# Goats

GISD Curriculum News

rigor/engagement/higher-order thinking

From the Desk of Keri Thoele,
GISD Asst. Superintendent

Podcasting Your Lessons

Using Technology to Give Your Students More Access to You!

Podcasting – making an audio and/or visual recording and publishing it on the net – is a simple but effective way to preserve your lessons, tutorials, or student presentations for future reference. When a student can access the teacher's lesson each day, he or she has an instant review of the material, reminder of important activities of the day or chance to catch up on something missed. The process is relatively simple, the technology readily available, and the rewards obvious, but still very few teachers take advantage of this strategy. Maybe a little more familiarity and a few tips will change this.

Your classroom always accessible!
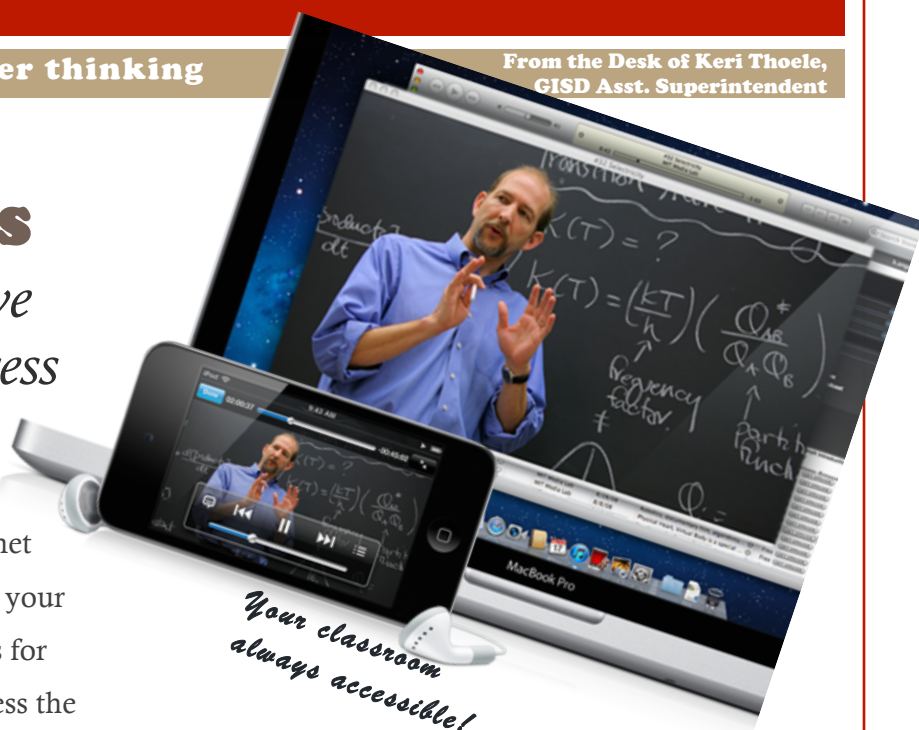
Strategy of the Week:

Creating a Podcast

5 P's of Podcasting

Procedures: Following the four P's of Podcasting – *Plan, Produce, Publish,* and *Promote* – will lead to the 5th – *Preservation*! Begin any podcast by planning.

Plan: If you have decided to record your lesson daily, you will quickly master a routine that works, requiring less and less planning. Initially, you will need to decide what you're going to use to record your lesson, what angle to film from, and other logistical matters. You can record directly from your laptop or a student's laptop, from your document camera or from a video recorder on a tripod. Try shooting from several angles in the classroom to see which one will give your viewers the best vantage point. It is important to make sure that the whiteboard is legible as viewers will need to be able to read or see anything that you write or project on it. You already plan your lessons, so you're set to go!

Produce: When you're teaching a concept or skill, don't forget to turn on the camera! If you have an interruption or a time when you don't need to record, simply pause the camera and resume videoing when you're ready. There's no need for artificiality or stage fright. Just keep in mind that this is for the benefit of students, especially those who might be absent or out of the classroom for some reason. This will make it much easier for them to catch up. It might "preserve" a little of your sanity to if you can refer them to a podcast instead of having to repeat yourself over and over.

Publish: Remember that when you publish to the Internet, that you must have a parent's permission to use a student. A simple way around this is just to point the camera at you and the whiteboard. The name you give your podcast is also important. You will want to include the date and the topic of the lesson so that students can reference it either way. When a student is absent, he or she will want to access the date. When a student needs tutoring, he or she will likely access the material by topic. In the inset are the step-by-step instructions for publishing your podcast.

> **How to record and publish from a laptop:**
>
> 1. Open "Photo Booth" from your dock. Position the laptop to an optimal view of who or what you want to record.
> 2. Switch from photo mode to video mode by clicking on the filmstrip icon on the left-hand side.
> 3. Hit the red record button in Photo Booth to start recording. Hit the black button to stop recording.
> 4. To publish, simply drag the video thumbnail at the bottom of the Photo Booth screen to a public folder on the network. (To get to your public folder, first open the network folder with your name on it. Your public folder is located there.)
> 5. You can rename the file from once you have put it in your public folder.

Promote: Finally, it is important that you teach students how to access your podcasts and remind them to use them as needed. Podcasts can be downloaded to the student's computer while at school, saved in a file, and referenced from home even if the student does not have Internet access at home.

To record and publish using your *Lumens* document camera:

1. Open an application called "Queue" on your laptop. (If you don't have "Queue," you can get it from "Self-Service" by opening that program from your dock. Login. Locate "Queue" and hit the "Install" button. Be sure to save your work because your computer will be restarted in the installation process.)

2. Once "Queue" is open the screen will show whatever the document camera projects. (If the image is not there, be sure the USB cable is connected from your computer to the document camera.)

3. If you want to have audio with your recording, be sure that it is turned on by clicking on "Options" in "Queue" and then making sure the "Audio Source" option is set to "Built-in Microphone." On the right-hand side of your screen hit the "Record Video" button.

4. A dialogue box will come up prompting you to create a file name. Name the file (date & topic).

5. Click "okay" to start recording.

6. Your file will automatically be saved to your documents. You will have to go there and drag it to your public folder so that students can access it.