

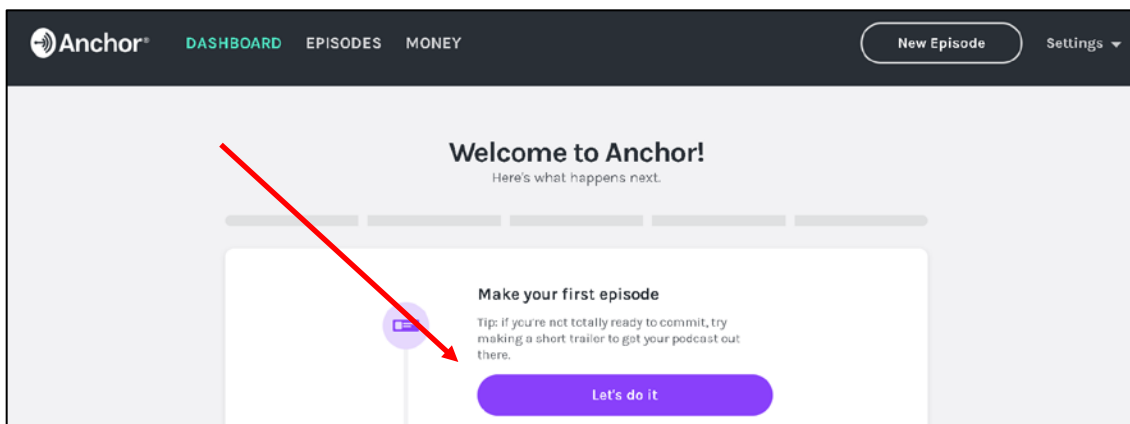


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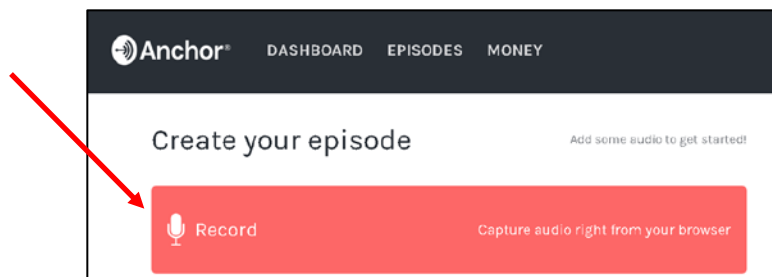
Creating a Podcast Using Anchor

Creating a podcast is a great way to record lectures, stories, and other information you wish to provide students. Plus, it is a great way for students to practice and improve their listening skills!

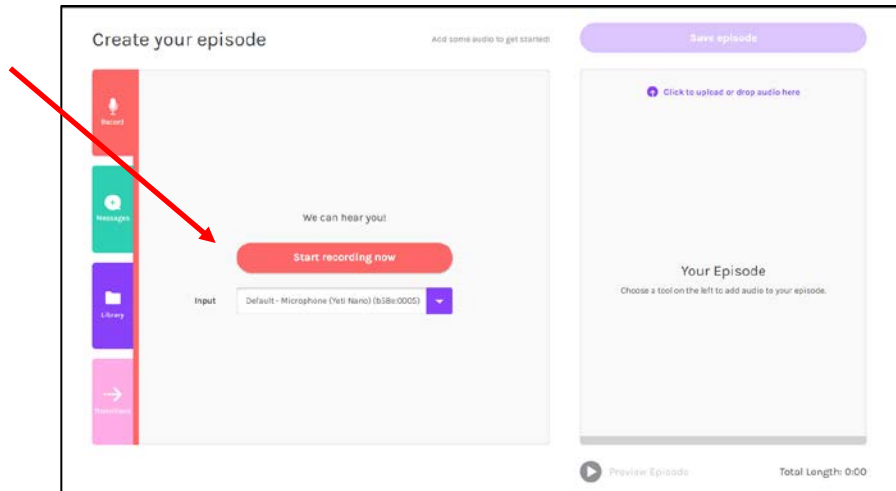
Anchor is a great option for recording your podcasts because it is extremely easy and user-friendly. [Click here](#) to go to the Anchor website and then click **Make Your Podcast**. Next, sign up for your free account. Once Anchor has verified your e-mail address, you are ready to begin. Click **Let's do it**.



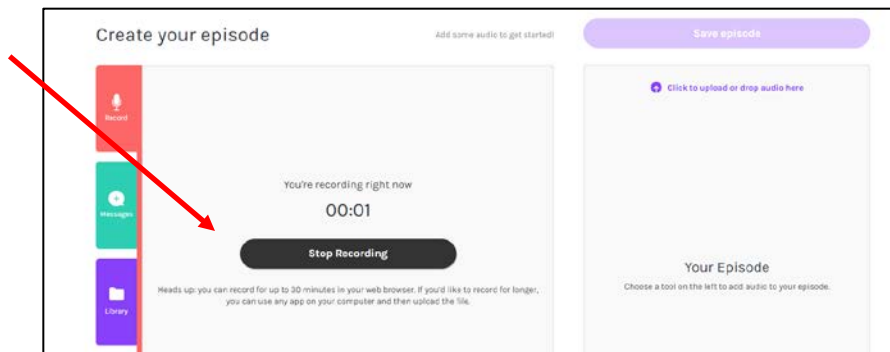
Click **Record**.



