole class activity.

### Fill in the podcast details

- Enter a podcast title: 'Weather bulletin', a podcast author: 'Class 4' (optional)\*, and a podcast description (optional): 'Your regular weather update' (Fig.12).



Fig. 12

\* If a piece of information is described as '(optional)' you can choose whether or not to include it within your podcast.

### Fill in the episode details

- Enter an episode title: 'Monday 25th June', an episode author: 'Jill and David' (optional), an episode image by clicking on the image box (optional), and an episode description (optional): 'The weather for today Monday 25th June' (Fig.13).



Fig. 13

### Record the audio (single track)


- Click on the 'Record' button  on the 'sound' toolbar. You will see a three, two, one countdown and hear three beeps. Then the 'Stop' and 'Pause' buttons (Fig.14) will be shown in the centre of this workspace. When this appears you are recording.
- Speak into a microphone and click on the 'Stop' button when you have finished. A waveform will appear (Fig.15).



Fig. 14

### Play back the recording


- Click on the 'Play' button  on the 'sound' toolbar.
- You can play back:
  - From the beginning.
  - From a point in the audio by clicking on the waveform and placing the cue point (Fig.16 on page 20). Clicking on the 'Play' button will play from this point to the end of the audio.
  - A section of the recording:
    - Select the part of the audio you want to play by clicking at



Fig. 15

the beginning of the part of the waveform and dragging to the right until you are happy with the selection (Fig.17).

N.B. Clicking on the 'Deselect' button  will remove any selection and place the 'cue point' at the beginning of the audio.

- If you are happy with the recording you can publish immediately (See 'e- Safety' on page 42).
- If you want you can edit the recording (See 'Editing audio' on page 31).
- If you want to re-record the audio select the entire waveform and click on the 'Record' button to record over it.

## Publish the podcast

Publishing your podcast means loading it to a server so that it can be accessed by other people. You can either publish locally (on your network server), or globally (on an FTP or HTTP server).

When the podcast has all the requisite parts it needs, the 'Publish' button will become red (Fig.18).

- Click on the 'Publish' button:
  - If you have not password protected publishing, the podcast will begin uploading and the 'Publish' button will change colour and become green when uploading is complete.
  - If you have password protected publishing, a window will pop up (Fig.19). If you are happy with the podcast enter the password you have set and click on the 'publish' button. The window will close and the 'Publish' button will change colour

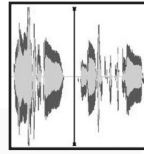


Fig. 16

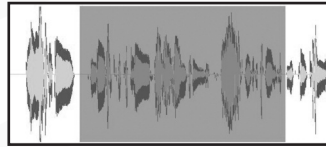


Fig. 17



Fig. 18



Fig. 19

and become green when uploading is complete.

N.B. Publishing times may vary according to your connection speed.

## Promote the podcast

Now your podcast is published you can tell your audience where it is. You only need do this once per podcast since people who subscribe to your podcast will automatically receive each of the new episodes as you publish them.

- Click on the 'Promote' button . The 'promote' window will open (Fig.20). You can either:

- click on the 'email' button. Your default email browser will open and a message will be automatically created with the details of your podcast. You can personalise this message before sending it out to your intended audience.

or

- click on the 'copy' button. This will copy the address of your podcast to your clipboard from where you can paste it into any document (e.g. word document, html page).



Fig. 20

When a user subscribes to the podcast they should drag the link or copy and paste it into their podcast aggregator/player. There are many different aggregators including Doppler and iTunes. A description of how to subscribe to podcasts using both of these aggregators is available in the 'Step by step guide to receiving a podcast' (page 39).

## Save the podcast project

Save your Podium file so that you can come back and continue the project (add more episodes) later. This will keep all the podcast episodes in one place.


- Click on the 'Save' button  on the main toolbar. The 'Save' window will open (Fig.21).
- Type in a name for your podcast and click on the 'Save' button.

## Adding an episode

When you are ready to create the next episode in your podcast, open the project file that you created for the first episode.

As an example we will continue with our 'Weather bulletin'.

### Add a new episode

- Click on the 'Add episode' button  on the 'episode' toolbar. A new episode will be added to the existing podcast (Fig.22 on page 21).

### Fill in the episode details

- Enter an episode title: 'Tuesday 26th June', an episode author: 'Michael and Jane' (they will make the second episode), an episode image (optional) and an episode description (optional): 'The weather for today Tuesday 26th June'.

