

Recording Test Directions with GarageBand 08



District 112 Technology Coach Team

<http://d112-instructionaltechnology.wikispaces.com>

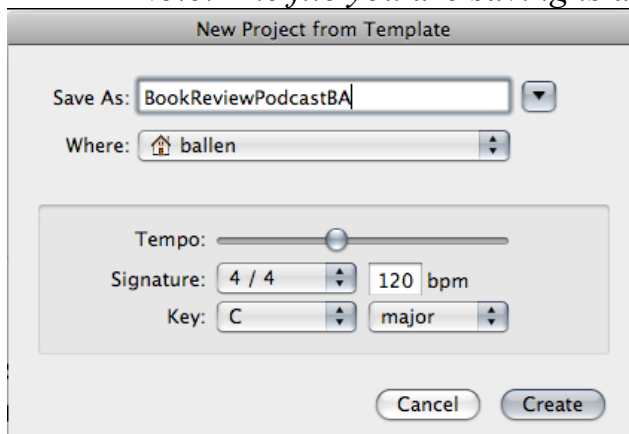
Getting Started

Start GarageBand and choose Podcast.



You will be asked to save the podcast project. Save the file with a name relevant to the test or quiz (eg. Chap3Sec1Quiz). Save the project to your Documents folder.

**Note: The file you are saving is a project file, not a finished audio file.*



To record your podcast choose the Male Voice or the Female Voice.



Click the record button at the bottom of the screen to begin recording your voice. Be sure to speak loudly and clearly. If you make a mistake, pause for a couple seconds then continue speaking. We will remove the mistakes later.

**Note: Click record and wait 5 seconds before speaking. Once finished speaking wait another 5 seconds before clicking stop.*



Once you have recorded your review, you will need to remove any mistakes or mouse click noises. To do so, position your mouse over the voice waves then click and drag to select the portion you wish to remove. Press Delete to remove the section.



Adding Chapter Markers

By adding chapter markers, you can make your podcast interactive. Chapter markers can be used to navigate through the segments in a podcast while it plays in iTunes or on an iPod.

Click on the Podcast track to select it.

Place the playhead where you want to insert a chapter marker by clicking on the timeline.

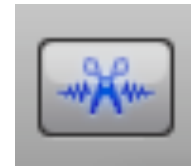
Click on the Track Editor button to open the Track Editor.

Click on Add Marker.

Move the playhead to another location in the timeline and repeat to add markers as needed.

To change the length of a chapter, drag the edge of the chapter marker region left or right.

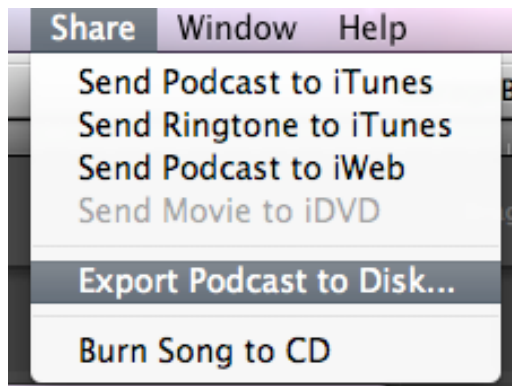
To delete a marker, select it in the Track Editor and press the Delete key on your keyboard.



Track Editor

Exporting Your Podcast

Once you have completed your podcast project, you will need to export it. Click Share on the menu bar and choose Export Podcast to Disk.



This will bring up the box shown below. Make sure the Compress Using is set to AAC Encoder and the Audio Settings is on Musical Podcast. Also, make sure the Publish Podcast box is checked. Then click Export.



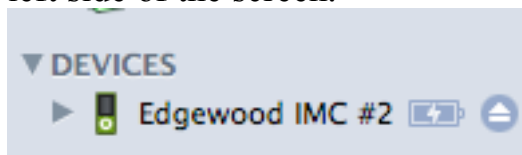
You will be asked to save the podcast file and to give it a name. Keep the file name and be sure the podcast is being saved to your documents folder.

