REPORTERS
of cultural heritage
without borders

Educational Podcasts for Secondary School Teachers

A GUIDE
2023

Introduction

Welcome to the guide on creating educational podcasts, developed within the Erasmus+ project "Reporters of Cultural Heritage without Borders." This collaborative effort brings together project partners from Greece, Slovakia, Portugal, and Spain to empower secondary school teachers in harnessing the power of podcasting to enrich the learning experience of their students. In the digital age, podcasts have emerged as a dynamic and engaging educational tool, offering educators an innovative way to connect with their students beyond classroom walls. With the potential to inspire, inform, and foster a deeper understanding of cultural heritage, this guide aims to equip secondary teachers with the essential knowledge and skills to produce captivating podcast content.

Throughout this guide, we will explore the key steps to create impactful podcasts, covering everything from defining your podcast's objective and planning content to recording, editing, and sharing your episodes.

Let us embark on this journey together, as "Reporters of Cultural Heritage without Borders," to celebrate the richness of our shared heritage and explore the boundless opportunities that podcasting presents in secondary education. Let your voice be heard, your stories be shared, and your cultural heritage be preserved for generations to come.

Happy podcasting!

Contents

1. Working on a podcast checklist

What you need to start podcasting

- ✓ Podcast's objective
- ✓ Audio recording equipment
- ✓ Editing software
- ✓ Script writing and planning
- ✓ Quiet recording place
- ✓ Content research and preparation

- ✓ Storytelling and presentation skills
- ✓ Copyright and media literacy
- ✓ Peer collaboration
- ✓ Podcast hosting platform
- ✓ Parental consent
- ✓ Safety and online privacy

2. The process of creating a podcast

The process of creating a podcast can be broken down into several distinct phases. Each phase plays a crucial role in the overall podcast creation journey. Each phase of podcast creation requires careful attention and effort to produce high-quality and engaging content. As you progress through these phases, you'll not only refine your podcasting skills but also build a dedicated audience and create a meaningful impact with your podcast.

1. Planning and Ideation:

- Define the podcast's objective and target audience.
- Brainstorm podcast topics and episode ideas.
- Research and gather information for each episode.
- Create an outline or script for the episodes.

2. Pre-production:

- Set up recording equipment and ensure good audio quality.
- Conduct test recordings to check equipment and audio levels.
- Schedule recording sessions and plan guest interviews (if applicable).
- Prepare any necessary music, sound effects, or other media elements.

3. Recording:

- Record the podcast episodes based on the prepared scripts or outlines.
- Ensure clear and engaging delivery, keeping the target audience in mind.
- Conduct interviews (if applicable) with well-prepared questions.

4. Post-production:

- Review and edit the recorded audio to remove any mistakes, pauses, or background noise.
- Enhance the audio quality and adjust volume levels as needed.
- Add intro and outro music, sound effects, or other creative elements.
- Make sure the episode flows smoothly and is within the desired duration.

5. Upload a Distribution:

- Choose a podcast hosting platform and create an account (e.g., Anchor, Podbean, Libsyn).
- Upload the edited episode to the hosting platform.
- Add episode titles, descriptions, and other relevant metadata.
- Publish the episode and make it live for your audience.

6. Marketing:

- Develop a marketing plan to promote each episode.
- Share episodes on social media, your website, and relevant online communities.
- Collaborate with guests and other podcasters for cross-promotion.
- Encourage listeners to subscribe, leave reviews, and share your podcast.

7. Interaction:

- Engage with your audience through comments, social media, or email.
- Encourage listener feedback and respond to comments or questions.
- Consider listener suggestions for future episode topics.

8. Consistency & Growth:

- Maintain a regular publishing schedule to keep your audience engaged.
- Continuously improve and refine your podcast based on feedback and insights.
- Explore opportunities for collaboration, sponsorships, or monetization (if desired)

