How to make Podcasts for absent students

All you need:

A Mac computer running OS X 10.5 Leopard
(currently running on all classroom computers)

A video camera with a microphone
- These are available from PEPS
- They are also built into iMacs and Mac laptops

Let’s get started!
Plug in the camera to the classroom computer

- Use a USB port
- You won’t need a camera for a Mac laptop or iMac – the cameras are built-in.
On a classroom computer, click the “Podcast Capture” icon on the bottom of the screen.

Log into the Podcast server as shown in this picture. Use your Carleton username and password. Click “Connect”
Choose what kind of recording you want to make

Click “Video” to use the camera and microphone.

Click “Screen” to capture what happens on your monitor along with your voice.
If you click “Video”, you will see a screen like this:

Use this screen to adjust the position of your camera

When you’re ready to start recording, click the red button
If you click “Screen”, you will see a screen like this:

When you’re ready to start recording your computer screen and voice, click the red button.

Now PowerPoint and other on-screen presentations will be recorded in your podcast.
After a brief countdown:

Your podcast begins recording
To pause recording, finish, or start over

Click the “Pause” button to pause the recording

If you’re finished recording, go to the next page of this tutorial

Click the red button to resume the recording

or

Click the “Start Over” button to erase and begin again
When you are finished with this recording, click the “Publish” button to send the Podcast to the web.

Next, you will see a window that allows you to title your podcast and file it so others can find it.
Create a title with the full course name and today’s date.

Add a description of your Podcast.

When you are all finished, click the “Done” button.

Your podcast will be available on the server in a few minutes. See the next page in this tutorial to learn how your students can view it.
To view the “Out Sick” podcast page on the web

First, type “https://podcast.carleton.edu” into your browser’s address bar and hit the “return” key

This will take you to the Welcome page for Carleton Podcasts

Then, click on “Out Sick” from the list at the right of the Welcome page
This is the homepage for all the “Out Sick” podcasts.

The next page of this tutorial will tell you how to find your podcast.
To search for a podcast

**Step 1:** Click on the magnifying glass icon

A search window will open

**Step 2:** Type in the first few letters of the course code for the class you want

**Step 3:** Click on the course number and date of the class you want to see. You will be taken to the web page for that podcast.
To begin playing a podcast

Click anywhere in the picture to begin playing the podcast.
If you have any questions or problems, please contact:

Paula Lackie  
x5607

Carly Born  
x7010

Lew Weinberg  
x7012

Randy Hoffner  
x4037

Fiona MacNeill  
x4707

For more information, go to: http://go.carleton.edu/at/

Created by: D Foxgrover and L Weinberg  Sept. 2009