

Hello and Welcome

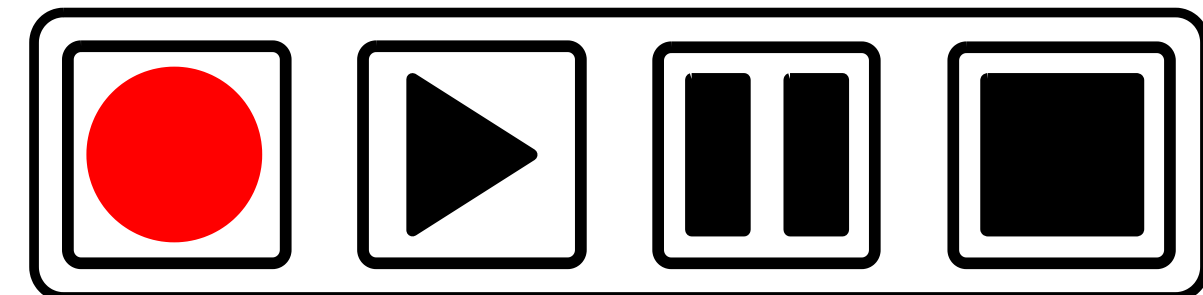
This session will begin shortly


While you wait, please download the slides for today's session from the [LevUL up website](#).



Recording

- This session will now be recorded. Any further information that you provide during a session is optional and in doing so you give us consent to process this information.
- These recordings will be stored by the University of Limerick for a fixed period and may be published on our website during that time.
- By taking part in a session you give us your consent to process any information you provide during it.





Learn the basics
from story concept
through to
production and
publishing online



How to Podcast

From Microphone to Earbuds

#LevULupDigitalSkills

Who We Are:



Katie Martin

UL Student Associate Intern, Enhanced Digital Teaching and Learning (EDTL)

Centre For Transformative Learning (CTL)



Jasmine Ryan

UL Student Associate Intern, Enhanced Digital Teaching and Learning (EDTL)

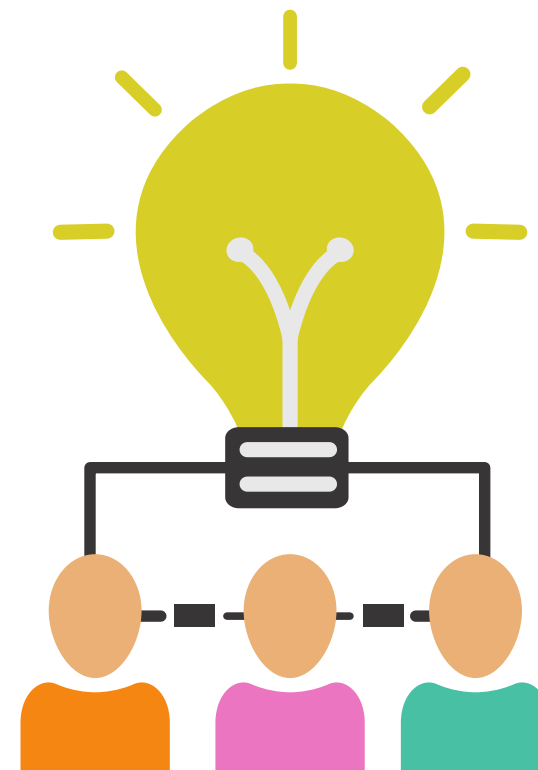
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David Moloney

UL Project Lead, Enhanced Digital Teaching and Learning (EDTL)

