Please refer to the handout “Media Commons at Penn State New Kensington – Overview” for important general information about using the resources of the Media Commons.

Obtaining Storage Space for your Podcast Project

*** All files left on the hard drive of the iMac will be erased nightly! Make sure you move or copy your files to DC storage space or some other external location or media before leaving the studio.

Learn about your storage options at http://mediacommons.psu.edu/node/1987

Recording a Podcast in the Studio
The Media Commons studio has two professional microphones for use recording your audio. These microphones pick up close sounds optimally, to avoid recording ambient noise from air conditioners, fans etc. Therefore, you should plan to speak into the microphone from fairly close range. It is also important that in an interview situation, both participants speak at similar volume levels.

First, follow these instructions to make sure the microphones are properly connected to the iMac in the studio:  http://mediacommons.psu.edu/node/1939

Next, select the software you wish to use to record and edit your audio.

Visit http://mediacommons.psu.edu/node/3402 to help you decide which software to use.

To record into Garageband (Mac only) - http://mediacommons.psu.edu/node/1994

To record into Audacity (both Mac and PC) - http://mediacommons.psu.edu/node/3213
(note – this link also provides instructions on downloading and installing Audacity on your own computer)

Recording a Podcast outside the Studio
You can also borrow a handheld portable recorder (‘Zoom Handy Recorder’) from the Computer Center to record audio outside the studio.

Sharing your Podcast

Small audio files can be made available to your students on your website or in Angel. However, audio and video files are often large and can cause problems when shared in these ways. A good alternative is to use Penn State’s iTunes U, which can be set up to restrict access your files.

The next page covers how to share your podcasts in iTunes U.

D. Sillman - Creating an Audio Podcast - 12/3/2010
Sharing your Podcast in iTunes U

Penn State’s iTunes U allows faculty to share podcasts for their classes or for more general broadcast. Access to podcasts in iTunes U can be restricted to a few individuals, an entire class, or to anyone with access to Penn State iTunes U. Here’s how to set up your ‘podcast space’ in iTunes:

- Log in to your iTunes U dashboard at [http://podcasts.psu.edu](http://podcasts.psu.edu) (link to dashboard is on right) (instructions on using the dashboard are located at [http://mediacommons.psu.edu/itunesudashboard](http://mediacommons.psu.edu/itunesudashboard))
- Click on ‘New Podcast’ and fill in the information (podcast title, who can access, etc.).
- Click ‘Create New Podcast Now’ – this will create the space within iTunes
- Finally, you must log in to Penn State’s iTunes U to actually upload your audio or video file to your podcast space. Log in at [http://itunes.psu.edu](http://itunes.psu.edu) as a Penn State user.
- Click on ‘Available Courses’ and locate your course. You can edit the information displayed about your course and upload your audio or video files through this iTunes interface. iTunes will accept a variety of filetypes, including mp3 and m4a for audio, mpeg4, m4v and mov for video. You can also upload pdf files to your iTunes U space.

More instructions about using iTunes U can be found at the Media Commons tutorial page [http://mediacommons.psu.edu/tutorials](http://mediacommons.psu.edu/tutorials) - use the Tutorial Library filter and select iTunes under Software.

More Help

Podcasting Support: [http://podcasts.psu.edu/support/](http://podcasts.psu.edu/support/)

Media Commons tutorials: [http://mediacommons.psu.edu/tutorials](http://mediacommons.psu.edu/tutorials)

Tutorials at Lynda.com: [http://its.psu.edu/training/lynda/](http://its.psu.edu/training/lynda/)