**How to Record a Podcast**

1. Have your podcast material ready to read/use for your Podcast
2. Click the green “Start” button
3. Open the “Audacity” program
4. Make sure your microphone is plugged into the microphone jack on your computer (the jack on the left, next to your headphones jack).
5. Have your script ready before you move onto the next step.
6. Click the red RECORD button and begin talking. You are now recording your podcast.
7. When you are finished recording, hit the square STOP button.
8. Select any area that you want to delete (ex: empty space at the beginning).
9. Hit the delete button. Your empty space should now be deleted.
10. When you are finished editing your podcast, click “file”
11. Click “Save Project As…”
12. Choose the THAW SPACE as your save file destination
13. Save your project as your name and project, ex: “Ms Shifflett Project”
14. Click “Save”
15. Click “file”
16. Click “Export as a WAV…”
17. Choose the THAW SPACE as your save file destination
18. Save your WAV file as your name and podcast, ex: “Ms Shifflett PODCAST”
19. Exit Audacity

**Upload Podcast to Weebly**

1. Sign into your Weebly website
2. Click on your blog page
3. Click the orange “New Post” button
4. Click the “Multimedia” button on the left hand side of your task bar
5. Drag the “File” element down onto your blog post
6. Click where it says “Click here to upload file”.
7. In the small blue box that pops up, click “Upload New File”
8. When the window pops up, choose the THAW SPACE
9. Find your file titled “Your Name PODCAST” and click “Open”
10. Click the “Basic” tab on the left hand side of your task bar
11. Drag the “Paragraph” element down to your blog
12. Write 5 sentences describing your podcast
13. Click the orange “Publish Live” button
14. Click the big orange “Publish” button at the top right hand side of your screen.
15. Test out your podcast post!

**FLIP OVER --- How to Turn in Podcast is on the back**

**Turn in Podcast**

1. Open up Internet Explorer
2. Your homepage should be <http://wmmsdragonmedia.weebly.com>
3. Click the “Assignments” tab
4. Fill in the fields below the “Turn in Assignment Files Here” section
5. Be sure to add your Class Day (Green or White) and your Grade Level (6, 7, or 8).
6. Under the “Upload File” section click “Browse…”
7. Find your podcast .WAV file and click “Open”
8. Click “Submit”
9. Wait for the site to tell you that your Assignment has Been Submitted