

## Facilitators Guide – Intermediate Podcasting with Slidestory

Full Day - 6 hours

### Overview / Goals:

This six-hour session will introduce participants to different podcasting techniques, explaining its history and terminology, benefits, and the Slidestory program useful in creating audio and video (still image) podcasts. Participants will develop a podcast relevant to their field of study in an audio format (podcast only) or video (still image) format ([www.slidestory.com](http://www.slidestory.com)).

### Equipment and materials needed:

**By Facilitator:** Computer with Internet Access (Trackstar # 339186)  
Documents: **OurCity.pdf, Podcast Outline and Planning Document, Lesson Plan Template**  
Projector / white screen or SMARTboard  
Headset with Microphone  
Administrative Access for downloading / accessing programs for module:  
[www.slidestory.com](http://www.slidestory.com)  
Microsoft Powerpoint 2007

**By Participant:** Computer with Internet Access (Trackstar # 339186)  
Headset with Microphone  
Administrative Access for downloading/ accessing programs for module:  
[www.slidestory.com](http://www.slidestory.com)  
Microsoft Powerpoint 2007  
Flash drive for saving of large media file

### Expectations:

The learner will:

1. Participate in discussion and project creation in a positive manner.
2. Integrate subject knowledge into project relevant to learning.  
(Participants will choose topic or subject of interest.)
3. Relay information acquired to others (share knowledge base)

### Session Objectives:

1. Participants will identify and utilize basic terminology and history associated with podcasting.
2. Participants will review different podcasts to determine style, content, and development preferences.
3. Participants will prepare podcast outlines, involving discerning audience, format, information to be utilized, etc.
4. Participants will create a lesson plan that use podcasting as a teaching tool and/or a student learning tool that will support state and district frameworks.

5. Participants will create an audio and /or video (still image) podcast pertaining to a subject of their choosing and upload for peer review.

**Procedure:**

**Pre-Instructional:**

1. Microsoft PowerPoint 2007
2. Access to web-based email system to complete Slidestory registration (IE preferred)
3. Slidestory will install easily once an account has been created

**Introductions [15 min] and Brainstorming [15 min]**

Discuss goals, objectives, and expectations for session.

Introduce and discuss history and basic vocabulary of podcasting.

(<http://en.wikipedia.org/wiki/Podcasting> , OurCity.pdf – page 3, Glossary)

Introduce benefits of podcasting – (from [www.learninghand.com](http://www.learninghand.com) and

[http://www.wtvi.com/TEKS/05\\_06\\_articles/classroom-audio-podcasting.html](http://www.wtvi.com/TEKS/05_06_articles/classroom-audio-podcasting.html))

- Assignment schedules/ newsletter
- Document a field trip - photos
- Record a class discussion – strategies for solving math problems
- Share book reviews
- Review curricular content – upload power points, agendas, or rubrics

Participants will download Slidestory software and create login according to [Slidestory Participant Handout](#), pgs. 1-8. PLEASE NOTE: Cookies must be enabled in the web browser. Once achieved the learners and presenter will be sent a link to activate and download the Slidestory Publisher client application. Participants must have access to a web-based e-mail system to receive the confirmation email to complete the Slidestory registration.

**Independent Work: Reviewing Podcast [15 - 20 minutes]**

Instructor will navigate [www.slidestory.com](http://www.slidestory.com) to guide participants to appropriate podcasts. Using Education category (right hand column), teacher will demonstrate how to click to preview, use play bar, exit out, and return to search results. Then participants will review Slidestory podcasts for content and style related to their particular interests and subject. Possible examples to preview under Education category:

- What to Read! Recommendations from 6<sup>th</sup> Grade
- Math Real World Radius and Circumference
- Word 2003 Lesson 1
- Pronouns
- Sharepoint podcast trial recording – PODCAST only

## Whole Group / Individual Work [60 minutes] – Audio Podcast – [www.slidestory.com](http://www.slidestory.com)

Together, participants and lecturer will review the following tutorial <http://www.slidestory.com/?page=detail&cid=102> to create an audio or video slidestory. Discussion concerning benefits and uses, content and style preferences will ensue. From the brainstorming session, learners will prepare a podcast outline and check microphone hookup (Slidestory Participant Handout, pgs. 9-12). Instruct each participant to create a lesson plan that supports state and district frameworks using the [Lesson Plan Template](#) and [Podcast Outline and Planning Guide](#). State Frameworks can be found at <http://www.arkansased.org/teachers/curriculum.html>.

- Learners will then type information into audio transcript for reference or use Q card for each audio slide.
- Ensuring the microphone hookup is correct participants will then begin narrating each audio slide.

