

HOW TO RECORD AUDIO USING PODCAST CAPTURE

Getting Started

1. Locate the word “Go” across the top of your screen, click “Go”, and click the “Applications.”

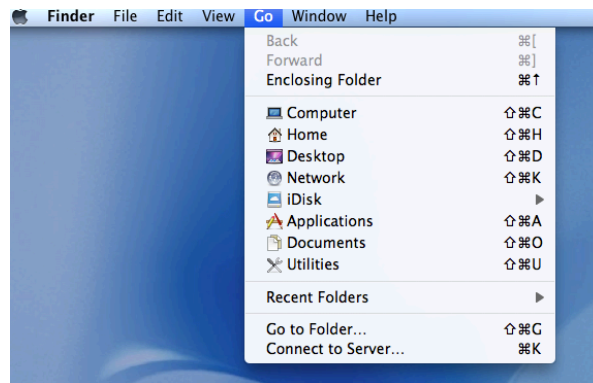


Figure 1. Drop down menu on a Mac.

2. A window will open with your Applications. Locate Podcast Capture and click on it to open the application.

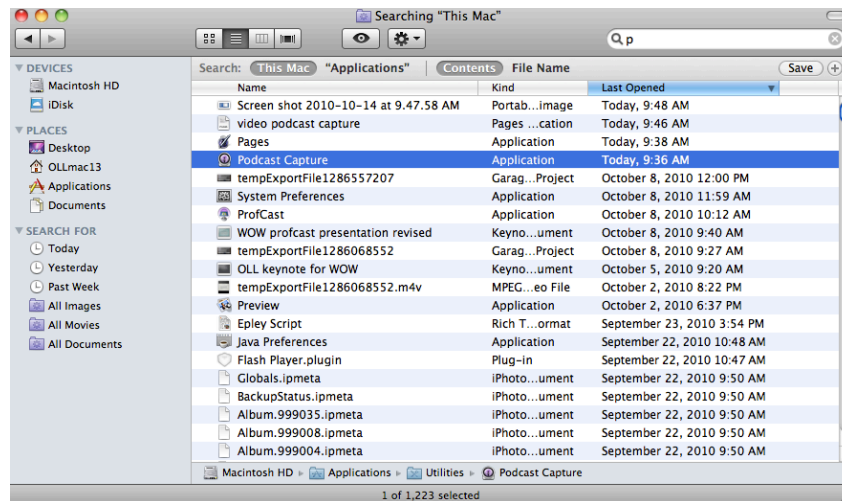


Figure 2. Application Menu on a Mac.

3. When you open Podcast Capture, you will need to click the “Log In” button located at the bottom in the center.

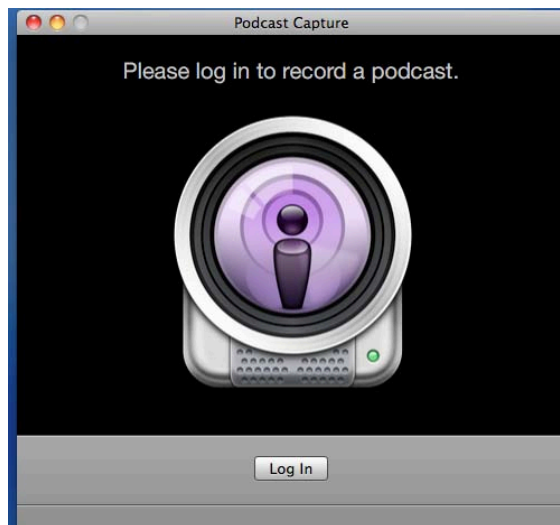


Figure 3. Podcast Capture *Log In* page

4. Log into Podcast Capture using your username and password

- Students sign in with their Jag number
- Faculty will use their Active Directory Account
- The server is podcast1.usouthal.edu

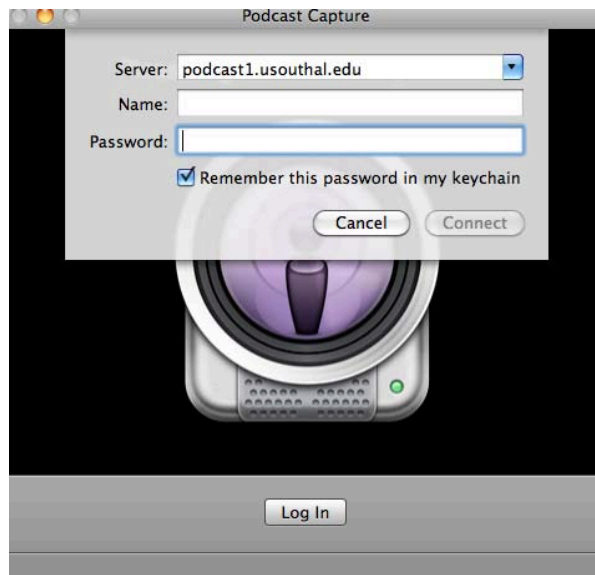


Figure 4. Podcast Capture *Sign In* page.

