**Preparing Your Space**

* Where and how will students record once they’re ready?
  + Set up a recording area with soft spaces (Examples)
  + Determine app / platform will students use to record (Independence Science Podcasting Widget)
  + Find and test student-accessible devices
* What Schedule works for recording? Things to consider:
  + How will one group at a time record?
  + Is there a quiet space in your classroom that they have access to? Do other kids need to be out of the room during recording time, or can you get them to be quiet enough so as not to mess up other kids’ recordings?
  + Are there enough materials (microphones, chromebooks, etc.) for all students to record?
  + Do the students need help and individual attention in order to record successfully?
  + How will downloaded files get to the teacher?

**Preparing the Project:**

* Students have listened to “mentor text” podcasts, and have a good understanding of the different podcast formats and how they work
* Where are students going to upload their finished work?
  + Google Classroom?
  + Private Account on [SoundCloud](https://soundcloud.com/)
  + Dropbox
  + Somewhere Else?
* The general topic and assessment goals of the podcast have been shared
  + Students know what learning objectives will be assessed
  + Students know what makes a podcast good and bad
  + Students understand how a podcast can be used to share knowledge
  + See the podcast [rubric](https://docs.google.com/document/u/0/d/1cUUkWgzv--XVKbhvMik03gackYjXpoK9/edit) developed by Stevie Frank
* Students are aware of the steps of the project:
  + Pre-production - brainstorming, research, and writing
  + Production - Recording
  + Post-production - Editing and adding bells & whistles

**Executing the Project**

* Students have been assigned to podcasting groups
* Student groups have either chosen or been assigned their podcast format
* Each student group has all [podcast roles](https://docs.google.com/document/u/0/d/1caN-i0kV78sjw6JJ_g8YBBPqNHrVS_Qa8qk2tpL-MjU/edit) assigned appropriate to their chosen podcast format
* Expectations for each phase of the project have been set:
  + Pre-production
  + Production
  + Post-production
* Students have performed all necessary steps in pre-production:
  + Research their topic
  + Prepare their podcast scripts, appropriate to their podcast format
* Students have performed all necessary steps in production using the podcast widget:
  + Record their podcast scripts using the podcast widget (or other podcasting software if necessary)
  + Download their recordings using “Splice” button to the hard drive and appropriately name podcast files (NOTE: If students do not perform this before closing the podcast widget, THEIR WORK WILL NOT SAVE!)
  + Engineer Reviews the whole recorded session to make sure everything can be heard properly
* Students have performed all necessary steps in post-production
  + Students have added sound effects and music to the podcast they recorded previously using the podcast creation widget
  + Download the final recording to the hard drive using the “Mix” button (NOTE: If the students do not perform this step before closing the podcast widget, THEIR WORK WILL NOT SAVE!)
  + Upload their work to the teacher’s google classroom, or [Soundcloud](https://soundcloud.com/)