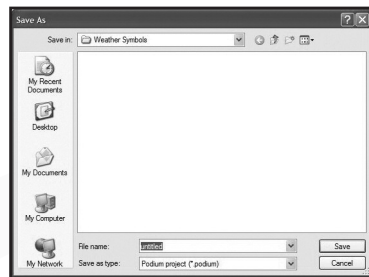


Fig. 21

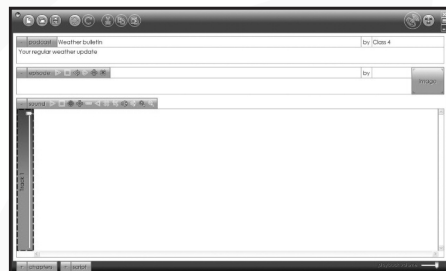




Fig. 22

## Record the audio (single track)

- Click on the 'Record' button  on the 'sound' toolbar. You will see three, two, one countdown and hear three beeps. Then the 'Stop' and 'Pause' buttons will be in the centre of this workspace. When this appears you are recording.
- Speak into a microphone and click on the 'Stop' button when you have finished. A waveform will appear.
- Play back the recording by clicking on the 'Play' button  on the 'sound' toolbar.
- If you are happy with the recording you can publish immediately.
- If you want to you can edit the recording. (See 'Editing audio' on page 31).
- If you want to re-record the audio select the entire waveform and click on the 'Record' button to record over it.

You have now created your second episode (Fig.23)

## Publish the update

When the 'publish' button has become red you may publish as before. There is no need to promote the podcast again unless you want to promote it to a new audience.

## Save the podcast project

It is advisable to re-save the project each time you publish an update so that the published podcast and the project file remain synchronised. You do not need to rename your file each time you save.

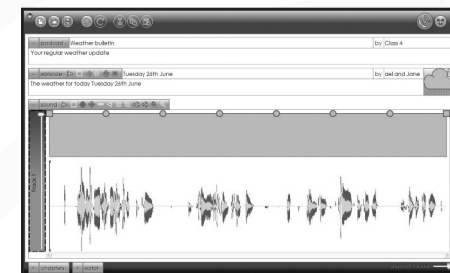


Fig. 23

## Using tracks

By default Podium opens with one track visible. Adding further tracks allows you to layer audio to include several sounds at the same time for example; sound effects, jingles, introductory music, etc, which can add to the sophistication and overall effect of your podcast.

In our example we are going to create episode three for the 'Weather bulletin' podcast using two tracks.



### Add a new episode

- Click on the 'Add episode' button  on the 'episode' toolbar. A new episode will be added to the existing podcast.


### Fill in the episode details

- Enter an episode title: 'Wednesday 27th June', an episode author: 'Richard and Jasmine' (they will make the third episode), an episode image (optional) and an episode description (optional): 'The weather for today Wednesday 27th June'.

### Record the audio for the first track


- Click on the 'Record' button  on the 'sound' toolbar. You will see a three, two, one countdown and hear three beeps. Then the 'Stop' and 'Pause' buttons will be in the centre of this workspace. When this appears you are recording.
- Speak into a microphone and click on the 'Stop' button when you have finished. A waveform will appear.
- Play back the recording by clicking on the 'Play' button  on the 'sound' toolbar.
- If you want to you can edit the recording. (See 'Editing audio' on page 31).
- If you want to re-record the audio select the entire waveform and click on the 'Record' button to record over it.

### Add a new track

- Click on the 'Add track' button  on the 'sound' toolbar. A new track will be added to the existing episode (Fig.24).

### Import an audio file to the second track

Position the cue point at the appropriate position in track 2 in comparison to the first track. (For example: when speaking about the likelihood of rain tomorrow.) A faint dotted line in the first track which shows the point at which the cue point has been inserted in track 2 will help you do this.

- Click on the 'Import sound' button  on the 'sound' toolbar. The 'open' window will open (Fig.25). Navigate to the sound file you require, select it and click 'Open'. For example; if the weather we are describing is rainy, you could use a sound clip of rain. The sound file will be imported and a waveform will appear (Fig.26).

It is possible to add any number of tracks until you achieve the effect you desire (within the limitations of your system resources).

### Publish the update

- As before when you are satisfied with your new episode, update the podcast by clicking on the 'Publish' button.

### Save the podcast project

Save the project as before. You do not need to rename the file each time you save it.



Fig. 24

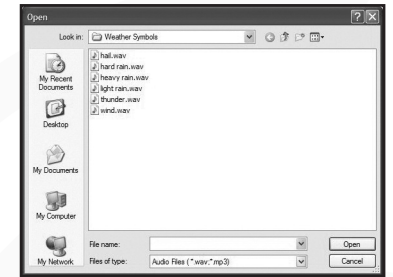


Fig. 25

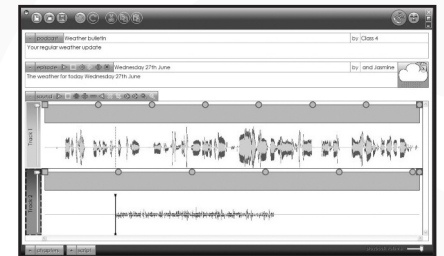


Fig. 26

## Using chapters

Episodes may be made up of one or more chapters, which allows you to compile your recordings and sound files in a linear fashion.