3. Audio recording equipment

Audio recording equipment

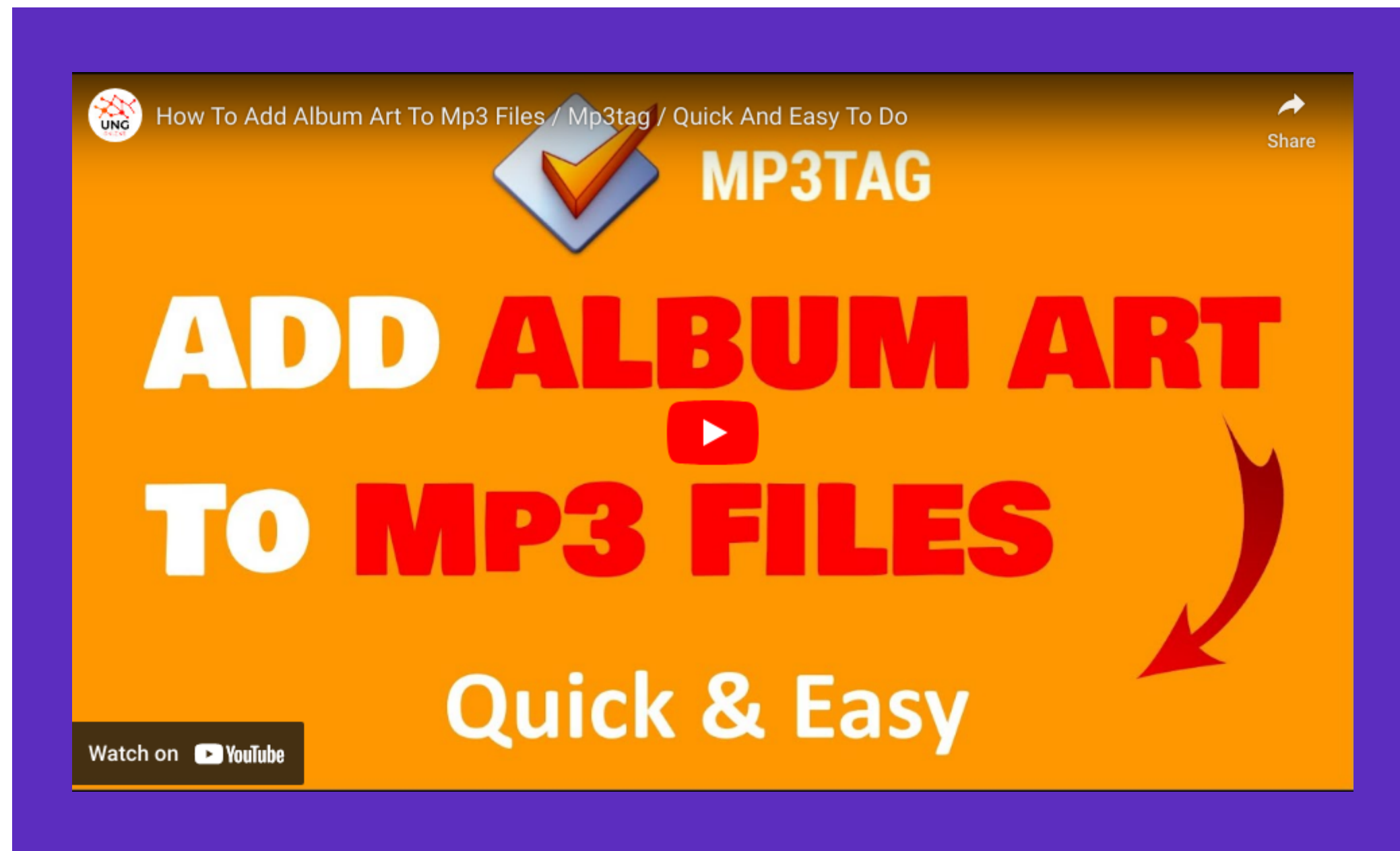**HERE'S OUR RECOMMENDATIONS FOR RECORDING HIGH QUALITY PODCASTS**

✔ **Microphones** — USB microphones are a popular choice for beginners because they are easy to set up and connect directly to your computer (such as Rode NT-USB)

✔ **Headphones** — Closed-back headphones are ideal for monitoring your audio while recording and editing. They help you catch background noise or issues during recording.

✔ **Microphone stands** — holds your microphone in place and allows for easy positioning. This prevents handling noise and ensures consistent microphone placement.

✔ **Pop filters** — A pop filter is a screen placed in front of the microphone to reduce plosive sounds (e.g., "p" and "b" sounds) and minimize air blasts that can cause distortion in your recordings.

✔ **Computer or labtop** — A computer or laptop is necessary to run your recording and editing software and add any other sounds or jingles to your podcast.

✔ **Recording/editing software** — Choose recording and editing software like Audacity (free), GarageBand (for Mac users), Adobe Audition or Reaper. Or record and edit your recordings straight in Achor - Spotify (see the page

4. Metadata adding your MP3 file

METADATA ADDING TO YOUR MP3 FILE

Metadata includes information such as the title, artist, album, track number, and more, making it easier for media players to organize and display your music or podcast episodes correctly.
Here's how to add metadata using MP3Tag: (to download and Install MP3Tag: (https://www.mp3tag.de/en/download.html).

5. Editing and publishing your podcast

UPLOADING AND PUBLISHING YOUR PODCAST ONLINE

Anchor.fm, which is owned by Spotify, is considered one of the best platforms for podcasters for several reasons:
- it distributes your podcast to all major platforms, including Spotify, Apple Podcasts, and Google Podcasts, saving you the hassle of doing it manually.
- it provides free podcast hosting
- it provides podcasters with a suite of creation tools, including built-in recording and editing capabilities, background music, and the ability to add transitions and sound effects.

