

Name _____

Date _____

PODCAST PROJECT

POCAST TUTORIAL

Follow the directions below to start creating your podcast.

Step 1

- Once you are ready to record your episode go to: <https://online-voice-recorder.com/> and click the start recording button
- After you record your audio, save the file. It will download onto your computer

Step 2

- Go to: anchor.fm press the log in button on the upper right corner
- Login using the following information-
Username: _____ Password: _____

Step 3

- Press the "New Episode" button in the upper right-hand corner
- Beneath the "Save Episode" button, select the "click to upload or drag files" button. Upload your audio

Step 4

- Use the options on the left-hand side to add transitions and background music
- Once complete, press the "Save Episode" button

Step 5

- Give your episode a title and description
- Press "Next" to publish your podcast episode