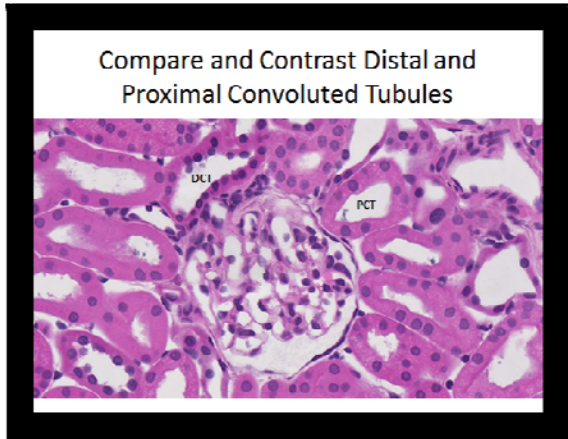# Podcasting Checklist

Preparing Your Presentation:

☑	Steps/Hints:
	Select your goal for your presentation. Choose a topic that can be covered in no more than 10-15 minutes, such as an Overview, or going into more detail on one concept. Concentrate on brevity – you will be giving a detailed lecture or conducting a class discussion. Less is more.
	In the beginning introduce the podcast by describing what you will be presenting.
	Choose good images, high quality/not cluttered, preferably in color to make the details stand out.
	Images can be accompanied by text, but should be bulleted points that are described verbally. Try not to over-crowd the slide with text.
	Once you have an idea on what you want to say, script your points. Try not to put your script on too many pages, as turning the pages can be picked up by the recording. A sample template for a script is attached.
	Spend adequate time by adding supplemental images to elucidate the difficult concept – try to explain where problems arise in understanding from your past experience. It is ok to say that students historically have had trouble understanding this concept – here's where the problem arises…
	Scripting not only keeps you on point, when you are recording, it also allows you to rehearse and test the length of the podcast.
	Select key concepts that require illustration – choose an image that depicts what you are discussing (diagram, EKG, etc) Use examples and stories to illustrate your points.
	Try not to spend more than 1 – 2 minutes on each slide. Provide the key essential points first and then elaborate on difficult concepts.
	Rehearse your script with your slides a couple of times so that you are comfortable.

EXAMPLES:

Select objectives for the presentation

In an overview, link the objectives to the images – stating the objective on top and the image underneath – one objective/one image per slide (words and images together help students use their right brain and left brain).

Think about the duration of the podcast. Ten – fifteen minutes is plenty to provide an overview and illustrate difficult concepts.

Supplement all of this with a discussion board and students can be very prepared to receive the content of the lecture that follows the Introductory Overview podcast.

Recording Your Presentation:

☑	Steps/Hints:
	Record in a quiet place that is not subjected to too many outside noises, such as people talking in hallway, power equipment nearby.
	Turn off all sounds or potential sounds around you – clicking on keyboard and mouse, phone, cell phone, pager, etc.
	Use a professional and relaxed voice. Try not to sound stiff. Talk as if you were speaking with a student in your office.

	Use a high quality microphone and headset.
	Record the first few slides to test how you sound, the quality of the sound and how it sounds with the corresponding slides. You may find that you have to adjust your microphone.
	Re-record any audio that sounds fuzzy, echoing, etc.
	When finished, play the podcast from start to finish as if you were a student listening to it for the first time. Mark the slides that might need editing or re-recording.
	Here is a link to a document on recording using Camtasia: http://njms.rutgers.edu/it@njms/faculty_staff/powerpoint_record.cfm
	Link to web document on Creating a Powerpoint Screencast using Camtasia studio: http://www.educause.edu/ero/article/creating-powerpoint-screencast-using-camtasia-studio

SAMPLE SCRIPT TEMPLATE:

Slide #	Topic	Narration	Length