In our example we are going to create episode four for the 'Weather bulletin' podcast. We will create this with three audio chapters.

### Add a new episode

- Click on the 'Add episode' button  on the 'episode' toolbar. A new episode will be added to the existing podcast.

### Fill in the episode details

- Enter an episode title: 'Thursday 28th June', an episode author: 'Kayla and Sayid ' (they will make the fourth episode) an episode image (optional) and an episode description (optional): 'The weather for today Thursday 28th June'.

### Open the 'chapters' workspace


- First open the 'chapters' workspace by clicking on the '+' (maximise) chapters button  | chapters on the bottom toolbar. The 'chapters' workspace will open (Fig.27). By default one chapter will have already been created.



Fig. 27

### Name the chapter

- The first chapter title will be highlighted (Fig.28). Overtyping it with an appropriate title. In our



Fig. 28

example the first audio chapter will be an audio commentary about the day's weather.

### Add a new chapter



- Click on the 'Add chapter' button  on the 'chapters' toolbar. A new chapter will be added and you will be automatically moved to that chapter (Fig.29). The active chapter has a dashed line around it.



Fig. 29

### Build up your chapters

- For your second chapter record an audio commentary: a prediction of tomorrow's weather.
- Add a third chapter and import a sound clip of applause. To do this:
  - Click on the 'sound' button  and select 'applause' from the list.
- Name each chapter appropriately as you go through.

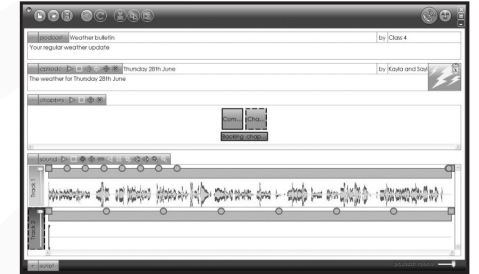



Fig. 30

### Adding tracks to chapters

You can add tracks to chapters as described in the section 'Using tracks'. For instance in this example the prediction for tomorrow is that there will be thunder and lightning.

- Click on the 'Add track' button  on the 'sound' toolbar. A new track will be added to the existing chapter (Fig.30)
- Position the cue point in the track at the position where in track 1 thunder and lightning is mentioned.
- Import audio of some thunder (Fig.31).

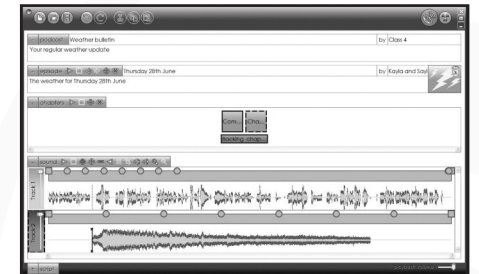



Fig. 31

- Playback the chapter. If the audio is positioned incorrectly you can edit the track. (See 'Editing audio' on page 31).

### Position your chapters

You may decide that the chapters you have created are in the wrong order. In our example we would like to move the sound clip of applause between the two commentaries.

- To move a chapter select it and drag it to its new position. You can hear how they sound next to each other by playing them.
- Click on the 'Play' button  on the 'chapters' toolbar. They will playback from the selected chapter to the end of the episode.

### Adding a backing chapter

When you have two or more chapters a backing chapter will become visible in the 'chapters' workspace (Fig.32). This allows you to add one or more tracks across all chapters in an episode.

- Click on the backing chapter. The backing track will be displayed with a representation of the chapters above (Fig.33)
- Add audio by recording or importing as before. The backing chapter can also be made up of multiple tracks. (See 'Adding tracks to chapters' (page 25).

### Play the episode

As you have built up many chapters you may want to hear how they sound as an episode.



Fig. 32

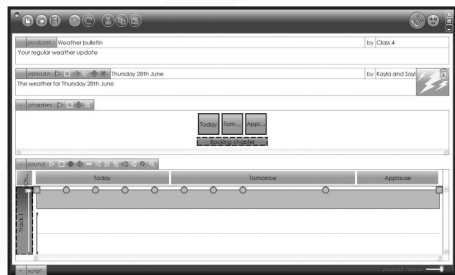


Fig. 33

- Click on the 'Play' button  on the 'episode' toolbar. The entire episode will playback.
- If you are happy with the results you can move on to publishing.