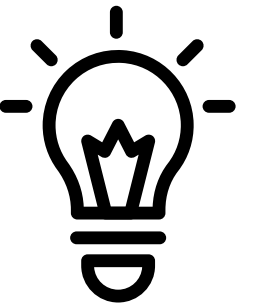Watch the following youtube tutorial to see how easy it is to work with it:

6. Vocal preparation before recording

Vocal preparation is crucial when leading a podcast. Your voice is your primary tool for communication, so taking care of it and using it effectively is essential. Here are some tips for vocal preparation for podcasting:

✔ **Stay Hydrated:** Drink plenty of water to keep your vocal cords lubricated. Dehydration can lead to a scratchy or strained voice.

✔ **Warm-Up:** Warming up your voice before recording can make a significant difference. Simple vocal exercises like humming, lip trills, and tongue twisters can help relax your vocal cords and improve clarity.

✔ **Breathing Exercises:** Practice deep diaphragmatic breathing to support your voice. Inhale deeply through your nose, expanding your diaphragm, and then exhale slowly through your mouth.

✔ **Voice Projection:** Ensure you're projecting your voice effectively, especially if you're not using a professional microphone. Speak clearly and at a volume appropriate for your podcast format.

✔ **Voice Control:** Pay attention to your pitch, pace, and tone. Varying these aspects of your voice can make your podcast more engaging.

✔ **Articulation:** Pronounce your words clearly. Practice speaking slowly and distinctly. Avoid mumbling or speaking too quickly, which can make it hard for listeners to understand you.

✔ **Posture:** Maintain good posture while recording. Sit or stand up straight to allow for better airflow and vocal projection.

✔ **Edit as Needed:** Don't hesitate to edit your audio after recording if there are minor vocal issues. You can cut out mistakes, pauses, or any throat clearing to make the final product sound smoother.

✔ **Consistency:** Try to maintain a consistent vocal style and tone throughout your podcast episodes to create a cohesive listening experience for your audience.
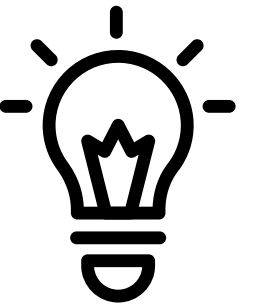
7. Podcast topic ideas for schools

Creating a school podcast can be an excellent way to engage students and showcase their talents and interests. Here are 10 podcast topic suggestions for your school:

1. **Student Spotlight:** Feature different students in each episode, discussing their hobbies, achievements, and interests. This can help build a sense of community and pride among students.
2. **Teacher Interviews:** Showcase the diverse talents and experiences of your school's teaching staff. Discuss their teaching methods, favorite subjects, and advice for students.
3. **Study Tips and Academic Success:** Provide practical advice on effective study habits, time management, and stress management. Invite teachers, counselors, and successful students to share their tips.
4. **Book Club:** Start a podcast book club where students and teachers can discuss a chosen book each month. This promotes reading and literary analysis.
5. **Career Exploration:** Help students explore potential career paths by interviewing professionals from various fields. Discuss the educational requirements, job responsibilities, and personal experiences.
6. **School News and Updates:** Keep the school community informed about upcoming events, important dates, and other school-related news.
7. **Sports and Athletics:** Cover school sports events, interviews with athletes and coaches, and discussions about sportsmanship, teamwork, and the benefits of physical activity.
8. **Student Life:** Explore topics like extracurricular activities, clubs, and organizations within the school. Discuss the impact of involvement in these activities on students' personal development.
9. **Creative Writing and Storytelling**: Share student-written short stories, poems, and creative works. This can help foster creativity and writing skills among students.
10. **Science and Technology**: Discuss recent scientific discoveries, technology trends, and innovations. Invite teachers and students to share their insights.

7. Podcast topic ideas for schools

Here are more podcast topic suggestions for your school:

1. **History and Heritage**: Explore the history and cultural heritage of your school, community, or region. This can include interviews with local historians or discussions about important historical events.
2. **Mental Health and Wellness**: Raise awareness about mental health issues, provide coping strategies, and share personal stories of resilience and recovery.
3. **Environmental Initiatives**: Highlight eco-friendly practices and environmental projects within the school. Discuss sustainability and conservation efforts.
4. **Art and Creativity**: Showcase student artwork, music performances, and other creative endeavors. Discuss the importance of the arts in education.
5. **Community Service and Volunteerism**: Feature students and teachers involved in community service projects. Discuss the impact of giving back to the community.
6. **Cultural Diversity**: Explore the rich cultural diversity within your school. Discuss traditions, holidays, and experiences of students from different backgrounds.
7. **Current Events and Debates**: Engage in thoughtful discussions about current events, politics, and social issues. Encourage critical thinking and respectful debate.
8. **Parent-Teacher Collaboration**: Share insights and advice on how parents and teachers can work together to support students' education and well-being.
9. **Alumni Success Stories**: Invite successful alumni to share their educational journeys and career achievements. This can inspire current students and provide valuable insights.
10. **Student Q&A**: Allow students to submit questions, concerns, or topic suggestions for discussion in a Q&A format.

Remember to involve students in the podcast production process, from selecting topics to recording and editing episodes. This can be a valuable learning experience and help make the podcast more engaging for the school community.