

Recommended Process and Tools for Podcasting at MC



This chart is for MC faculty and staff who want to create their own podcast.

At each step in the process below, hardware and software is recommended for audio-only and video podcasts.

Capture the Content	Audio-only	Video
At a stationary computer	Audacity (PC), Garage Band (Mac) Microphone or headset	Web cam (PC), built-in camera (Mac) For screen motion capture – Camtasia (PC) SnapZPro (Mac)
Or at another location	Digital voice recorder	Video camera
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Edit the Content	Audio-only	Video
Make changes to the content you captured (e.g., level the sounds, add or remove sections of the content, convert file format).	Audacity (PC), Garage Band (Mac) Levelator (PC), Garage Band (Mac) Switch	Camtasia (PC), iMovie (Mac) Prism
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Publish the Content (faculty/staff)	Audio-only or Video	
Post your final content to the MC podcasting server and generate an RSS feed (so listeners can subscribe).	MC Podcast Builder	
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Link to the Content (faculty/staff)	Audio-only or Video	
Place links to the content in places frequented by your targeted listeners. *In course sites, only students enrolled in the course will see the link.	iTunes U (use the MC Podcast Builder to post the link) MC Podcast Directory (use the MC Podcast Builder to post the link) MyMC, including MyMC Course Tools* WebCT* .edu	

Note: Administrative units or faculty in need of professional video services should contact ITV. Requests will be considered on a priority basis and will require an approval process.