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Overview



Listen on

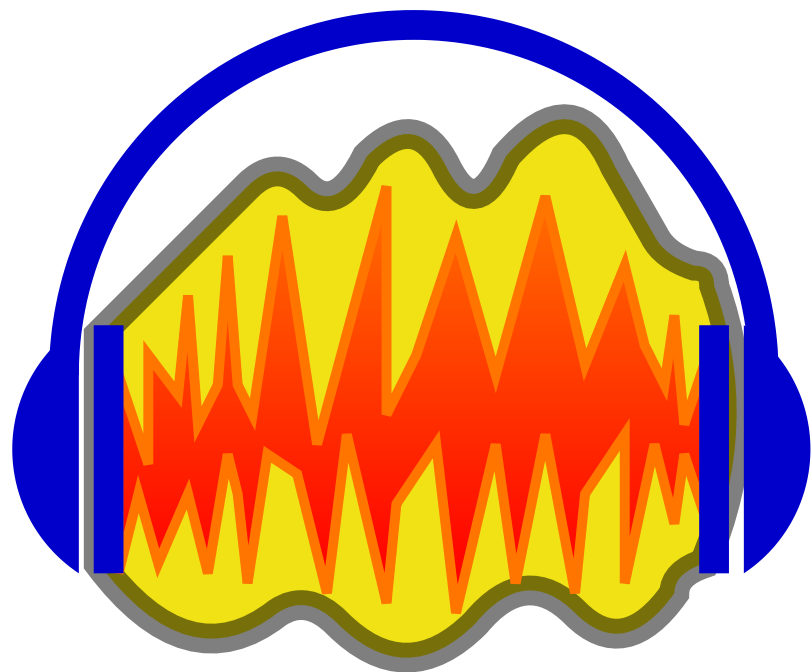
Apple Podcasts

- Introduction to podcasting
- Equipment
- Pre production
- Recording
- Audacity 101
- Hosting your podcast



Objectives

By the end of this workshop, you will know how to produce a high-quality podcast using the FREE (yay!) software, [Audacity](#)

