

Student Guide – Creating and submitting a podcast

This guide explains the three steps required to successfully complete your podcast assignment.

1. Recording your podcast
2. Submit your podcast in myMurdoch Learning (LMS)

Contents

1	Recording your podcast.....	1
1.1	Use a smartphone.....	1
1.2	Use Teams	1
1.3	Editing software.....	2
2	How to submit your podcast in myMurdoch Learning	3

1 Recording your podcast

You have a few options for recording your podcast. Choose from one of the options listed below, or use your own method. Regardless of which method you use, your final podcast file should either be in .mp3 or .mp4 format.

1.1 Use a smartphone.

Gather together as a group and find a place that is quiet and free of distractions. The private study rooms in Boola Katitjin are a great option! Place a smartphone in the middle of the table at an equal distance from all speakers, ideally on a soft surface to minimize table noise. Use an app to record your podcast.

Tips:

- Attach an external microphone to the smartphone, one that is omnidirectional.
- Recommended free apps include ASR Voice Recorder (Android), Dolby On (Android), Sound Recorder Plus (Android), Otter Voice Notes (Android & iOS), Voice Memos (iOS).
- Always do a test run first!

1.2 Use Teams

Set up and record a Teams meeting online. Ensure that everyone can be heard clearly. You can turn your cameras off if you want your podcast to be audio only. Keep in mind Teams will produce a video file though (mp4).

Tips:

- Don't forget to press the record button!
- The file from the recording will be available to whomever created the meeting, and it will end up in that person's OneDrive in a folder labelled 'Recordings'.

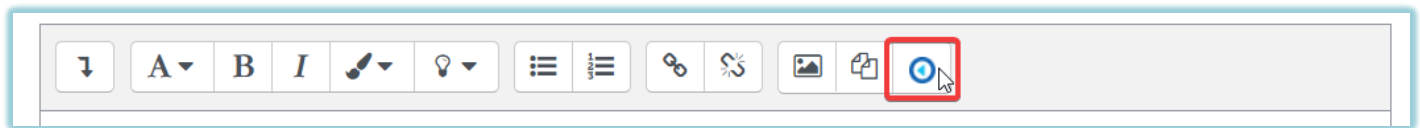
1.3 Editing software

Should you need to edit your podcast after recording there are several free audio editing software programs available. Two very popular editors are listed below.

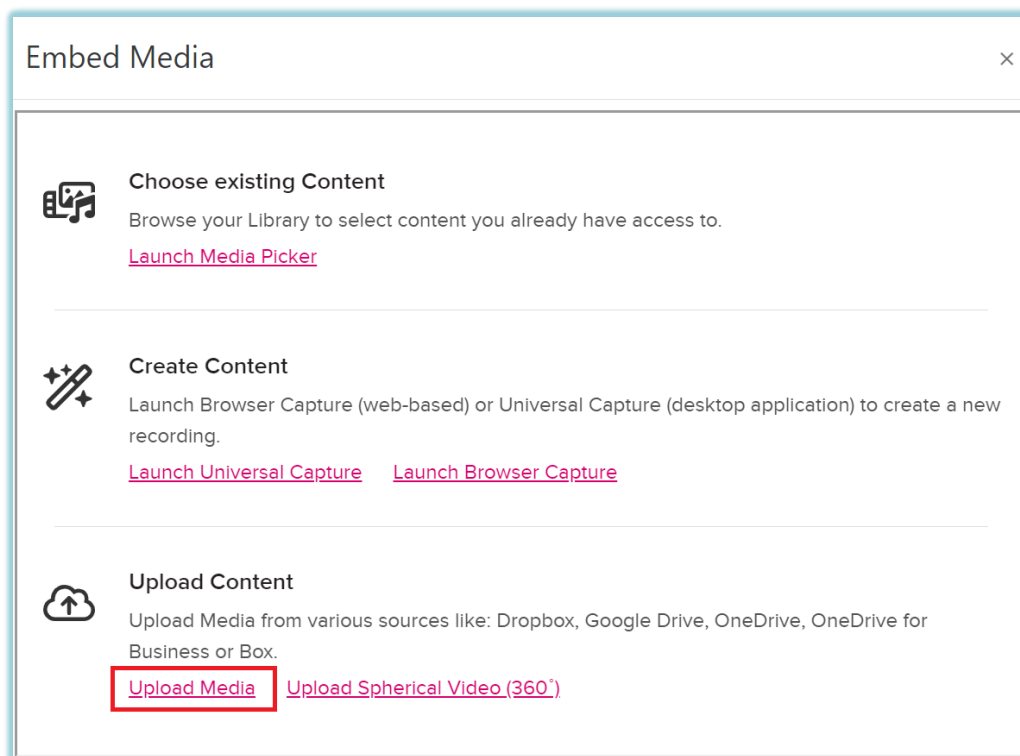
- [Audacity](#) (for PC)
- [Audacity Tutorial](#)
- [GarageBand](#) (for MAC)
- [GarageBand Tutorial](#)