### Publish the update

- As before when you are satisfied with your new episode, update the podcast by clicking on the 'Publish' button.


### Save the podcast project

Save the project as before. You do not need to rename the file each time you save it.

## Creating a podcast using a script

By following this example you will create a podcast, which is an audio play that will be broadcast in scenes.

### Create a new project

- Reopen Podium by going to the 'Start' button on your desktop and in 'All Programs' select 'Podium'. Alternatively double click on the shortcut on your desktop.
- or
- Start a new project by clicking on the 'New' button  .

### Fill in the podcast details

- Enter a podcast title: 'Romeo and Juliet', a podcast author: 'Class 4', and a podcast description (optional): 'The play of Romeo and Juliet performed by Class 4 of Norton School'.

## Fill in the episode details

- Enter an episode title: 'The balcony scene', an episode author: 'Malik and Anneena' will be in this scene, an episode image (optional) and an episode description (optional): 'One of the most famous scenes from Romeo and Juliet'.

## Open the script workspace


- Open the 'script' workspace by clicking on the '+' (maximise) script button  on the bottom toolbar. The 'script' workspace will open (Fig.34).
- To create more space to use the script close the other workspaces by clicking on the '-' (minimise) buttons next to the name of each workspace.



Fig. 34

## Fill in the 'actors' names

- Fill in the names of the 'actors' in the 'script' toolbar in the boxes next to each speech bubble. In this example it will be 'Malik' and 'Anneena' (Fig.35).



Fig. 35

N.B. You could use character names instead of the participant's names.

## Add your script

There are two ways to enter your script either:

- Place your cursor in the script area.
- Click on the first 'actor' speech bubble you want to use. The name of the 'actor' will appear in the script area on the left hand side.
- Type in what the 'actor' will say. The text will appear in the colour associated with that 'actor'.

- Click on the next 'actor'.
  - Repeat until you have completed your script (Fig.36).
- Or
- Paste or drag in some text from another document.
  - Select a section of the script and click on the 'actor' who will speak it. The section of script selected will now be in the colour associated with that actor and the actors name will appear at the left hand side.
  - Repeat until you have completed your script (Fig.36).

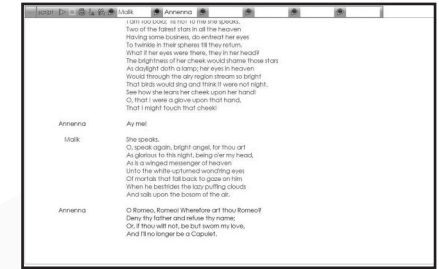




Fig. 36

## Rehearse the script

You can rehearse the script before recording in order to practise speed, timings etc.

- Click on the 'Play' button  on the 'script' toolbar. Green arrows will appear at the left and right of the top line and next to the actor's name who will speak the line (Fig.37). If your script is over a page, a red line will appear towards the bottom of the page. The green arrows show the line which is being spoken and by whom. The red line shows when the page will 'turn' - as the page reaches this point the page will automatically scroll up to show the next section of script.
- Speak the current line of text. Click on the space bar, down arrow key, or mouse button to move onto the next line of text as you reach the end. The arrow keys will move onto the next line.
- Continue to the end of the script. Click on the 'Stop' button  on the 'script' toolbar when you have finished.

You can also print the script which enables you to rehearse whenever and wherever you choose.

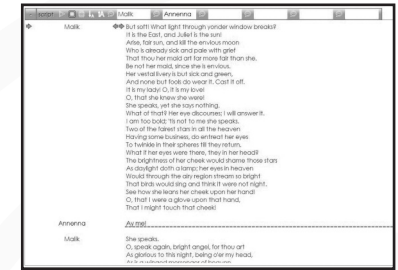





Fig. 37

## Record the audio

- Reopen the 'sound' toolbar by clicking on the '+' (maximise) sound button  sound on the bottom toolbar.
- To start recording click on the 'Record' button  on the 'sound' toolbar. You will see a three, two, one countdown and hear three beeps. Then the 'Stop' and 'Pause' buttons will be in the centre of this workspace. You are now recording.
- The arrows that appeared in the 'script' workspace whilst you were rehearsing will now be red but will work in exactly the same way (Fig.38).
- Speak into a microphone and click on the 'Stop' button when you have finished. A waveform will appear. The waveform colours will reflect when each of the actors were speaking (Fig.39).
- Playback the recording by clicking on the 'Play' button  on the 'sound' toolbar.

