

# *Educational Technology Services' Guide to Podcasting and Screencasting*

## *Instructions for Audio Podcasting*

When arrive for your scheduled class meetings, 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, and will automatically start and stop recording at the class-start and class-stop times, ***regardless of when you turn the microphone on or off***, unless you elected on the podcast agreement to extend the recording a few minutes. 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 [edtech@ucsd.edu](mailto:edtech@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.

**Smaller classrooms** ('floating' classrooms) have alternative arrangements. These rooms have either an over-the-ear microphone, or a permanently installed microphone in the ceiling near the front of the classroom. These rooms do not have a public address system, so you cannot confirm that your audio is being received.

Your recordings should be available within 5-10 minute of the end 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](mailto:mediaservices@ucsd.edu).

If you need to schedule alternative recording times, or need assistance with downloading your files email [its@ucsd.edu](mailto:its@ucsd.edu).

## ***Instructions for Screencasting***

When you are screencasting, whatever is being displayed on the room's projector in the classroom will be recorded. This method of screencasting is ideal for PowerPoint and Keynote slides, still images from the laptop, and notes written on the document camera. Screencasting is completely automated, without a video camera or camera operator in the room.

Many HDMI-enabled laptops, including all Mac laptops, overzealously enable copy-protection on your laptop's video output, even when you are projecting your own unprotected content. To prevent this, use an HDMI-to-VGA adapter. Contact [classroom-support@ucsd.edu](mailto:classroom-support@ucsd.edu) or call Classroom Support at 858-534-5784 (x4-5784) for more information.

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

To ensure your screencasts 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.