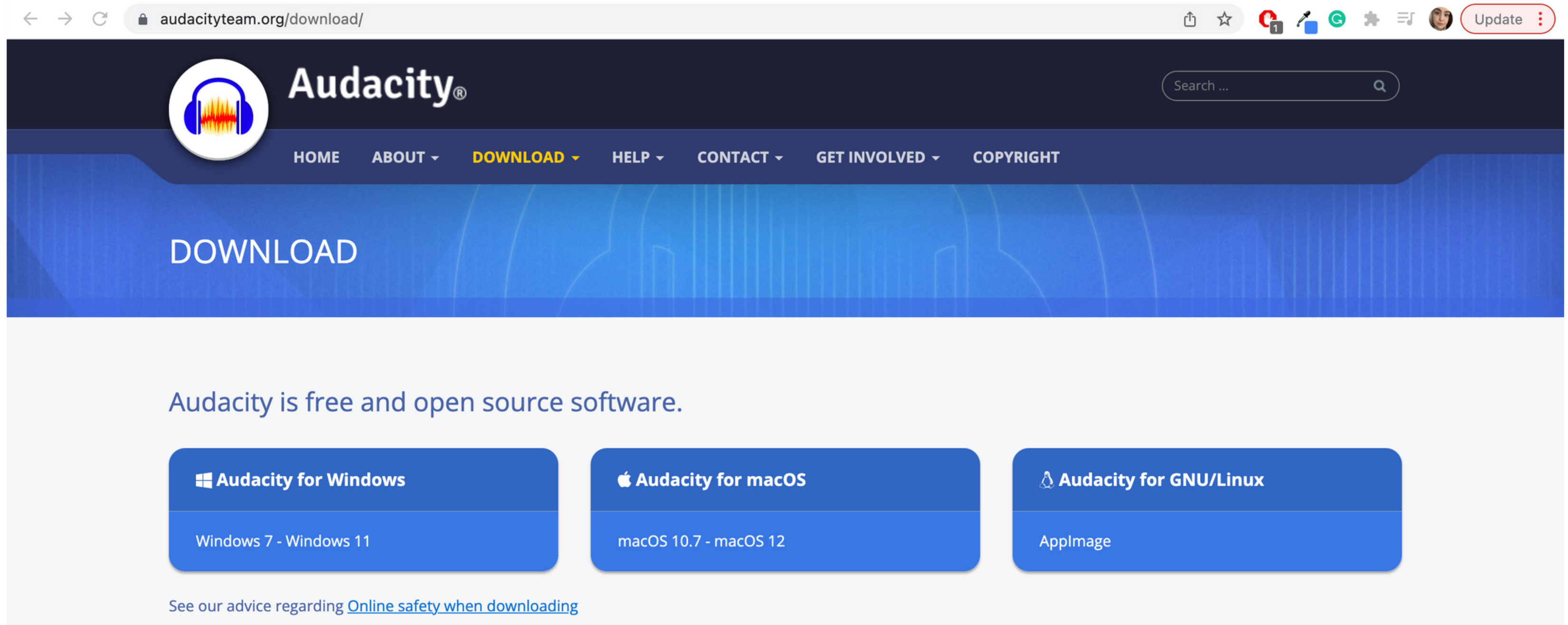


This workshop will teach you everything from story development to editing and publishing online

First Thing's First...


If you haven't already, download your free copy of the Audacity editing software

[Audacityteam.org/download](https://audacityteam.org/download)



The screenshot shows the Audacity website's download page. The browser's address bar displays "audacityteam.org/download/". The website's header features the Audacity logo (a pair of headphones with a flame) and the word "Audacity®". To the right of the logo is a search bar with the placeholder text "Search ...". Below the logo, a navigation menu includes links for "HOME", "ABOUT", "DOWNLOAD" (highlighted in yellow), "HELP", "CONTACT", "GET INVOLVED", and "COPYRIGHT". The main content area has a large blue banner with the word "DOWNLOAD" in white. Below the banner, a message states "Audacity is free and open source software." Underneath this message are three blue buttons for downloading Audacity on different operating systems: "Audacity for Windows" (with a Windows logo icon), "Audacity for macOS" (with an Apple logo icon), and "Audacity for GNU/Linux" (with a Linux logo icon). Each button has a sub-label indicating the supported operating system versions: "Windows 7 - Windows 11", "macOS 10.7 - macOS 12", and "AppImage". At the bottom of the page, there is a link that says "See our advice regarding [Online safety when downloading](#)".


← → ↻ audacityteam.org/download/ [Share] [Star] [Redeem] [Download] [G] [Puzzle] [Menu] [Profile] Update [More]


 **Audacity®** Search ...


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Audacity is free and open source software.

 **Audacity for Windows**
Windows 7 - Windows 11

 **Audacity for macOS**
macOS 10.7 - macOS 12

 **Audacity for GNU/Linux**
AppImage

See our advice regarding [Online safety when downloading](#)



Introduction

What is a Podcast

Podcasts are a widely available series of audio that can be found online

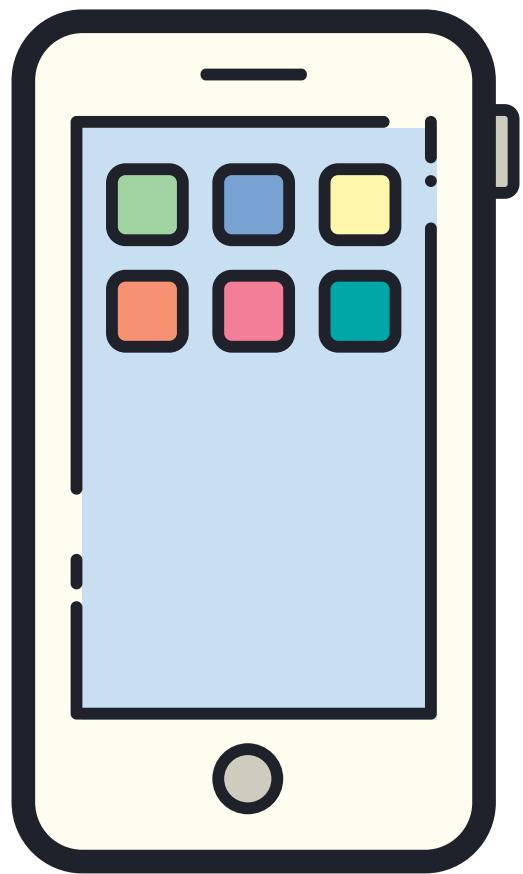
Their popularity has grown rapidly in the last few years

