

CREATING YOUR CLASS PODCAST

STEP 1

THE FIRST THING YOU WANT TO DO IS ORGANIZE YOUR CLASSES AND COMMON DENOMINATORS BETWEEN CLASSES, SUCH AS YOUR DISCIPLINE POLICY, GRADING POLICY, AND HOMEWORK POLICY, ETC., INTO A TABLE. WRITE A DESCRIPTION OF EACH TO USE AS YOUR SCRIPT IN YOUR PODCAST. IT SHOULD LOOK SOMETHING LIKE THIS AS AN EXAMPLE.

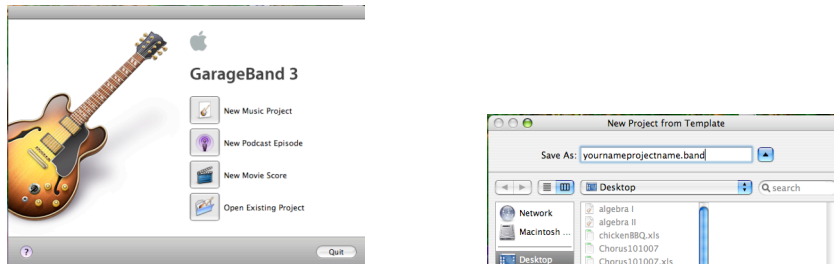
1	ALGEBRA 1	YOUR DESCRIPTION HERE
2	CALCULUS	YOUR DESCRIPTION HERE
3	GEOMETRY	YOUR DESCRIPTION HERE
4	DISCIPLINE	YOUR DESCRIPTION HERE
5	GRADING	YOUR DESCRIPTION HERE
6	HOMEWORK	YOUR DESCRIPTION HERE

STEP 2

OPEN THE GARAGEBAND APPLICATION EITHER BY CLICKING ON THE GUITAR ON YOUR DOCK OR BY LOCATING IT WITHIN THE APPLICATIONS FOLDER OF YOUR HARDDRIVE.

STEP 3

CHOOSE "CREATE A NEW PODCAST" FROM THE MENU WHICH APPEARS. SAVE YOUR FILE AS "CLASSPODCAST.BAND" IN A PLACE ON YOUR HARDDRIVE THAT WILL BE EASY FOR YOU TO FIND LATER.



STEP 4

GARAGEBAND AUTOMATICALLY CREATES A PODCAST TEMPLATE FOR YOU BY LOADING IN CERTAIN TRACKS BY DEFAULT. TO SET UP YOUR CLASS PODCAST FOR YOUR CLASSES DO THE FOLLOWING:

4.1 - DELETE THE VOCAL TRACK THAT IS OPPOSITE OF YOUR GENDER.

4.1.1 - CLICK ON THE APPROPRIATE TRACK TO DELETE

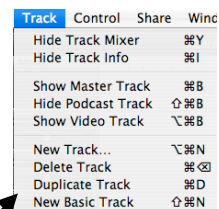
4.1.2 - GO TO THE TRACK MENU AND CHOOSE "DELETE TRACK"

4.2 - CREATE A TRACK FOR EACH OF THE ROWS IN THE TABLE ABOVE FOR YOUR PARTICULAR CLASSES AND SITUATION.

4.2.1 - CLICK ON THE MALE OR FEMALE VOCAL TRACK

GO TO THE TRACK MENU AND CHOOSE "DUPLICATE TRACK"

4.2.2 - CONTINUE TO CHOOSE DUPLICATE TRACK UNTIL YOU HAVE CREATED ENOUGH TRACKS TO EQUAL THE AMOUNT OF ROWS IN YOUR ORGANIZATION TABLE.



4.3 - RENAME EACH TRACK.

4.3.1 - CLICK ON THE FIRST TRACK TO HIGHLIGHT IT.

4.3.2 - CLICK ON THE NAME OF THE TRACK ONCE AND DON'T MOVE YOUR CURSOR. THE NAME OF THE TRACK SHOULD BECOME AN EDITABLE TEXTBOX. RENAME THE FIRST TRACK THE SAME AS THE FIRST ROW IN YOUR ORGANIZATION TABLE.

