

Instructor's Guide to Podcast Creation

Step 1 – Record Your Lecture (Podcast)

1. If using, attach the microphone to your lapel.
2. If using, attach the microphone jack to the port on top of the recorder labeled 'MIC.'
3. Press the 'REC' button.
4. Recorder your podcast.
5. Press the "STOP" button.

Step 2 – Edit the Filename of your Podcast

1. Insert the USB plug into a USB port on your computer.
2. Open 'My Computer.'
3. Open the MP3 recorder.
4. Locate your podcast. You can rename your file here if you wish.

Step 3 – Upload your Podcast

1. Open a web browser.
2. Navigate to <http://itunes.udayton.edu>.
3. Login using your Novell username and password.
4. Click on your iTunes U course.
5. Click on 'Upload and Manage Files.'
6. Click on 'Add a New File.'
7. Browse to where the podcast is located and click on it.
8. Click 'Open.'
9. After the file is uploaded, click on 'Done.'
10. The file should now be available for download from your iTunes U website.