Checklist/Rubric for Creating Podcast

3- Exceeds Expectations 2- Meets Expectations 1-Needs Resubmitted

* Gather materials needed to write a script/outline for the podcast
* Make sure you have a plan!
* Use Audacity to record your podcast
* Listen to the podcast and locate any errors or changes
* Make any changes necessary by editing the audio file in Audacity
* Save file as an Audacity File
* Export it and save as a WAV or MP3 file
* Add any sound effects or audio that you want as part of your podcast.
* Use Levelator to adjust the audio of your podcast
* Create artwork for your podcast
* Use iTunes to add identification tags and the art work to the podcast
* Save the finished iTunes to your desktop by dragging and dropping it from iTunes onto your desktop of your computer. This is the finished file that you can use in work stations on computers, embed in a classroom website or post to an online podcast hosting service.
* This podcast sample must be posted to the Wiki Space website (<http://podcastsedu525project.wikispaces.com/Podcasts> )  
   to get credit for the training seminar.
* Each teacher must post at least one student created podcast as described above.
* Subscribe to an online hosting service for podcasts and send the URL (web address) for podcast to my email.
* Place the finished podcast onto a CD and hand it into me as well. This will be burned onto a blank CD provided at the end of the training seminar.