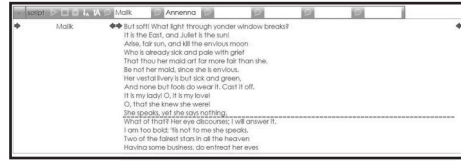


Fig. 38

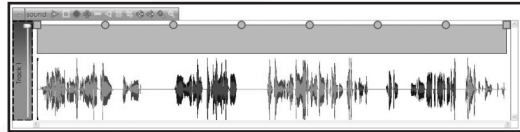


Fig. 39

## Add tracks


If you wish to you can add more tracks see 'Using tracks' (page 21).

## Add new chapters

If you wish to you can add more chapters see 'Using chapters' (page 23).

## Play the episode

If you have built up many chapters you may want to hear how they sound as an episode.


- Click on the 'Play' button  on the 'episode' toolbar. The entire episode will play back.
- If you are happy with the results you can move on to publishing.

## Publish the podcast

When the podcast has all the requisite parts it needs the 'Publish' button will become red.

- Click on the 'Publish' button.


## Promote the podcast

- Click on the 'Promote' button . The 'promote' window will open. You can either:
  - click on the 'email' button. Your default email browser will open and a message will be automatically created with the details of your podcast. You can personalise this message before sending it out to your intended audience.

Or

- click on the 'copy' button. This will copy the address of your podcast to your clipboard from where you can paste it into any document (e.g. word document, html page).



## Save the podcast project

- Click on the 'Save' button  on the main toolbar. The 'save' window will open.
- Click on the 'Save' button.

## Editing audio

There are several ways in which you can edit the audio you have recorded or imported from a file.

### Select a section of audio

- Select part of the audio by clicking at the beginning of the part to be edited and dragging to the right until you are happy with the selection (Fig.40).
- Check the area selected is correctly positioned by clicking on the 'Play' button  on the 'sound' toolbar. It will play back the selected sound. If you are unhappy with the selection:
  - Click on the 'De-select' button  on the 'sound' toolbar and try again.
- Or
- Click somewhere else on the waveform.
- Or
- Use the arrow keys to select more or less sound from the right hand side.
- Or
- Use the left and right arrow keys whilst holding down the shift key to select more or less sound from the left hand side.
- Or
- Use the up and down arrow keys to move the entire selection to the left or the right.

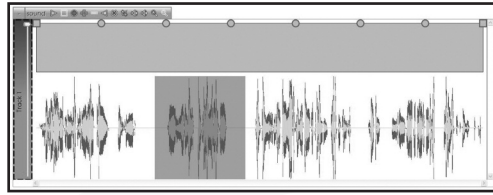






Fig. 40

### Delete a section of the audio


- Select the part of the audio you want to remove by clicking at the beginning of the part of the waveform to be removed and dragging to the right until you are happy with the selection.
- Check the area to be deleted is correctly positioned by clicking on the 'Play' button  on the 'sound' toolbar. It will play back the selected sound. Revise the selection if necessary.

- Click on the 'Delete' button  on the sound toolbar or the delete key on your keyboard. The audio you selected is deleted and the waveform is updated.

### Crop the audio

- Select the part of the audio you want to keep by clicking at the beginning of the part of the waveform to be kept and dragging to the right until you are happy with the selection.
- Check the area to be kept is correctly positioned by clicking on the 'Play' button  on the 'sound' toolbar. It will play back the selected sound. Revise the selection if necessary.
- Click on the 'Crop' button  on the sound toolbar. The audio you did not select will be deleted and the waveform updated.

### Insert

- Click on the waveform at the point at which you would like to insert a sound file. A 'cue point' will be visible (Fig.41). If you have more than one track the cue point position will be marked in the other tracks by a faint dotted line to help you line up audio in one track with audio in other tracks (Fig.42).
- Check whether the 'cue point' is correctly positioned by clicking on the 'Play' button  on the 'sound' toolbar. If you are unhappy with its position, click on the waveform in the new position.

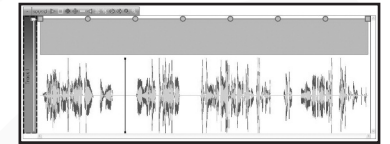


Fig. 41

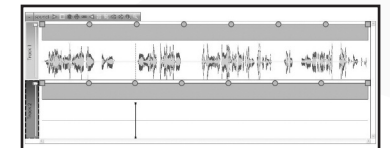



Fig. 42

### A sound file

- Click on the 'Import sound' button . The 'Open' window will open.
- Navigate to and select the sound file you want to use.

- Click on 'Open'. The sound file will be imported and inserted at the 'cue point'. The waveform will be updated.

There is also a selection of sounds available in Podium.