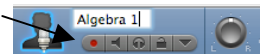


4.3.3 - REPEAT THE ABOVE STEPS FOR EACH MALE/FEMALE VOCAL TRACK IN YOUR PODCAST UNTIL YOU HAVE RENAMED THE TRACKS TO MATCH EACH OF THE ROWS IN YOUR ORGANIZATION TABLE.

STEP 5 - RECORD YOUR SCRIPTS

5.1 - RECORD THE SCRIPT OF YOUR FIRST CLASS THAT YOU HAVE LISTED ON YOUR TABLE. CLICK ON THE APPROPRIATE TRACK TO HIGHLIGHT IT. MAKE SURE THAT THE "ENABLE" BUTTON IS COLORED RED.

5.2 - MAKE SURE THE PLAYHEAD IS AT THE BEGINNING OF THE TIMELINE. YOUR COUNTER SHOULD READ THE FOLLOWING.



5.3 - PRESS THE RECORD BUTTON IN THE TRANSPORT AND START READING YOUR SCRIPT OUT LOUD. WHEN YOU ARE FINISHED PRESS THE PLAY BUTTON TO STOP EVERYTHING.

5.4 - REPEAT STEPS 5.1 THROUGH 5.3 FOR EACH TRACK IN YOUR PODCAST.

REFER TO RECORDING TIPS AT THE END OF THIS PACKET TO GET THE BEST SOUND FOR YOUR PODCAST

STEP 6 - ADDING MUSIC TO YOUR PODCAST

6.1 - CLICK ON THE LOOPS BROWSER BUTTON AT THE BOTTOM LEFT OF THE GARAGEBAND WINDOW



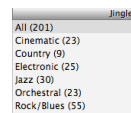
6.2 - CLICK ON THE "PODCAST" BUTTON OF THE LOOPS BROWSER FROM THE MENU



6.3 - CLICK ON "JINGLES" IN THE MENU THAT APPEARS



6.4 - CLICK ON A STYLE OF MUSIC THAT YOU WOULD LIKE TO USE.



6.5 - CLICK ON THE INDIVIDUAL TRACKS THAT APPEAR TO PREVIEW THEM. WHEN YOU HAVE FOUND THE ONE THAT YOU LIKE, SIMPLY CLICK AND DRAG IT TO THE "JINGLES" TRACK.

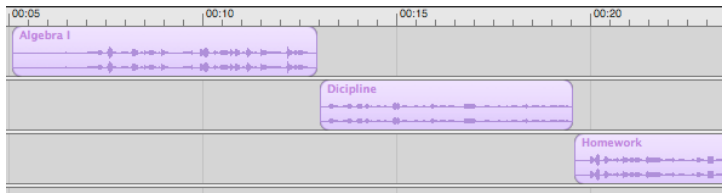


6.6 - LENGTHEN OR SHORTEN THE JINGLE LOOP BY MOVING YOUR CURSOR OVER TOP OF THE END OF THE LOOP AND DRAG TO THE RIGHT OR LEFT

STEP 7 – DUCKING

YOU WANT TO MAKE SURE THAT THE MUSIC YOU HAVE CHOSEN DOES NOT INTERFERE WITH THE SCRIPT YOU HAVE WRITTEN FOR YOUR CLASSES. IN ORDER TO "GET THE MUSIC OUT OF THE WAY" YOU NEED TO ENABLE THE DUCKING FEATURE.

7.1 – FIRST ALIGN THE SCRIPTS FOR YOUR FIRST CLASS BY SIMPLY CLICKING AND DRAGGING THE INDIVIDUAL RECORDED LOOPS TO THE LEFT AND THE RIGHT UNTIL THEY ALIGN VERTICALLY.



7.2 – MAKE SURE THAT THE DUCKING FEATURE IS ENABLED UNDER THE CONTROL MENU.



7.3 – CLICK AND HIGHLIGHT THE TOP ARROW OF THE DUCKING CONTROL FOR EACH SCRIPT TRACK (YELLOW)



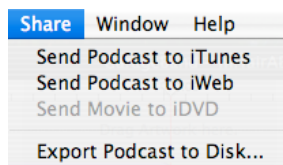
7.4 – MAKE SURE THE BOTTOM ARROW FOR THE JINGLES TRACK IS HIGHLIGHTED (BLUE).

