

Academic Computing and Media Services' Guide to Audio and Video Podcasting

Instructions for Audio Podcasting

On the day of your class go to your lecture hall, clip-on and turn-on the yellow wireless microphone located in the back of the Media Station. *Do not use the wired microphone attached to the wall. It is not connected to the recording device.* Clip the wireless microphone to your collar about 6 inches below your chin. Try to clip it right in the center, and not to the side.

The recording process is automated. Your podcast recording will automatically start and stop at the class-start and class-stop times, *regardless of when you turn the microphone on or off.* Recording times will most closely match a cell phone time, not the analog clock in the classroom, which can be a few minutes off. If you typically lecture past your class end time, contact iwdc@ucsd.edu and they can add a few minutes to your recording.

The light on the yellow wireless microphone will be green when the battery is good and red when the battery is low. When the light is red or if the battery dies, please change the battery. There are new batteries available inside the Media Station (behind the DVD/VHS combo) and a receptacle for recycling used ones on top.

Tip: Tell your students to let you know right away if they can't hear your voice over the room speakers, as this likely means your microphone battery has died.

If you find your volume over the classroom speakers is too low, adjust the volume level using the black volume control knob inside the Media Station.

The volume level for your podcast is preset. If you find the volume level of your podcast recordings are too low, clip the wireless microphone closer to your chin. Please do not adjust any settings on the wireless microphone itself.

Your podcasts should be available within 24 hours of your lecture. You can listen to your podcasts and download them by visiting <http://podcast.ucsd.edu>.

If you need assistance in the classroom or further instructions about recording call Media Services at 858-534-5784 (x4-5784) or email mediaservices@ucsd.edu.

If you need to schedule alternative recording times, or need assistance with downloading your files email iwdc@ucsd.edu.

Instructions for Video Podcasting

Read the instructions for audio podcasting.

The only difference between audio and video podcasting is that when you are video podcasting, whatever is being projected on the screen in the classroom will be recorded to video. This method of video podcasting is ideal for PowerPoint and Keynote slides, still images from the laptop, and notes written on the document camera. The video recording is completely automated, without a video camera or camera operator in the room.

The video recording rate for this method of creating video podcast is slowed-down to reduce the file size. Normal speed video from DVD/VHS or the web will display but not correctly.

To insure your video podcast images are clear and readable we suggest using a minimum font size of 18 points in your PowerPoint or Keynote slides. If writing notes on a document camera, write in large, semi-bold print.

Instructions for Audio Podcasting in Warren Lecture Hall 2205

WLH 2205 is currently the only small classroom that is set up for audio podcasting. The podcasting system in this room functions a bit differently than in the lecture halls so, if you are podcasting in this room, a Media Services technician will meet you prior to your first class to show you how the system works. After you have received a few minutes of basic instruction you can begin. Recordings are automated, just as the recordings in lecture halls.