- Click on the sound button  and select a sound from the list (Fig.43). The sound will be imported and inserted at the 'cue point'. The waveform will be updated.




Fig. 43


### A new audio recording

- Click on the 'Record' button . You will see, and hear, a three, two, one countdown and then the 'Stop' and 'Pause' buttons will be in the centre of this workspace. You are now recording.
- Speak into the microphone and click on the 'Stop' button when you have finished. The new audio recording will be inserted at the 'cue point' and the waveform will be updated.

### Replace a section of audio

- Select the part of the audio you want to replace by clicking at the beginning of the part of the waveform to be replaced and dragging to the right until you are happy with the selection.
- Check the area to be replaced is correctly positioned by clicking on the 'Play' button  on the 'sound' toolbar. It will play back the selected sound. Revise the selection if necessary.

### With a sound file

- Click on the 'Import sound' button . The 'Open' window will open.
- Navigate to and select the sound file you want to use.
- Click on 'Open'. The sound file will be imported and replace the section selected. The waveform will be updated.

### With a new audio recording



- Click on the 'Record' button . You will see a three, two, one countdown and hear three beeps. Then

the 'Stop' and 'Pause' buttons will be in the centre of this workspace. You are now recording.

- Speak your commentary into a microphone and click on the 'Stop' button when you have finished. The new audio recording will replace the section selected and the waveform will be updated.

### Zoom in

To see more clearly the section of audio you are editing you can zoom in on the audio.

- Click on the 'Zoom in' button  on the 'sound' toolbar and the sound workspace will update. Repeat until you have reached the desired level of magnification. (To reverse follow the same procedure with the 'Zoom out' button .)

You can now scroll horizontally along the audio to view different parts of the waveform.

### Change the playback volume

It's easy to alter the overall playback volume. You can change the volume using the volume slider on the bottom toolbar (Fig.44). Simply drag the pointer to the appropriate level.



Fig. 44

### Alter the volume level of a track

You can alter the volume of each track. Simply adjust the volume slider on each track (Fig.45) to an appropriate level.



Fig. 45

### Alter the volume level of a section of a track

You can also alter the volume of a section of a track. When there is a sound present in the podcast the wave appears with a blue bar above it (Fig.46). The blue bar has a series of square and circular tabs. The square tabs move down and up, the circular tabs move down and up, left and right.



Fig. 46

As you move the tabs the line will change to reflect the volume.


- A straight line will indicate the volume is the same for the whole track (Fig.46).
- A straight line which goes down at a right angle to another horizontal line indicates that the volume starts high and then at the vertical line changes to a lower volume (Fig.47).
- A straight line which goes up at a right angle to another horizontal line indicates that the volume starts low and then at the vertical line changes to a higher volume (Fig.48).
- A line that slopes down from left to right indicates that the volume starts high and fades out to a lower volume level (Fig.49).
- A line that slopes up from left to right indicates that the volume starts low and increases to a higher volume level (Fig.50).

If you want to add more tabs to edit the volume in more detail, you can do so by clicking anywhere on the top line.


## Other features

### Save audio as an MP3 file

You may wish to save a recording (chapter) to use again in another podcast or in another context. To do this you need to export the file.

- Click on the 'Export' button  on the 'sound' toolbar. By default the audio will be saved as an mp3 file.
- Type in a name for the file, browse to your preferred save location (if necessary), and click on the 'Save' button.

You can also save an episode or a podcast as an mp3 file.

- Click on the 'Save' button  on the main toolbar. The 'Save As' window will open.
- Change the file type to .mp3, type in a name for the file, and click on the 'Save' button.

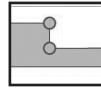


Fig. 47

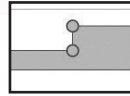


Fig. 48

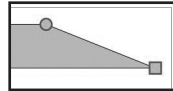


Fig. 49



Fig. 50


## Create a series of episodes about a series of images

There may be occasions (perhaps after a school trip for example to a museum or gallery) when you wish to create a series of episodes about a series of images. Podium makes this simple.

- Create a new project and fill in the podcast details as usual.
- Drop a folder or selection of images into Podium and an episode per image will automatically be created - an episode title will also be added (generated from the image file name).
- Now, just add audio!

## Record several episodes at once and publish at your leisure

There may be occasions when you record the audio for more than one episode at once; for example, you might record a series of interviews in a day but wish to publish them once a week. This is easy in Podium.

- Click on the 'episode' button . A drop down list of the episodes will appear. Unpublished episodes will have a red icon and a tick box. Published episodes will have an icon the same colour as the buttons.
- Untick the episodes you do not wish to publish yet. Now when you publish, only the ticked episodes will be added to the podcast.
- Once ready to publish the next episode simply re-tick the episode and publish again as usual.