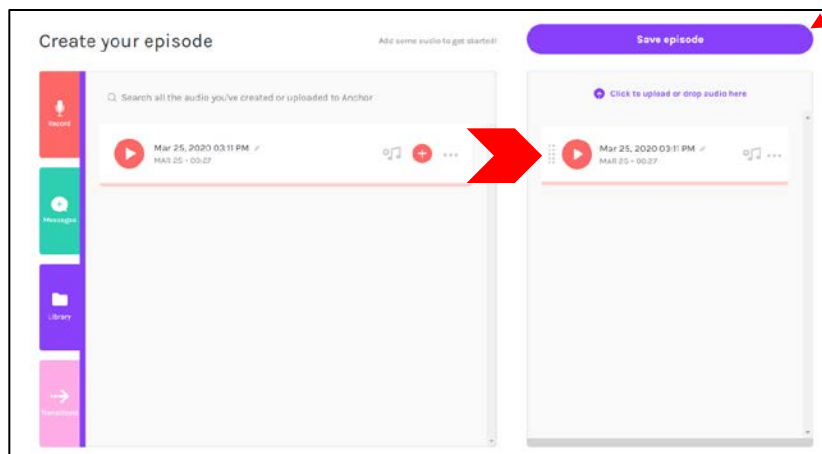
Click **Start recording now**.



When you are finished, click **Stop Recording**.



If you are happy with your recording, click it and drag to the right side of the screen. Then, click **Save episode**.



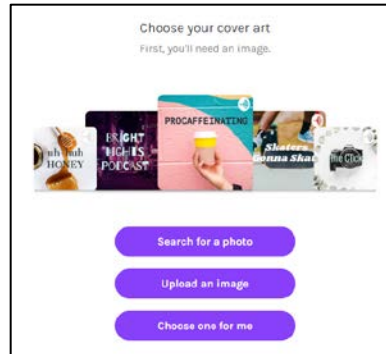
Enter an **Episode Title** and **Episode Description**. Scroll down the page to see the option to enter more detailed information about each episode. For example, if you are recording podcasts on a particular subject or theme, and want students to watch them in order, you may wish to number the episodes. When you are finished, click **Publish now**.

The screenshot shows the 'Episode options' form. At the top right, there are two buttons: 'Save as a draft' and 'Publish now'. A red arrow points to the 'Publish now' button. Below the buttons, there is a text input field for 'Episode title*' containing 'Welcome to PDI!'. Below that is a larger text area for 'Episode description*' containing 'Listen to this podcast to know learn about the Professional Development Institute'. At the bottom left, there is a 'Publish date:' dropdown menu set to 'Now'. Below the main form, there is a section titled 'Customize this episode (Optional)' which is expanded to show fields for 'Season number', 'Episode number', 'Episode type' (with buttons for 'Full', 'Trailer', and 'Bonus'), and 'Content' (with buttons for 'Clean' and 'Explicit').

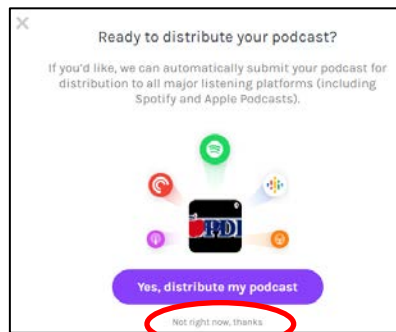
A pop-up appears asking for a bit more information. If you do not wish to submit your podcast to any listening platforms, you can click the **X** in the top left corner to leave the screen. Otherwise, complete the form, and then, click **Continue**.

The screenshot shows a pop-up window titled 'Finish setting up your podcast'. It contains the following fields: 'Podcast name' (PDI), 'Podcast description' (Professional Development Institute), 'Podcast category' (Courses), and 'Language' (English (United States)). At the bottom, there is a 'Continue' button. A red arrow points to the 'Continue' button. In the top left corner of the pop-up, there is a small 'X' icon circled in red.

Next, choose cover art for your podcast. You can search for a photo online, upload an image from your computer, or allow Anchor to choose an image for you.



You can choose if you would like your podcast distributed. As mentioned earlier, it is great to share your work with other teachers. However, if you made the podcast exclusively for students, you can click **Not right now, thanks**.



Sharing your podcast with students is very easy. Click the **link** button to obtain the link so you can e-mail it to students along with instructions to accompany the podcast. For example, you may tell students to listen to a podcast lecture and then take a quiz online using Google Forms. There are also options to share the link via Facebook and Twitter or to obtain the embed code to put the podcast on your website.



Students can listen to your podcast on any smart device or on a computer. To listen to the podcast on a computer, all students need to do is click the link you provide. In order to listen to the podcast created using a smart device, students need to download the Anchor app and then create a free account.

This excerpt is from the PDI online course Educational Technology 101 (K-12). This course is worth 3½ units of graduate-level credit from UCSD, Extension. For more information on this online course, [click here](#).