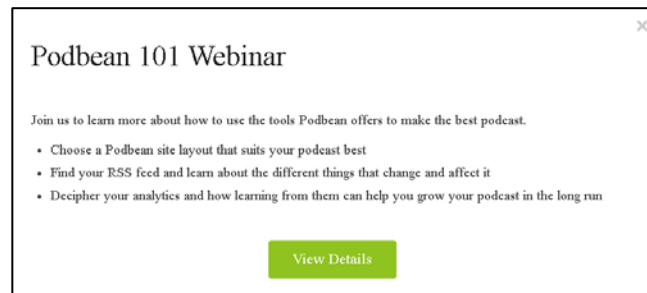




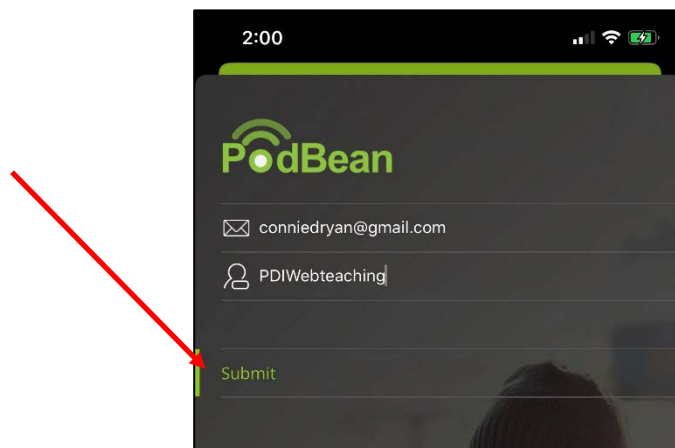
This online resource is being provided to teachers free of charge by the Professional Development Institute. Visit us online at <https://www.webteaching.com>

Creating a Podcast Using PodBean

PodBean is a very popular option for creating podcasts. You can have a free account as long as you don't plan to keep more than five hours of podcasts. If you plan to save more than that, you will need to pay for an account. To create an account, go to [PodBean](#) and click **Get Started for Free**. You can continue using your Facebook or Google login information or create a new account. PodBean offers a tutorial to help you learn more about podcasting. You will see this option after you create your account.



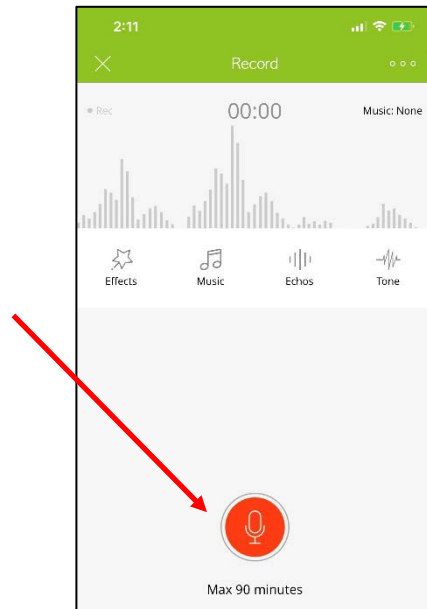
The actual recording of the podcast is done on your iPhone or Android device. You need to get the PodBean app in order to record on either device. Sign in and then enter a nickname and click **Submit**.



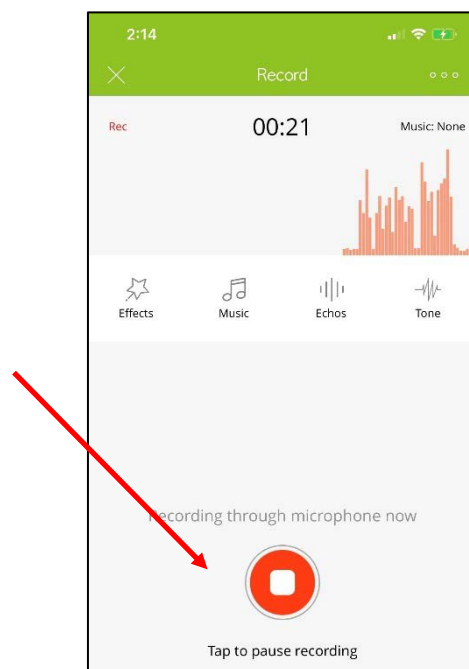
When you are ready to record, click the microphone icon in the bottom corner. Then, click **Record Audio**.