Putting Directions onto an iPod

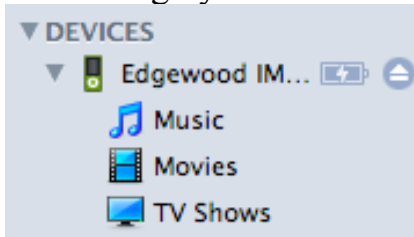
Open the audio file you created. This will launch iTunes.
Locate the test in your iTunes Library.



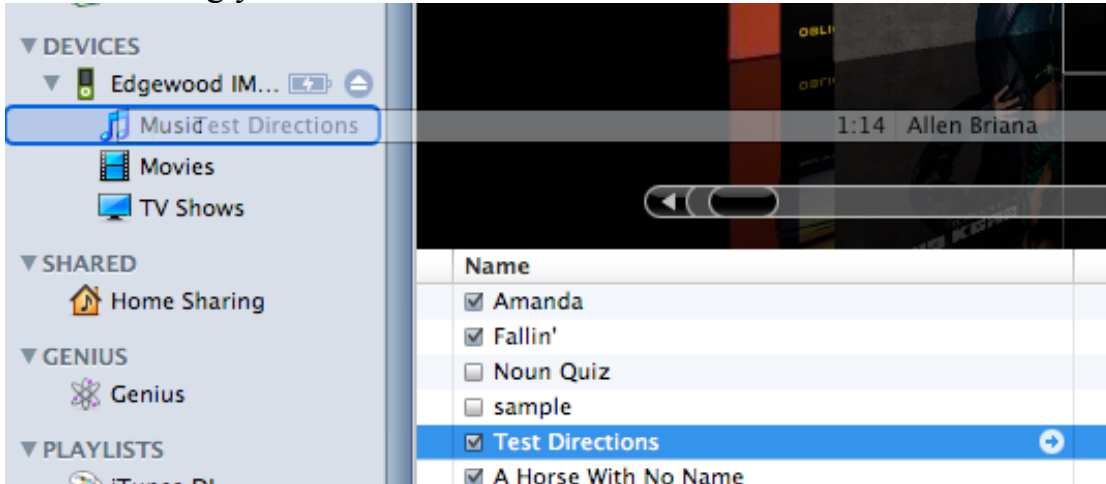
Connect the iPod using the USB cable. The iPod will show in the iTunes list on the left side of the screen.



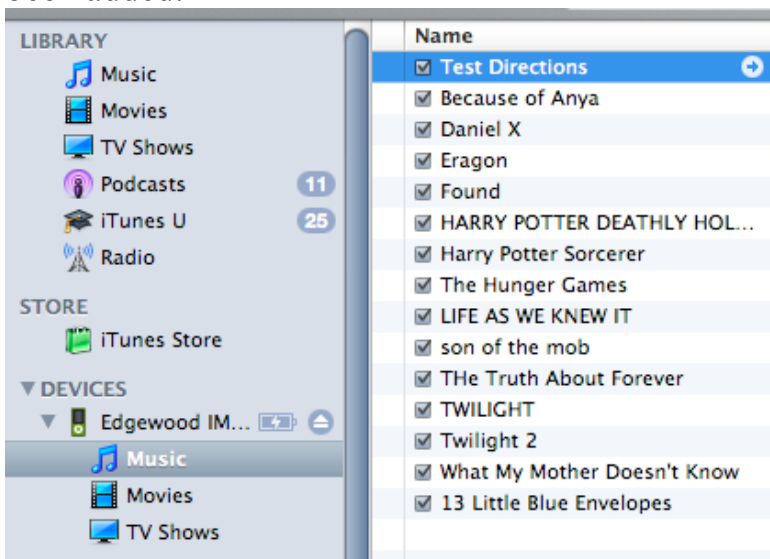
Click the grey arrow to the left of the iPod to view its contents lists.



Click and drag your test directions to the Music icon.



This will add the file to the iPod. Click on the iPod Music list to see that the test has been added.



Click the Eject button to remove the iPod.



Don't forget to charge the iPod before giving to a student!