The main purpose is to tell a story, host a discussion, report the news and create conversation



Equipment

Nowadays you can make a podcast with just about anything



Phone



Laptop



Microphone



Headphones

Next step: pick your podcast format



Pre Production

Before You Record

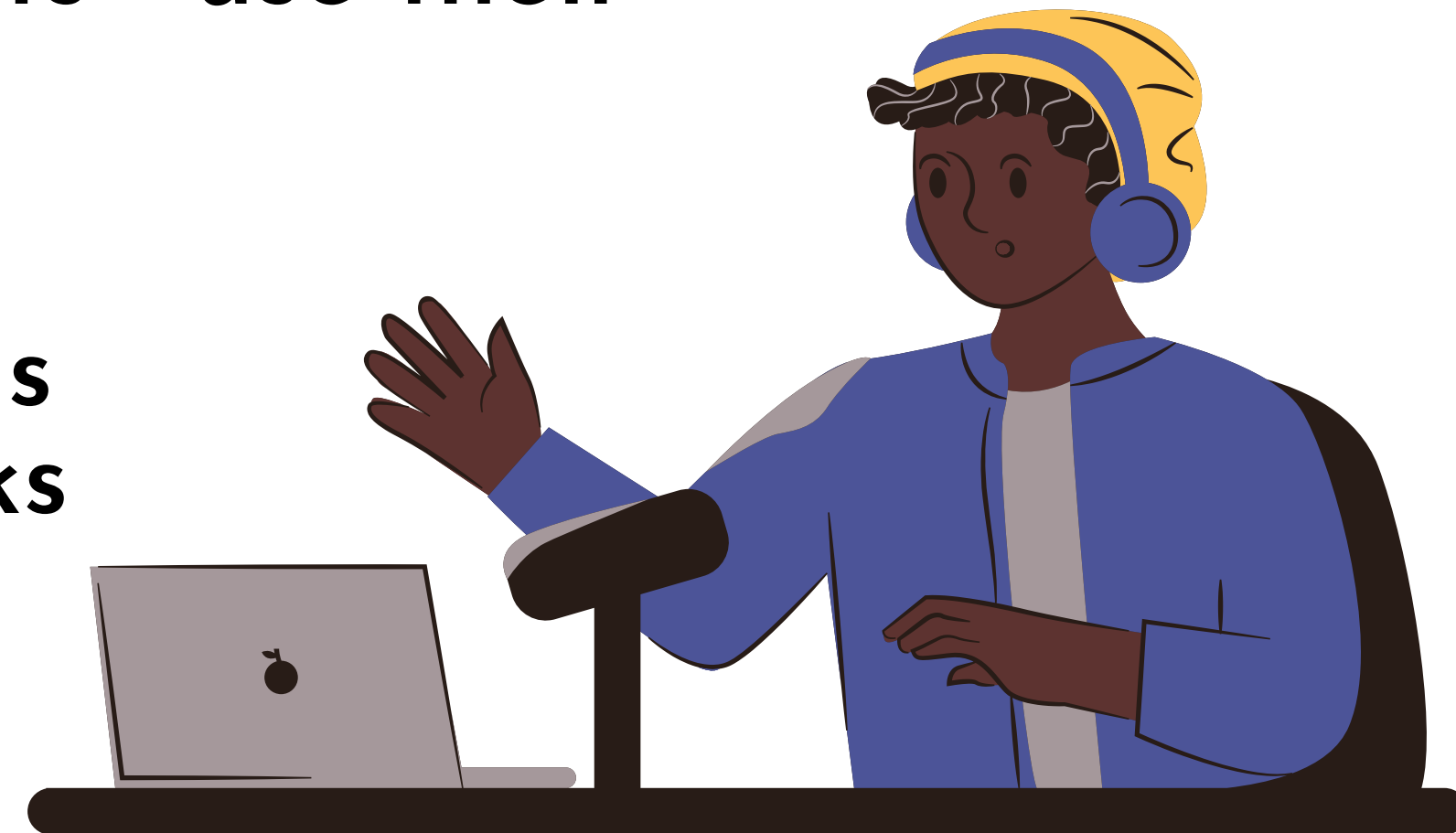
Understanding the basics of *interviewing* and *storytelling*