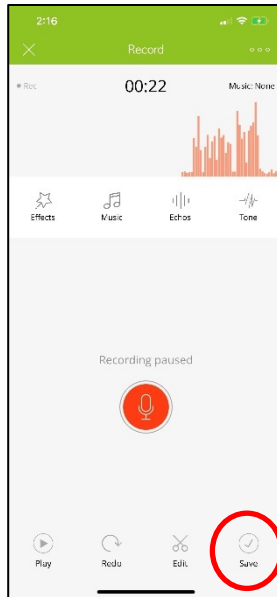
The record screen appears. When you are ready, click the **microphone** icon.



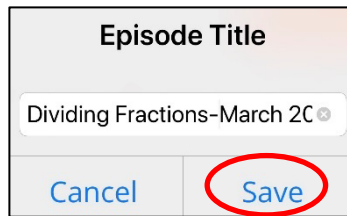
When you are finished, or to pause, click the **pause** button.



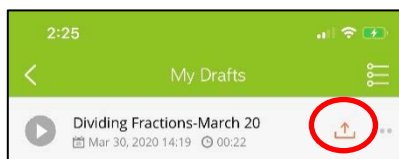
If you are happy with what you recorded, click the **Save** button.



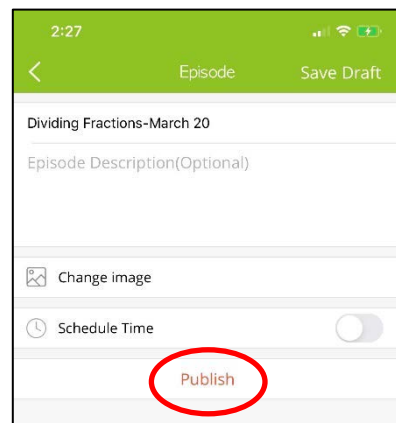
Give the episode a title and then click **Save**. It can be helpful to date the episodes.



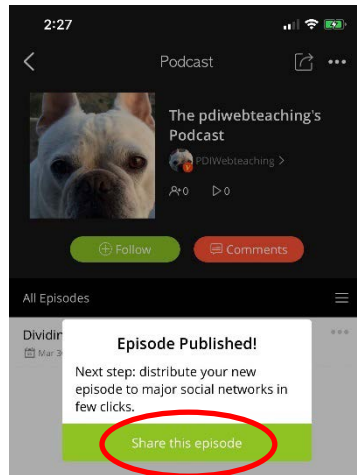
Click the **upload** button.



If you wish, you can add an episode description as well as an image, Then, click **Publish**.

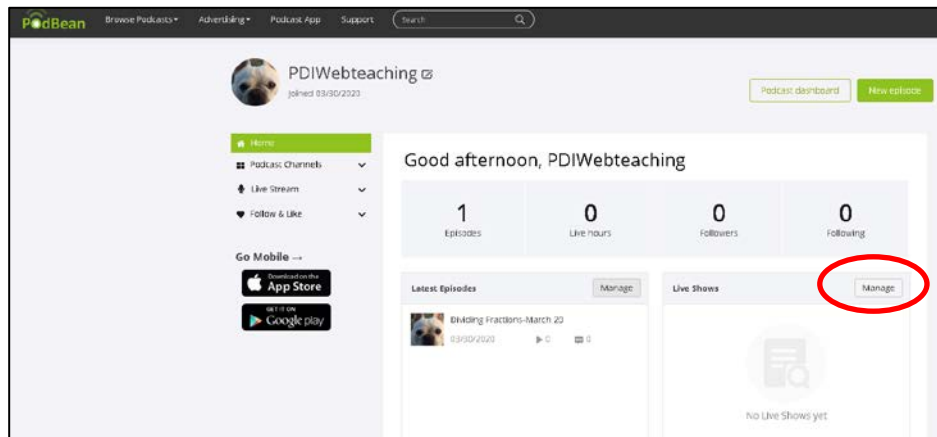


Now your podcast is ready for sharing. Click **Share this episode**.



You can send a link to the podcast via e-mail to all your students. Once they receive the e-mail message, all they have to do is click the link to listen to your podcast. It's that easy.

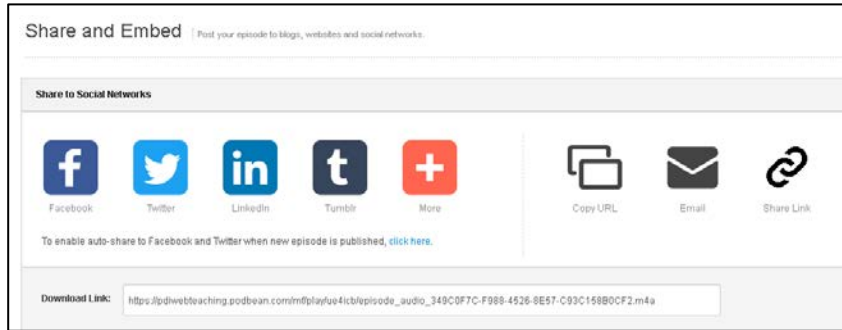
If you use the desktop version of PodBean, you can login and you will see the podcast you just created. There are many share options available on the desktop version. Click the **Manage** button for the podcast you just created.



