

Video Podcasting Made Easy

A Mac Worksheet

Presenters:

John Perkins, Librarian / Media Specialist, K.A. Brett School, Tamworth
jperkins@tamworth.k12.nh.us

Etienne Vallée, Librarian / Media Specialist, Franklin High School
evallee@franklin.k12.nh.us

Session Overview

In this session participants will learn to use a simple digital video camera to create video podcasts that can be viewed on a school network, iPod or similar handheld video devices, or even posted on the web on sites like teachertube.com or schooltube.com.

Session Description

Using a simple digital video camera along with software commonly found on Macs or Windows-based computers and freeware programs available on the Internet, media specialists as well as regular classroom teachers can collaborate with their students to create short video podcasts. These podcasts allow elementary, middle school, and high school students to demonstrate their knowledge of computers as well as specific classroom concepts through authentic activities.

This workshop targets upper elementary, middle and high school students. Students create a story line outlining their animated feature. This story line can be inspired from a classroom concept or activity, or can involve collaborative efforts with the art and the music teacher. The story line is made of general illustrations showing the major elements of the story, along with a script.

Students write a script, then record a video of themselves performing it. Their product is then imported in iMovie, MovieMaker, or similar free software. Other voice and sound effects can be added using Audacity or a similar audio program, and are incorporated into a final video podcast. These podcasts can be used in class to reinforce lessons or to create presentations. This process can also be used in a more informal matter, with students making unrehearsed remarks or answering questions on topics.

The results are video podcasts similar to many found on the Internet. Students learned useful computer skills and also worked together to combine knowledge from other subject areas into a limited amount of time.

This workshop will walk the participants through each stage of the process of creating these video podcasts on both a Mac and a Windows platform. Handouts with detailed steps will be provided, along with sample of student works.

Conference Strands

Engaging & Exciting Classrooms - Authentic & innovative ideas in action.

Level of Content

Beginner - Introductory level information presented.

Appropriate Grades

Elementary, Middle and High School

Content Area(s)

ICT Literacy / Technology Skills

Unified Arts

World Languages

Social Studies

Mathematics

Sciences

Required Equipment

Projection device and screen

Language of Presentation

English

A Typical Project - Mac Worksheet

Part 1: Introduction to the Project

Many of you will remember making mixed tapes as children, recording skits or using now antiquated video cameras to create news show or record drama performances. Some of us have closet full of videotapes or movie reels our parents made when we were kids. This project is similar in concept, except that it uses everyday computer programs you have access to in your classrooms, your media centers or computer labs. The only requirement is that you have access to a digital video camera.

We have found that creating video features with students was a great motivator. It got them excited about telling a story, creating the video clips necessary for it, and then assembling them using software commonly found in schools or freeware programs downloaded from the internet.

This video podcasting project can take as little as four classes, or as many as ten, depending on the complexity of the stories being told, the involvement of other teachers in the project, and the speed at which students (and the teachers) can master the software and the underlying concepts behind it.

This project can be done by the teacher or by the library media specialist, and can involve everyone in the school from the art teacher to office staff. For example, the music teacher and the students can collaborate in creating music or sound effects for the video clip. Classroom teachers can help by providing concepts or materials that can be illustrated through video presentations. For example, this project could be used to

- Illustrate the properties of chemical elements;
- Present an aspect of the American Revolution;
- Explain a mathematics concept;
- Animate a book review;
- Demonstrate a key grammatical concept;
- Display new foreign language vocabulary.

This type of project can be adapted to just about every concept in every subject, and represents another way, along with reports, PowerPoint presentations, and poster boards for students to illustrate what they have learned.

In a time where we are moving towards a competence-based learning environment, the use of video to enhance a lesson or to reinforce a concept is an excellent performance project which demonstrate whether information has been acquired and synthesized.

The final product can be placed on a DVD and shown in class, or taken home for study and review. It can be distributed through a school network, iTouch or similar handheld video devices, or even posted on the web on sites like teachertube.com or schooltube.com. The possibilities are limitless.