7.5 – LISTEN TO YOUR PODCAST FROM THE BEGINNING TO SEE IF YOU LIKE WHAT YOU HEAR. ADJUST VOLUMES ACCORDINGLY.

STEP 8 – SHARING

8.1 – MAKE SURE THAT YOUR OTHER CLASS SCRIPT TRACKS ARE MUTED.

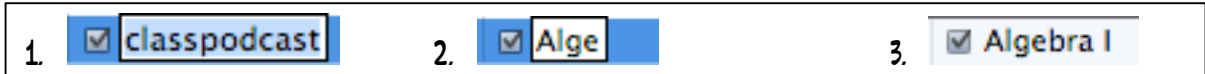
8.2 – SEND PODCAST TO ITUNES THROUGH THE SHARE MENU AT THE TOP OF THE SCREEN.



8.3 – REPEAT STEPS 7.1 THROUGH 8.2 FOR EACH OF YOUR CLASSES

STEP 9 – RENAMING FILES

- 9.1 – THE FILE NAME "CLASSPODCAST" WILL APPEAR IN ITUNES EACH TIME YOU SHARE THE PODCAST TO ITUNES BECAUSE THAT IS THE NAME YOU HAVE THE GARAGEBAND FILE SAVED UNDER.
- 9.2 – TO RENAME THE FILE IN ITUNES, SO YOU KNOW WHICH CLASS PODCAST IS WHICH, SIMPLY CLICK ONCE ON THE NAME OF THE FILE WITHIN ITUNES, WAIT UNTIL THE NAME CHANGES TO A TEXT EDIT BOX AND THEN TYPE IN THE NAME OF THE CLASS.



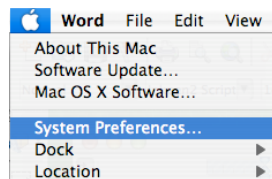
STEP 10 – YOUR FINISHED!!

**RECORDING TIPS

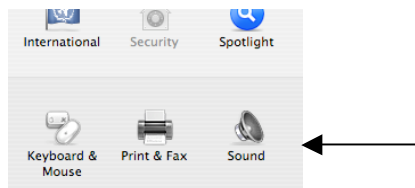
1. IF YOU WANT A GOOD CLEAN SOUND FOR RECORDING YOUR SCRIPTS, YOU NEED TO USE AN EXTERNAL MICROPHONE. CHECK WITH YOUR SCHOOL TECH PERSON THEY MAY HAVE ONE YOU CAN BORROW. THE SMALL CONDENSER MICROPHONE BUILT INTO YOUR APPLE COMPUTER IS OKAY, BUT IT WILL PICK UP A LOT OF BACKGROUND NOISE, AND THE QUALITY OF YOUR VOICE WILL NOT BE AS GOOD. TO USE AN EXTERNAL MICROPHONE WITH GARAGEBAND, FOLLOW THE STEPS BELOW TO SET IT UP.

STEP 1 – CONNECT THE MICROPHONE TO YOUR COMPUTER

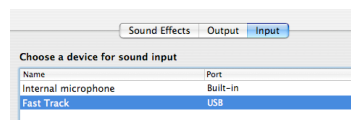
STEP 2 – OPEN SYSTEM PREFERENCES LOCATED UNDER THE APPLE MENU IN THE TOP LEFT CORNER OF YOUR COMPUTER SCREEN.



STEP 3 – CLICK ON THE SOUND ICON ON THE SYSTEM PREFERENCES DIALOG BOX.



STEP 4 – CLICK ON THE "INPUT" BUTTON AND CHOOSE THE NAME OF THE EXTERNAL MICROPHONE YOU HAVE CONNECTED TO YOUR COMPUTER. IN THIS CASE MY EXTERNAL MICROPHONE IS NAMED "FAST TRACK"



GARAGEBAND SHOULD AUTOMATICALLY RECOGNIZE THE NEW MICROPHONE WHICH YOU HAVE CONNECTED. FOLLOW THE RECORDING INSTRUCTIONS IN STEP NUMBER 5 AND YOU SHOULD BE GOOD TO GO!