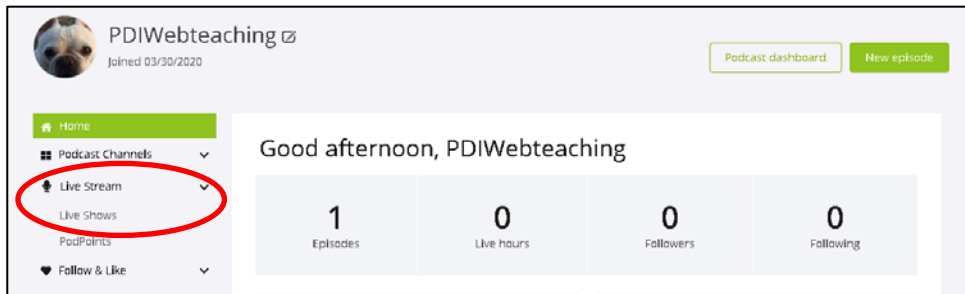
Click the **Share and Embed** button.



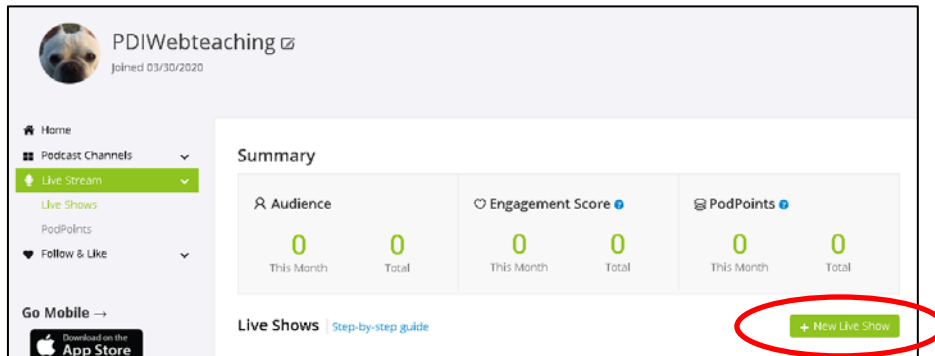
You can share via social media, or via link, or obtain the embed code so you can share the podcast at your website.



Another great feature included in the desktop version of PodBean is the opportunity to live stream. Using the live stream option, you can do a live podcast while interacting with up to five people. So, if you need to interact with a small group of students, you can use this feature. Click **Live Stream** and then **Live Shows**.




Click **New Live Show**.



Enter a **Live Room Title** and enter a description in **About This Show**. You must also include a graphic for the logo. All other information is optional. Then, click **Save**.

New Live Show (* All fields are required)

Logo  Upload

Live Room Title: Fractions Small Group A Meeting

About This Show: This lesson will help you understand dividing fractions.

Explicit: Yes No

Visibility: Public Unlisted

Start Time: 2020-03-30 21:20


Current time: 2020-03-30 21:19:24
GMT-09:00

Category: Talkshow

Early Bird Free Admissions: 200

Save

Click **Go Live** to begin the live stream podcast.

PDIWebteaching  Joined 03/30/2020

Home

Podcast Channels

Live Stream

Live Shows

PodPoints

Follow & Like

Go Mobile

The live show is created successfully. You can click on the "Go Live" button to enter the live room.


Summary

Audience: 0 This Month, 0 Total

Engagement Score: 0 This Month, 0 Total

PodPoints: 0 This Month, 0 Total

Live Shows [Step-by-step guide](#) [+ New Live Show](#)

Title	Start Time	Audiences	PodPoints	Go Live	Actions
 Fractions Small Group A Meeting	03/30/2020 21:20	0	0.00	Go Live	Actions

Invite the students you wish to participate by clicking on a person icon and then entering the e-mail address of the student. Note that students must be logged into their PodBean account to participate. If they are not logged in, you will see **Offline** under their e-mail address.

PodBean Live

Off Air 00:00:00

Online: 1 Total: 0

Fractions Small Group A Meeting

About: This lesson will help you understand dividing fractions.