## Tabbing

Podium allows you to tab between buttons, text areas and the waveform.

- Simply press on the tab button on your keyboard to move right or hold down the shift button and press on the tab button to move left.

## Screen readers

Podium is compatible with the JAWS screen reader.

## Keyboard shortcuts

There are many shortcuts in Podium which can help you move around easily and quickly.

### General

Ctrl S	save as
F12	save as
Ctrl O	open
Ctrl N	new
Ctrl Z	undo
Ctrl Y	redo
Ctrl P	publish
Ctrl Home	go to the first tab position
Ctrl tab	tab between workspaces
Shift F1	open shortcut guide

### Script workspace

Ctrl 1	assign text to the first actor
Ctrl 2	assign text to the second actor
Ctrl 3	assign text to the third actor
Ctrl 4	assign text to the fourth actor
Ctrl 5	assign text to the fifth actor
Ctrl 6	assign text to the sixth actor

### Sound workspace

Alt left arrow	moves the cue point to the left
Alt right arrow	moves the cue point to the right
Right arrow	selects more waveform to the right
Left arrow	selects less waveform from the right
Shift right arrow	selects less waveform from the left
Shift left arrow	selects more waveform to the left
Up arrow	moves the entire selection to the right
Down arrow	moves the entire selection to the left
Ctrl A	select entire track
F3	play
M	mute selection
V	increase volume of selection
Shift V	decrease volume of selection

## Step by step guide to receiving a podcast

There are three steps to set up your PC to receive a podcast:

### 1. Download software to retrieve and play your podcasts

You will need a software tool, called an aggregator, which will let you subscribe to a podcast and will download and play the mp3 files. So, once you have subscribed to a podcast this software will do the hard work of managing your subscription by checking for and downloading any new episodes that have been released. One common aggregator is iTunes but there are many others.

### 2. Subscribe to a podcast

To ensure that you receive the latest episode in the podcast series you must subscribe. Once you have subscribed your aggregator will regularly check for any new episodes. Subscription is achieved by letting the aggregator know the location of a file that contains information about the podcast. For example it will tell the aggregator when each episode was released, it will give a description of the episode and also let the aggregator know where the mp3 file is so it can download it.

When you visit a web site that offers podcasts you will usually see either a button labelled 'XML' or 'RSS' and some text that will look something like this [www.teachers.tv/news/feed/rss.xml](http://www.teachers.tv/news/feed/rss.xml)

The text contains the location of the file that has all the information that allows the aggregator to download the mp3 files and manage your subscription.

#### To subscribe to a podcast with iTunes:

- Select the text that gives the location of the podcast information file and copy it.
- Open iTunes and click on 'Advanced' and 'Subscribe to podcast'.

- A window opens. Now, paste the location of the information file here and press OK.

You have now subscribed to that podcast. You will notice that iTunes is now downloading the information file and will soon download the first mp3 file. Once it has finished a black triangle will appear at the side of the podcast details. Click this for more information about the podcast.

#### **To subscribe to a podcast with Doppler:**

- Select the text that gives the location of the podcast information file and copy it.
- Open Doppler and click on 'Add feed'.
- A window opens. Now, paste the location of the information file into the URL text box and click 'Add feed'.

You have now subscribed to that podcast. Now click on 'Retrieve' - the podcast episodes will now start to download. Once it has finished a blue circle with a white arrow will appear at the side of the episode details. Click on the episode for more information.

### **3. Listen**

#### **In iTunes**

To view the podcast details and listen to the mp3 files, select 'Podcasts' from the menu on the left hand side.

Select a file and press the play button. That episode of your podcast will play. If the file you want to listen to has a 'GET' button next to it then press this to download the mp3 file. This will happen if the podcast you have subscribed to has already released several episodes.

#### **In Doppler**

Select an episode from the top right-hand window. The episode details will display in the window below. Click on the play button in this window to listen to the episode.

Visit <http://www.podiumpodcasting.com/podcasts> and listen to some podcasts for yourself.

## Creating podcasts of your own

### Key points to think about and discuss before starting to create podcasts

- What audience are we targeting?
- What language is appropriate to the audience?
- Who has responsibility for the material broadcast?
  - Who monitors what is said?
  - What quality control is there?
  - What happens if someone says something libellous?
- E-safety (see 'E-safety' page 42)
- The importance of not revealing personal information
- What planning and preparation needs to be done?