Part 2: The Script and the Story Board

In a formal video project, this section is made up of two very important parts, the process of writing a script that will be presented through this video clip, and creating the story board that illustrates how the video clip will be filmed.

The script can contain any elements that students will need to perform their video clip. It can range from a few lines scribble on paper to an elaborate play-like script. Though it is not necessary, the script can help students focus their thoughts and provides for a better finished product. Similarly, the story board is where students draw a series of images illustrating their story concept. They also write a few lines next to each picture. This provides them with a visual map and narrative, along with a road map telling them what element(s) they need, what script they need, and what sound effects and / or music they may require later on. A copy of a sample story board is provided at the back of this presentation handout.

While both the script and the story board are not essential, they provide guidance to the students as to what will be required, what elements should be present, and how the students propose to film their project. This also allows you to keep track of their progress, identify specific pitfalls that they may encounter, and also judge their final product against their proposal. Most likely, their final product is bound to be somewhat different than their original proposal. That's okay, and it can even enable you and the students to reflect on why their product does not follow their story board and their script. Did a better element present itself? Did a more appropriate action fit? Did an improvisation really bring down the house and require making a change to the script and story board to be incorporated? Most great movies,

from *Roman Holidays* to *Indiana Jones*, feature passages that were radical departures from their original story boards.

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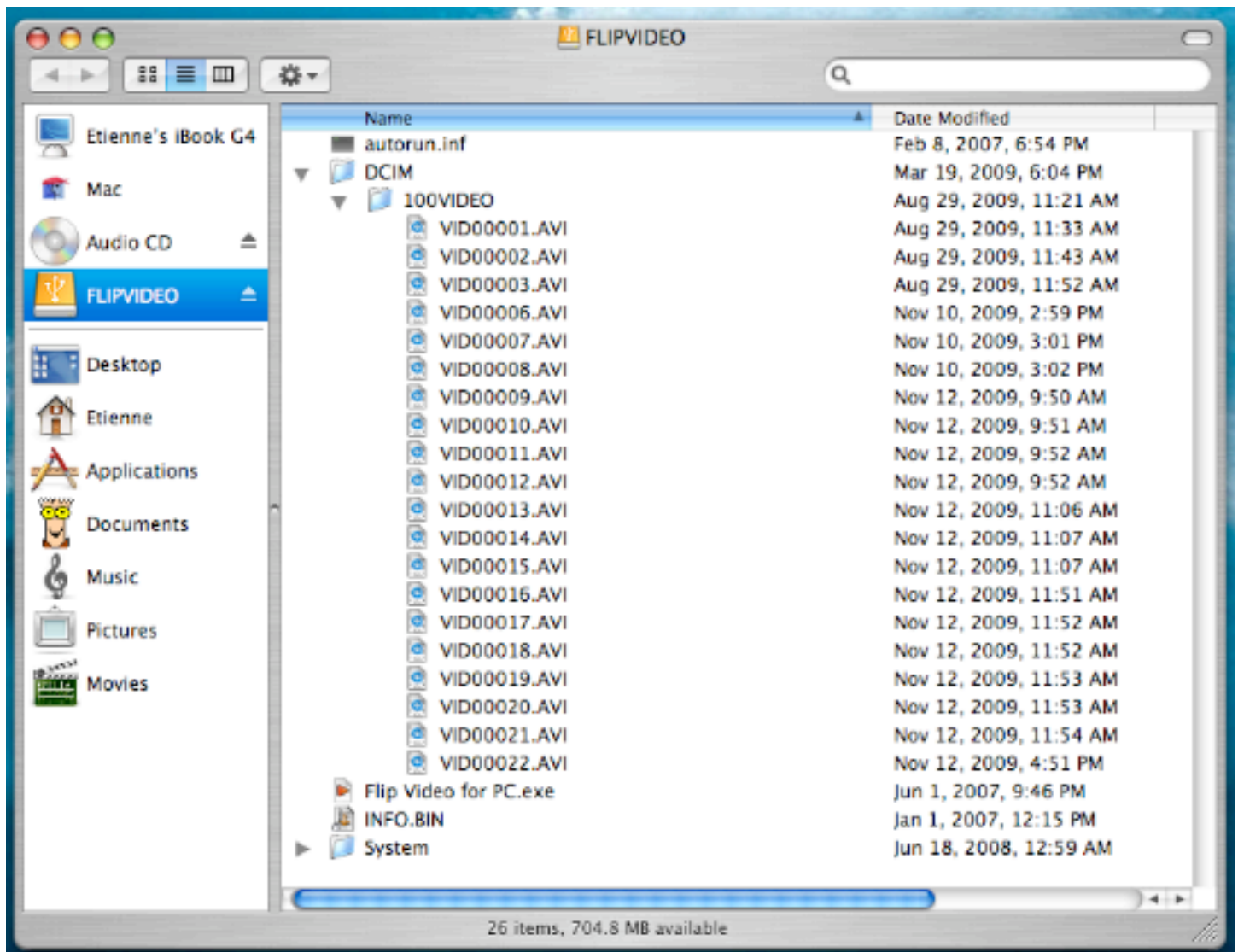
- For scripted performances, students should complete a script and a story board so that they know what they need to film and where they need to go next. Too often minutes and entire class periods can be lost to poor planning skills on the part of the students.
- Students should film each passage at least twice, to allow them to select the better performance. There is always room to improving on acting and delivering.