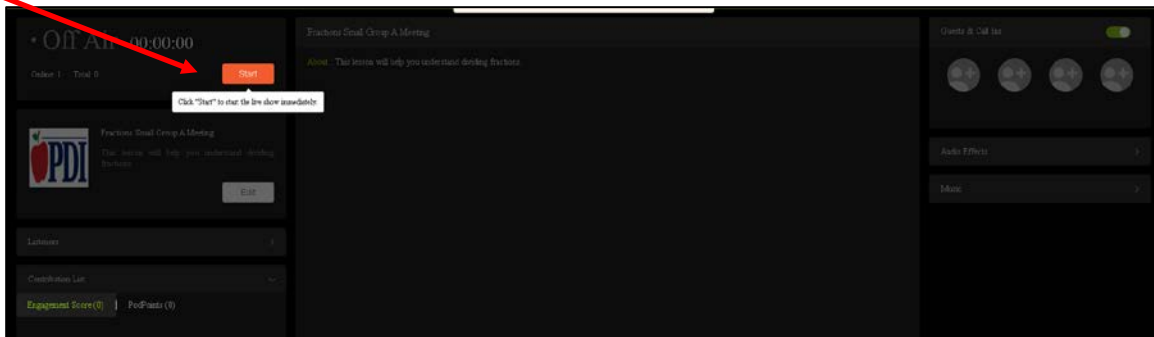
Guests & Call In

Invite

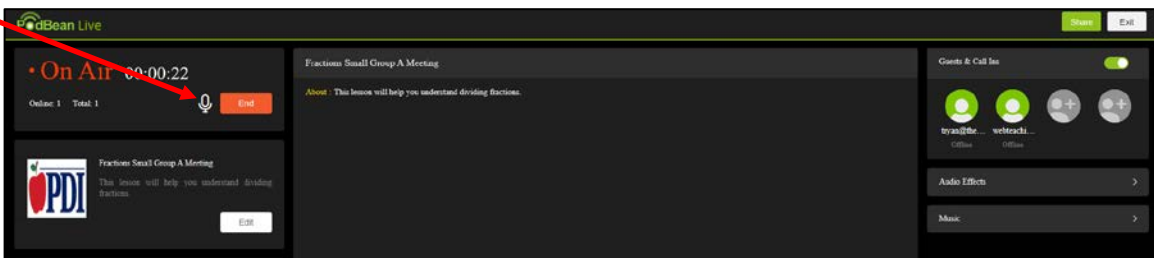
Audio Effects

Misc

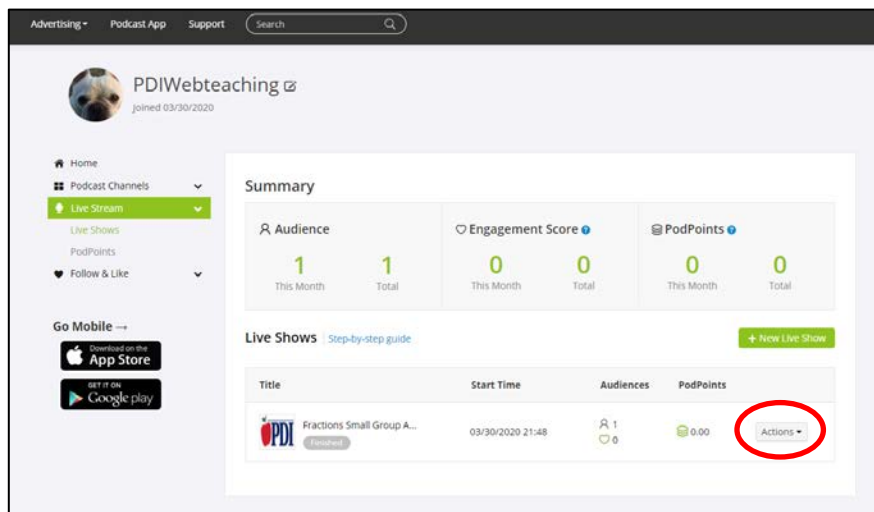
Click **Start** to begin the show.



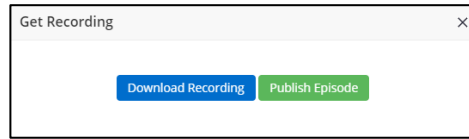
When you are finished, click **End**.



If you feel the session could help other students, you can download or publish the live stream file. Click the down arrow next to **Actions** for the live stream recording and choose **Get Recording**.



You can either download the recording or publish the episode.



As you can see, PodBean gives you wonderful options for creating podcasts for your students.

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](#).