

# Podcast Capture for **FACULTY**

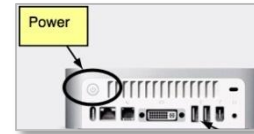
## Recording a podcast



Basic steps for recording a podcast using Podcast Producer software on Mac OSX. This handout covers recording and publishing using the faculty podcasting cart with the Robotic camcorder and Mac Mini computer.

### Turn on Equipment on the Podcasting Cart

1. Plug in the cart
2. Connect the Ethernet cable – wireless not recommended
3. Power on the Mac Mini – power button located on back
  - a. White power light on front of Mac Mini indicates it is ON. It may take up to a minute to see login screen on monitor.
  - b. Login: Choose **Podcaster** > **Password: podcaster**




Note: Microphone and robotic camcorder will automatically power up with the cart plugged in.

### New Recording

Create podcast: **Video** with audio, **Audio** only, **Screen** capture with audio, or upload existing **File**

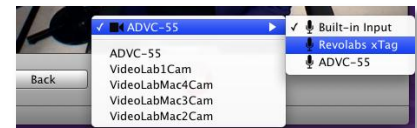


- **Launch Podcast Capture**
  - Located in the dock at the bottom of the screen that may be hidden. Move cursor near the bottom edge of monitor to pop up Launcher. Click on **Podcast Capture** icon to begin 
- **Podcast Producer Login**
  - Server: **media.stkate.edu**
  - User Name: first initial, middle initial, last name
    - Example: abdoe
  - Password: it is your primary password
- **Select: Video, Audio, Screen or File**



### Podcast Capture

Choose podcast type > **Video** > **ADVC-55** (pulldown) > **Revolabs xTag** (mic)

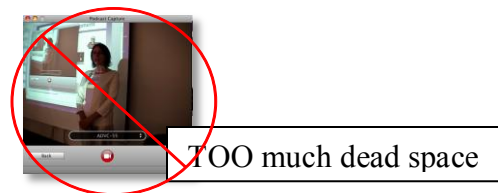


### Video: Frame the Subject – Robotic camcorder Sony EVI D100

*SKIP if using Audio, Screen, or File*

Use remote to adjust composition. A medium shot, also called “close-up” is **framed** from the **WAIST up** to the **TOP of the head**. Used to focus attention on facial expressions and body language.

- **Zoom in** to frame the subject using the RM-EV100 Remote
- **Program remote** – zoom to frame subject, HOLD the Preset button while **SIMULTANEOUSLY PRESSING** button 1. REPEAT for additional shots, program frame 2.
- **Do not leave too much head room**, or **too much dead space**.





## Audio / Microphone



- Choose **Revolabs xTag** for microphone
- Check audio levels. Go to: Apple > System Preferences > Sound > Revolabs xTag > Input volume, set to 100% > Output volume 100% > Close Window (red X)
- Clip on the xTag microphone
  - Flashing **green** light on top of microphone = record
  - Flashing **red** light on top on microphone = mute
    - push mute button on microphone to unmute to record



## Begin recording

- Click on the **red button**  to start recording.
    - Count down bar appears 1, 2, 3 – begin recording
    - To **pause**, click on red button  during recording
    - Select **Publish or Start Over**
- Shortcut: Apple ⌘ F2 – pause & start recording. If paused, view Podcast Capture window to resume

## Publish Podcast

The recording is published podcast server using the Workflow function. It is the **course ID** (department + course code + section). Workflow determines how the podcast is delivered, for instance, streaming online only, download podcast to mobile device, or iTunes.

- **Choose a Workflow** from drop down list. Pick **YOUR COURSE ONLY**.

Example: EDUC642D01

- **Title** the podcast (this cannot be edited after published)
- Type a **description** (this can be edited from the website)
- Click on **Done**
- **Your podcast is being submitted – DO NOT DISCONNECT** internet
- **Your podcast has been submitted successfully** – you can disconnect internet and shut down computer
  - **NOTE:** if you do not get the message “submitted successfully”, download the .MOV to the computer. Go to: Macintosh HD > podcaster (left nav) > Library (it may prompt you for Password) > Application Support > Podcast Capture > locate the .MOV file and copy it to the desktop. Upload the .Mov using File.
- Podcast uploaded to server – it may take a few minutes up to an hour, depending on podcast length
- Podcast **posted to the server** – it may take **10 minutes to 24 hours to post**



## Quit Podcast Capture

- Click the red **X** or go to File > **Quit**
- Shut down computer. Go to: **Apple** (icon top navigation) > **Shut Down**



## Access the Podcast

The podcast can be accessed online and is password protected. In a browser, go to: **media.stkate.edu**

- Navigate to the course (Group Wikis) > Login > Click on the podcast title > Click image to PLAY

## Troubleshooting

- ✓ *Can't see Podcast Capture window or a black screen?* Check for loose cables – unplug and plug cables into robot, ADVC55 Converter, and Mac Mini.
- ✓ *Can't publish podcast?* Check internet connection
- ✓ *No workflow or course not listed?* email or call Robert Marson 612-669-3218
- ✓ *No sound?* Increase microphone level. Go to: Apple > System Preferences > Sound > Input > Internal Mic > Increase Input volume. **OR** Check volume level, video source and microphone. Go to: Podcast Capture > Local Camera Settings > Video Source: Auto > Mic Source: Auto. Green audio levels when speaking.
- ✓ *Still doesn't work?* Contact Helpdesk 651-690-6402 or email helpdesk@stkate.edu
- ✓ *Podcast didn't post after 24 hours?* email Robert Marson at rcmarson@stkate.edu