Interviewing:

- Do your research in advance
- Pre prepare your questions
- Listen to your guests and co-hosts - use their answers to lead your story

Storytelling:

- Remember what your narrative is
- Draw your audience in with hooks
- Keep conversation flowing



Writing Your Intro

Briefly explain what your topic is

3 - 5 sentences about your topic

Throw in a fact or two

Keep it short and snappy

Summarise what you're going to tell them in the podcast



Recording



When Recording

A quiet space with minimal background noise is key

Try surrounding yourself with blankets, pillows and scarves to sound proof your room

Don't delete or stop recording when you make a mistake!



On-air Presence

Think of what you like to listen to

Use your script as a guide

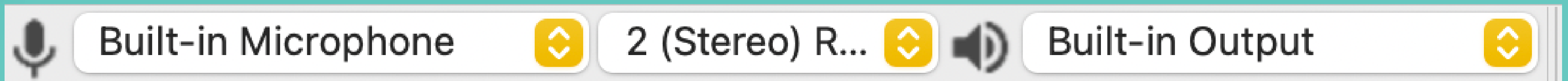
Don't be afraid to mess up

Know your topic

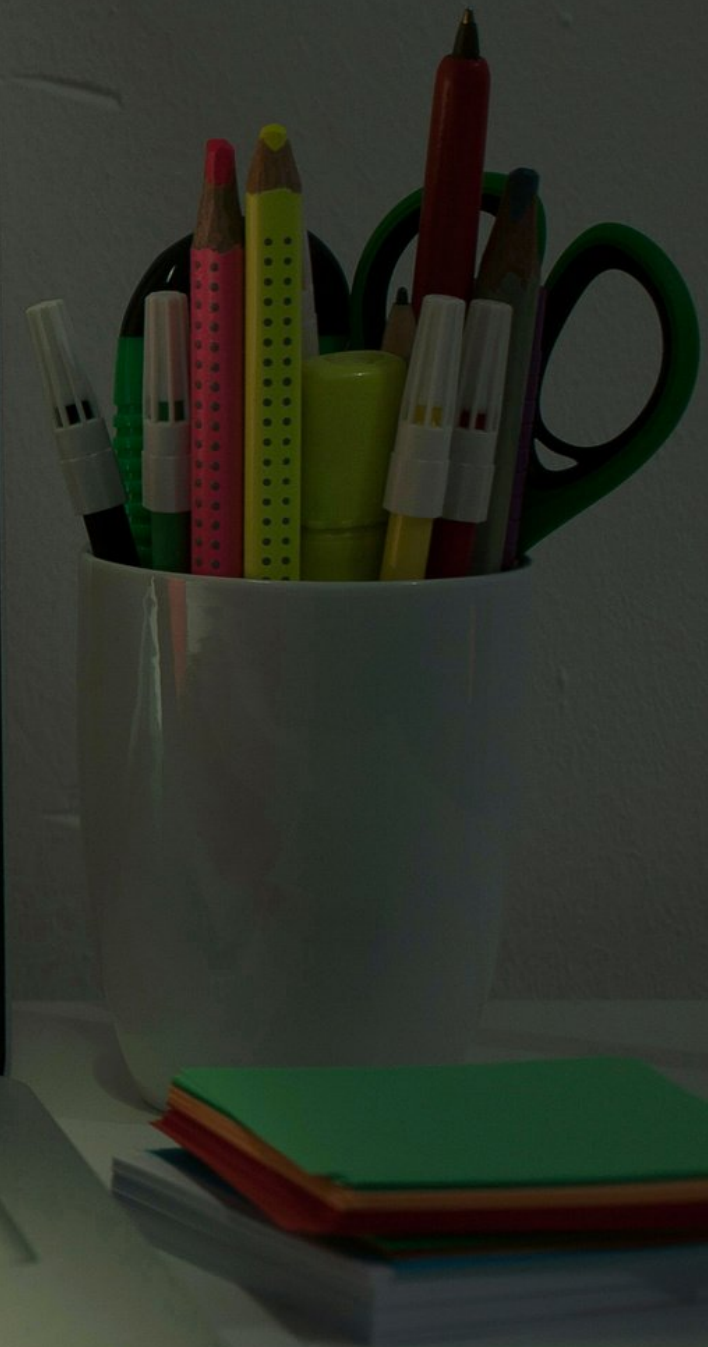
Talk to your audience



Using Audacity



PODCAST HOSTING



Online Hosting