Once you log in, a screen will appear with four boxes labeled video, dual, screen, and audio.

5. Click the “Audio Button”.



Figure 5. Podcast Capture *podcast type page*

6. A box will appear with a video camera button at the bottom center that serves as your record button. Click the button in the center with the microphone icon and the program will count you down 3, 2, 1 while it beeps. At the end of this, the program will be recording your podcast.



Figure 6. Podcast Capture *Start Audio Recording Screen*

After pressing the record button, a screen will appear with a timecode that allows you to keep track of your time. This will not be on your end product.



Figure 7. Podcast Capture *Audio Recording Screen*

7. To end the recording, press the button at the bottom of the box.



Figure 8. Podcast Capture *End Audio Recording Screen*

8. If you are pleased with your recording, then you can click the “Publish” button to publish your recording.

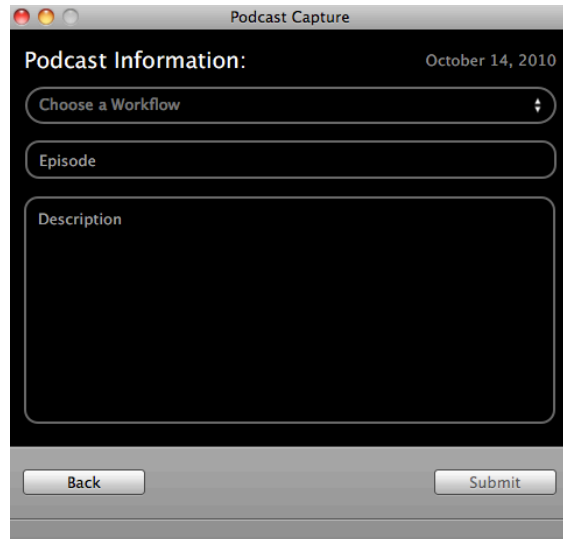


Figure 9. Podcast Capture *Publish Screen*

9. Once you click publish button, a workflow screen will appear. Select your workflow and give your episode a title and description.

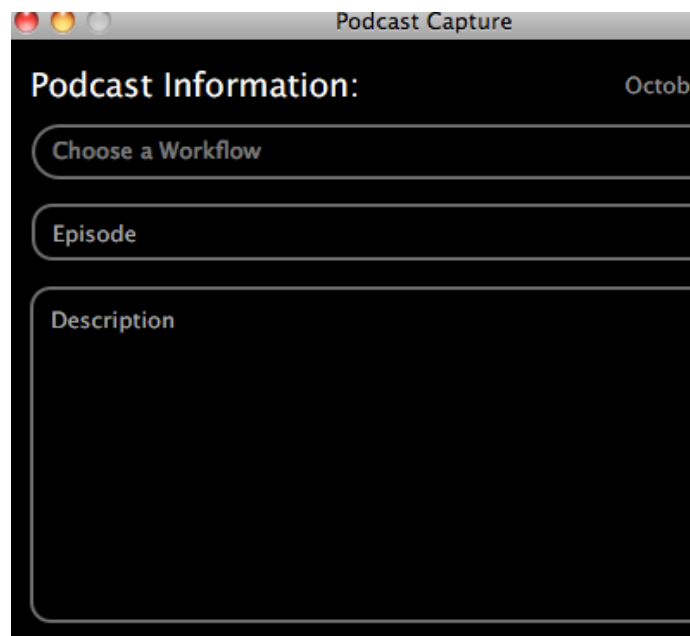


Figure 10. Podcast Capture *Workflow screen*

10. When you are ready to publish your podcast to iTunes U, click the “Submit” button at the bottom right.

A screen will appear that says, “Submitting your podcast for publication. . .”



Figure 12. Podcast Capture *Submission* screen

Check iTunes U for your podcast. You have successfully created and uploaded a podcast using Podcast Capture.

***For further assistance, contact the Innovation in Learning Center at (251) 461-1888.**