2 How to submit your podcast in myMurdoch Learning

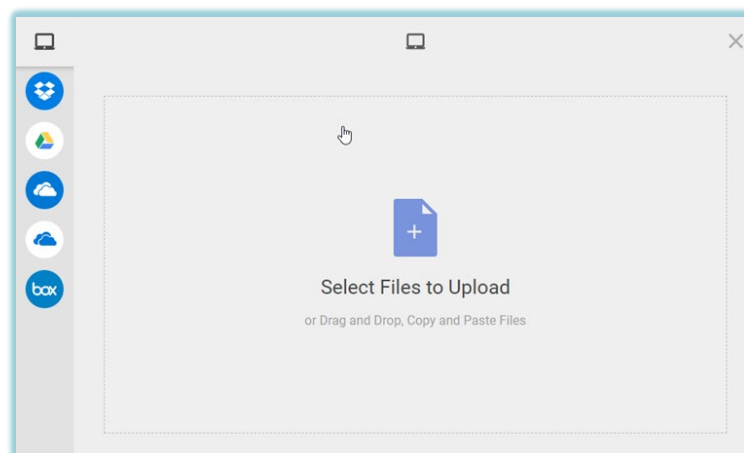
1. Navigate to your unit in myMurdoch Learning and click the link to your assignment.
2. Click the **Add submission** button.
3. In the **Online Text** submission option, click the **Echo360 Media** button (the little blue play icon).



4. A pop-up with the title **Embed Media** will appear where you will see three headings:
 - a. Choose existing Content: link to media you have already uploaded to Echo360.
 - b. Create Content: launch the software to make a new recording
 - c. Upload Content: upload a file saved on your computer



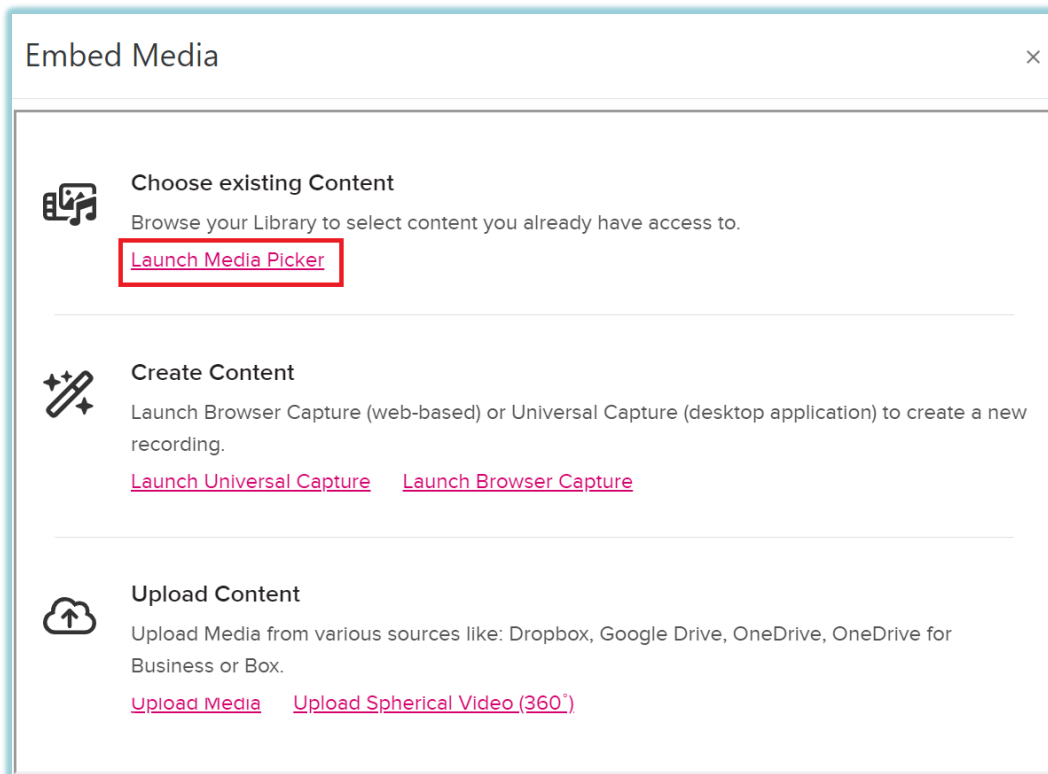
5. Choose **UPLOAD MEDIA** under the Upload Content heading.
6. Choose a file from your computer by clicking the **Select Files to Upload** button. You can also drag and drop a file from the Explorer or Finder window into the pop-up window. You also have the option to upload directly from cloud services such as Google Drive and Dropbox, however, be aware that the file size limit to upload from these services is 220mb.



7. When you have selected your file to upload, click the **Upload** button. A progress bar will appear as files are uploaded.

   THIS IS NOT THE END OF THE PROCESS. KEEP FOLLOWING THE INSTRUCTIONS

8. The **Embed Media** menu will appear again. This time, select **LAUNCH MEDIA PICKER** under the Choose existing Content heading.



9. The file you uploaded in step 7 will appear in the *Your Recent Content* list. Click it once so that a red tick appears, then click the **Next** button.



10. A link to your podcast file will now appear in the submission window. Click the **Save changes** button to submit your assignment.