In order to distribute your podcast, you need an RSS feed

The **RSS Feed** URL is what connects directories (*Apple, Spotify etc.*) to all of your content so that listeners can access your podcast in apps.



Track your podcast's growth

podcasters.spotify.com



[News](#)

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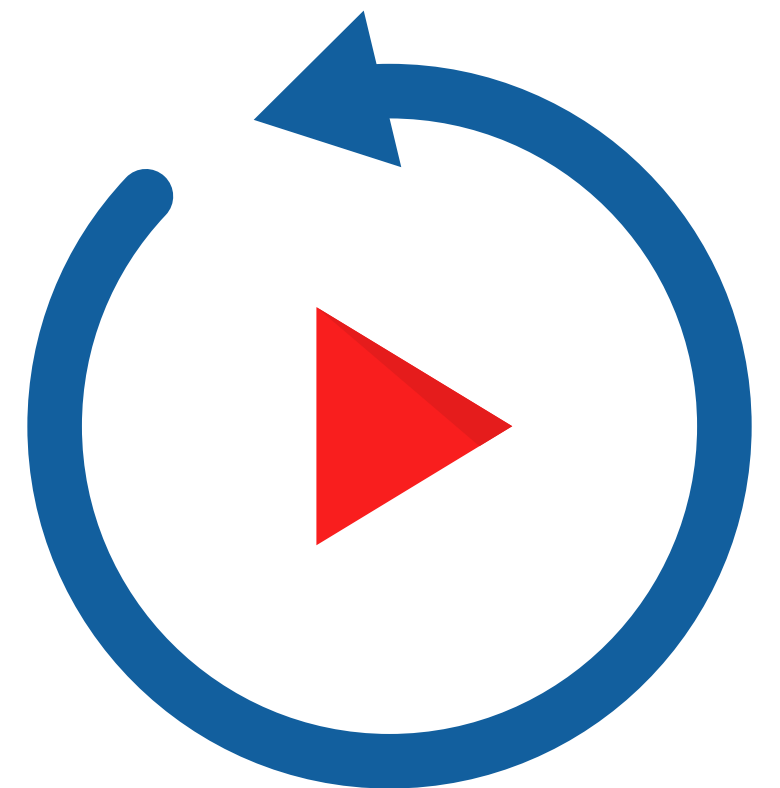
Reach a world of new listeners

You make podcasts. We make it easier for millions of people to find and listen to them.
Get your show on Spotify, and see the data and insights you need to grow your audience.

[YOUR DASHBOARD](#)

Recap & Summary

- Introduction to podcasting
- Equipment
- Pre production
- Recording
- Audacity 101
- Hosting your podcast



Any Questions?



Thank you



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Enhancing Digital Teaching and Learning

Irish Universities Association



LevUL Up

ULs Student Digital Skills Development Programme



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