### Inspiring Ideas

Here is a list of ideas to give you inspiration:

- School news - a great way of telling children and parents what is going on at your school.
- Children's work - children love sharing their work. Ask them to record their own stories, or reports about an activity they've done at school.
- Reviews of books, films, poetry, art, music or places of interest.
- Interviews - with members of staff, children, members of the community and visitors to school. You could even interview historical or fictional characters.
- Music - (please be aware that you will not be allowed to use commercial music in podcasts for copyright reasons. However, some artists allow their music to be played in podcasts. You can find this "podsafes" music in special directories (e.g. <http://music.podshow.com>)) e.g. compositions, live music and school songs.

- National/International news - be aware of any copyright regulations when finding sources of news.
- Diaries e.g. diary of a historical character or diary of a character from a book.
- Revision notes e.g. how tos, key points from lessons/topics, vocabulary and spelling lists, and quizzes.
- Role plays.
- Drama e.g. sketches, plays, stories, poems, a series of dramatisations and audio books (please be aware of any copyright regulations).
- Jokes.
- ...and whatever else you feel may be appropriate! The more podcasts you create, the more ideas you'll have!

Keep an eye on [www.podiumpodcasting.com](http://www.podiumpodcasting.com) for podcasts from other schools and colleges using Podium.

## E-safety

E-safety is a concern when using all Internet related technology. Podcasting is no different, but it does not pose any greater threat than publishing information to and accessing information from the Internet. However, we've put together a list of the top e-safety concerns in relation to podcasting to provide you with information about tackling them.

### Copyright

As with any type of publishing, due consideration must be paid to copyright. All kinds of materials including books, music and plays are copyrighted and reproduction of these materials is illegal. However, there are lots of books, scripts, plays etc. that are out of copyright and may be used. Some items in copyright are also available for educational use with the author's permission. There are also a number of websites that feature 'podsafe' music (e.g. <http://music.podshow.com>) which can be used in your podcasts.

There are also a growing number of materials that can be used under Creative Commons licences. There are a number of licences available to choose from dependent on whether the author wishes to allow others to modify their work. (Further information can be found at: <http://www.creativecommons.org.uk>). On the other side of the coin you could also publish your creative work under a Creative Commons licence or copyright which could protect it from being modified.

### Protecting child identity

As with other technologies, if you publish information externally (rather than internally on your network) it is important to protect the identity of the children who take part in the podcast. As a minimum they should only reveal one piece of personal information in a podcast. However, you may want to think about asking them to invent pseudonyms (e.g. DJ names) for themselves or adopt the character names of a play you are podcasting to avoid revealing their name and thereby reducing the chances of identification.

### Acceptable use

As with any communication technology it is important that children are taught how to behave responsibly perhaps as part of a PHSE lesson. Podcasters should apply the same procedures to the publication of audio materials and its labelling as they do to text publications. Many Local Authorities have their own rules which govern this and certainly most schools have in place an Internet policy which could include podcasting and which pupils and parents sign up to.

### Exposure to inappropriate material

As with any other resource on the Internet there may be some inappropriate, inaccurate or misleading podcasts available. To tackle this you could:

- Discuss the accuracy and value of various sources of information with the class.
- Ask pupils to report accidentally accessing inappropriate materials.
- Make pupils aware of the sanctions in place for deliberately accessing such materials in accordance with any Internet policy.

### Useful sites

Internet Content Rating Association

<http://www.icra.org>

ThinkUknow

<http://www.thinkuknow.co.uk/default.aspx>

Childnet International

<http://www.childnet-int.org>

Child Exploitation and Online Protection Centre

<http://www.ceop.gov.uk>

Get Safe Online

<http://www.getsafeonline.org>

Becta

<http://schools.becta.org.uk/index.php?section=is>

## Credits

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### Development Team

Product Design: Steve Taylor

Project Management: Heather Purdom

Lead Development: Ian White, Jane Doran

Development: Mark Ingram, Rob Davies, Richard Cunningham, Andy Hawksworth

Educational Consultancy: Doug Dickinson

Graphic Design: Paul Gowdridge

### Minimum System Requirements

Windows XP (SP2), 300 MHZ (650 MHZ recommended), 128 MB (256 MB recommended), 300 MB HDD space (600 MB recommended), resolution of 1024 x 768.

Podium requires access to FTP or HTTP.

### Peripheral requirements

Microphone, speakers and/or a set of headphones.

See [www.podiumpodcasting.com/peripherals](http://www.podiumpodcasting.com/peripherals)

## Support

If you have any technical problems, please contact our Support team on **+44 (0)1332 258386** between 9am and 5pm, Monday to Friday. Outside of office hours you can email **support@lightbox-ed.com** or go to **www.podiumpodcasting.com**

**Sales:** sales@lightbox-ed.com

**T:** +44 (0)1332 258384

**Support:** support@lightbox-ed.com

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