Presenter notes:

The screenshot shows the Slidestory application window. At the top, there is a menu bar with 'File', 'Slidestory', 'Settings', and 'Help'. Below the menu bar is a toolbar with buttons for 'Publish', 'Preview', 'Add', and 'Settings'. The main area displays three audio slides, each with a speaker icon and a duration of 0:00. The third slide is highlighted with a red border. Below the slides, there is a 'Podcast' section with fields for 'Category', 'Title', 'Description', 'Tags', and 'Length'. The 'Audio Transcript' section is also visible, with a checkbox for 'Publish Audio Transcript (optional)'. A large text area is provided for entering transcript information. At the bottom, there is a playback control bar with buttons for '3 of 3', 'Q card', and 'Audio: Stopped 0:00'. Callout boxes provide additional information: 'Podcast can be saved to complete at a later date and reloaded from the File option.' points to the 'File' menu; 'Podcast can be previewed and published to slidestory.com from these options.' points to the 'Publish' and 'Preview' buttons; 'Add – insert an audio slide.' points to the 'Add' button; 'Time of narration per slide' points to the duration labels; 'Type Audio Slide info here. This section can be published with the narration by checking “Publish Audio Transcript.”' points to the transcript text area; and 'Slide information, play bar, and Q card' points to the playback controls.

Podcast can be saved to complete at a later date and reloaded from the File option.

Podcast can be previewed and published to slidestory.com from these options.

Add – insert an audio slide.

Time of narration per slide

Type Audio Slide info here. This section can be published with the narration by checking “Publish Audio Transcript.”

Slide information, play bar, and Q card

- Audio Podcasts - Click Edit button to enter podcast details and tags. Type transcript segments into Audio Transcript box and check Publish Audio Transcript (optional) if you want to add it to the slidestory. Use Add button for small sections of narration (simple record features appear on the bottom section of the screen) and each will be fused with the previous to form one long continuous audio clip. Preview and Publish. To view transcript with narration – download podcast and play. Then click on View Transcript to see accompanying text.

## Lunch Break

### Whole Group / Individual Work [60 minutes] –Enhanced Audio Podcast –

Using the Podcast Outline and Planning Guide, participants will develop a plan for an enhanced audio podcast (picture and narration). Participants will preview Internet sources for appropriate non-copyrighted images or import personal images to desktop. These images (non-copyrighted and free) will be stored in a folder created on the desktop saved under participant’s name. From the planning guide, participants will utilize Microsoft Powerpoint to create a slideshow pertinent to their field of study or classroom. The slideshow will then be transformed into a video slidestory with narration.

- Stress the difference between a purely audio podcast (with transcript) and the video options in Slidestory –importing images (most standard image formats apply) along with personal narration for a video podcast.

Steps include:

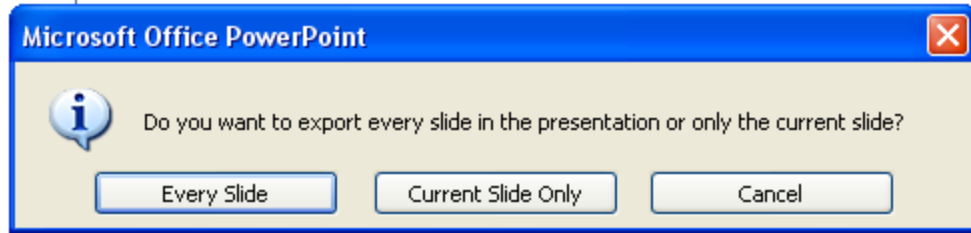
- Video Podcast (Slidestory) – File – New Slidestory. Click Edit to enter podcast details and tags. Click Add to import images and narration options will become available. Use Q cards to help with notes and information to narrate for each image. Preview and Publish.

### HOW TO SAVE POWERPOINT AS INDIVIDUAL SLIDES TO IMPORT INTO SLIDESTORY:

- Create powerpoint
- File – Save As
- In the Save as type option, choose “JPEG File Interchange Format”

The image shows a 'Save As' dialog box from Microsoft PowerPoint. It has two main input fields: 'File name:' with the text 'My PowerPoint' and a dropdown arrow on the right; and 'Save as type:' with a dropdown menu currently showing 'JPEG File Interchange Format' and a dropdown arrow on the right. At the bottom right of the dialog box, there is a button labeled 'Save'.

- Click Save



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- When you receive this dialog box, choose Every Slide.
- Open My Documents and/or My Pictures and you will find your powerpoint jpegs.
- Click the Add button from the Slidestory menu. Choose a picture to import. Unfortunately, only one file can be attached at a time.

PLEASE NOTE: Video podcasts can be edited to add narration. Audio (podcast only) slidestories **cannot** be edited to add images.

After publishing, login to slidestory.com and go to your home url. You should now see your complete slidestory. Click to preview. This is how your audience will see it. If you would like, students can subscribe to the RSS feed so they never miss an update!

### **Post Session Assessment: [30 minutes]**

Remind to save to flash drive as most files too large to email. Review of submitted samples as complete.

- How could you use this in your teaching? (I would then introduce the OurCity.pdf as a possible class project) Would this type of activity interest your students?
- Easiest / most difficult aspects of program(s)? Favorite of three?
- Kid Friendly? One computer, one microphone headset, free programs – administration would love it.
- What is your comfort level with creating podcasts?
- How might this help you improve student learning? Improve or expand your own technology skills?
- Do you or would you need permission from district to include voices/pictures of students online?

### **Closing: [10 minutes]**

Participants are asked to move desktop folder named after them to recycle bin and empty. **(Personal note: I usually burn CD's for participants in my classes containing the software, handout, agenda, etc. I find a little extra work in the beginning really makes things easier for the teachers later!)** Participants then asked to remove CDs' and flash drives. Evaluations collected and sealed.