Pitfalls to look for:

- Short or missing story boards indicate that students are not sure how they will proceed, and does not allow you to hold them accountable to a finished product that resembles their proposal.

Part 3: Filming & Processing

For this part of the project we're using a Flip digital video camera, though any other digital camera will work just fine. Most cameras work on similar principles. You turn it on, press the button, and start recording. When you're done filming, you plug in your digital camera into a USB port, and the following window pops up.



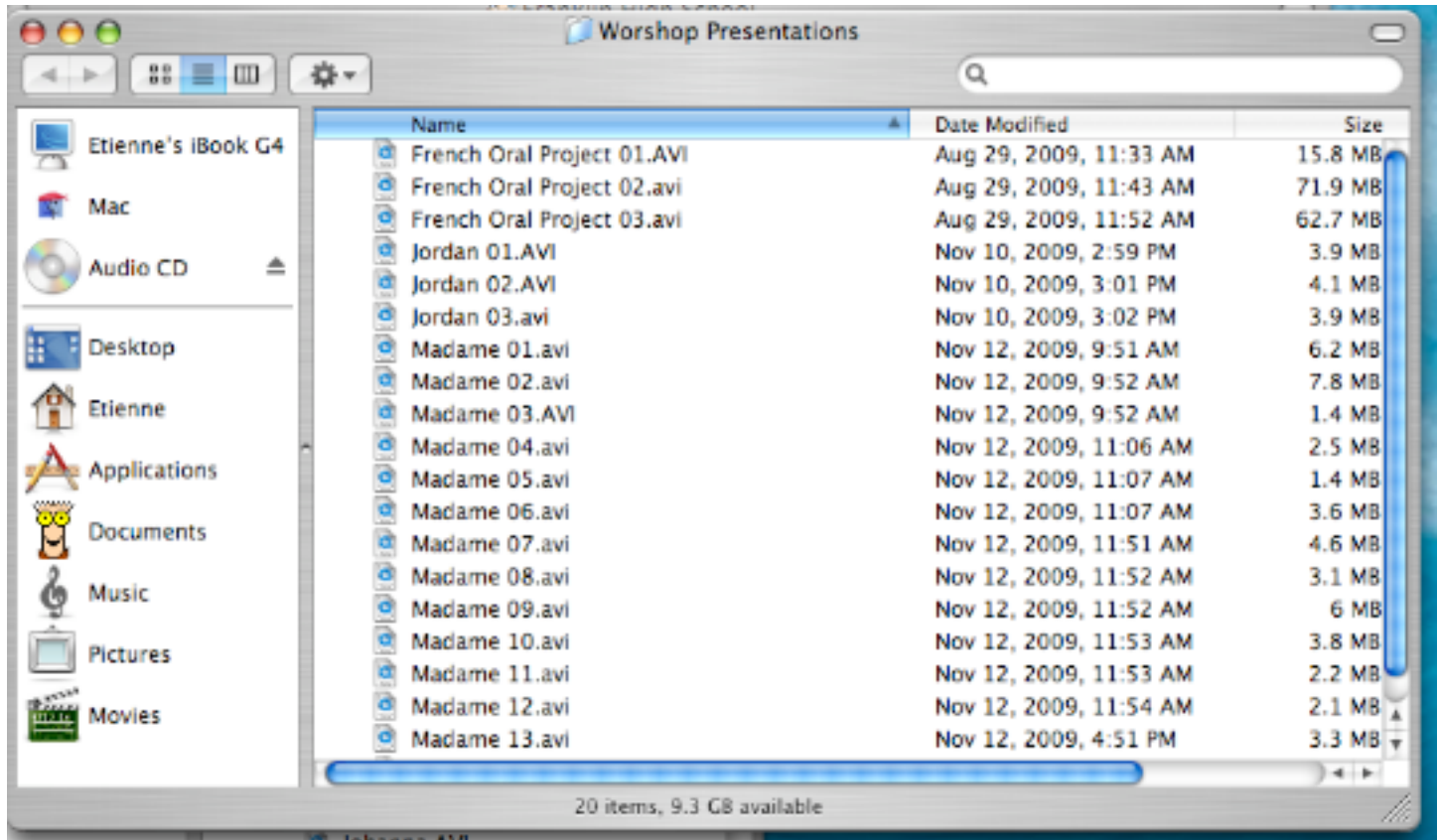
Video files are generally found in the DCIM folder. The digital camera will assign a generic title to

every video file, which we will need to change so that we know what each clip is and whom it belongs to.

Download the videos to a hard drive. Be sure to rename the file(s) to the students' names or a project title as well as a number, since the camera may have been used by more than one group. It's important to number the files so that, when they are imported into iMovie, they will be placed in order and make for an easier time for students to figure out how to organize their files.

With the Flip, simply select and drag the video files to the computer hard drive. For other cameras, you may have a program that must be installed before you can retrieve the files. Either way, be sure to read your digital camera's instruction booklet.

Once your video files are on the hard drive, also copy them to a flash drive or to a network drive so that, in the unlikely event that your hard drive crashes, or, more likely, that the students accidentally delete a file or an entire folder of files, you're able to retrieve the information and replace the missing file(s).



At this point you have a video file, or a bunch of files, which can be easily posted to a site, distributed throughout your school, or made available on a CD or a DVD. If you're in a hurry, or if you do not want to spend too much time on this project, this is a natural stopping point. Skip down to Part 5: Distributing the results, for information on how to distribute your video podcasts. If, however, you want to improve your video products, continue to the next section.

What we recommend:

- Rename all video files to an easy to remember name, so they can quickly be located by students or by yourself.
- Be sure to number the video files at the end of the name, so that when they are imported into iMovie they will be in the proper order, facilitating some of the organization later on.
- Back up your renamed video files to a flash drive or a network drive "just in case."

Pitfalls to look for:

- Be sure to delete the video files from the digital camera after they have been downloaded on a computer hard drive and saved
- As a general rule, we do not let students take the cameras home. If they must, we require them not to connect them to any computer at home. There are many viruses that like to make themselves at home on portable devices like the Flip so that they can infect other computers the device will be connected to. Keep it safe, only plug in your digital camera in a computer you know has up-to-date

virus detection and elimination software.

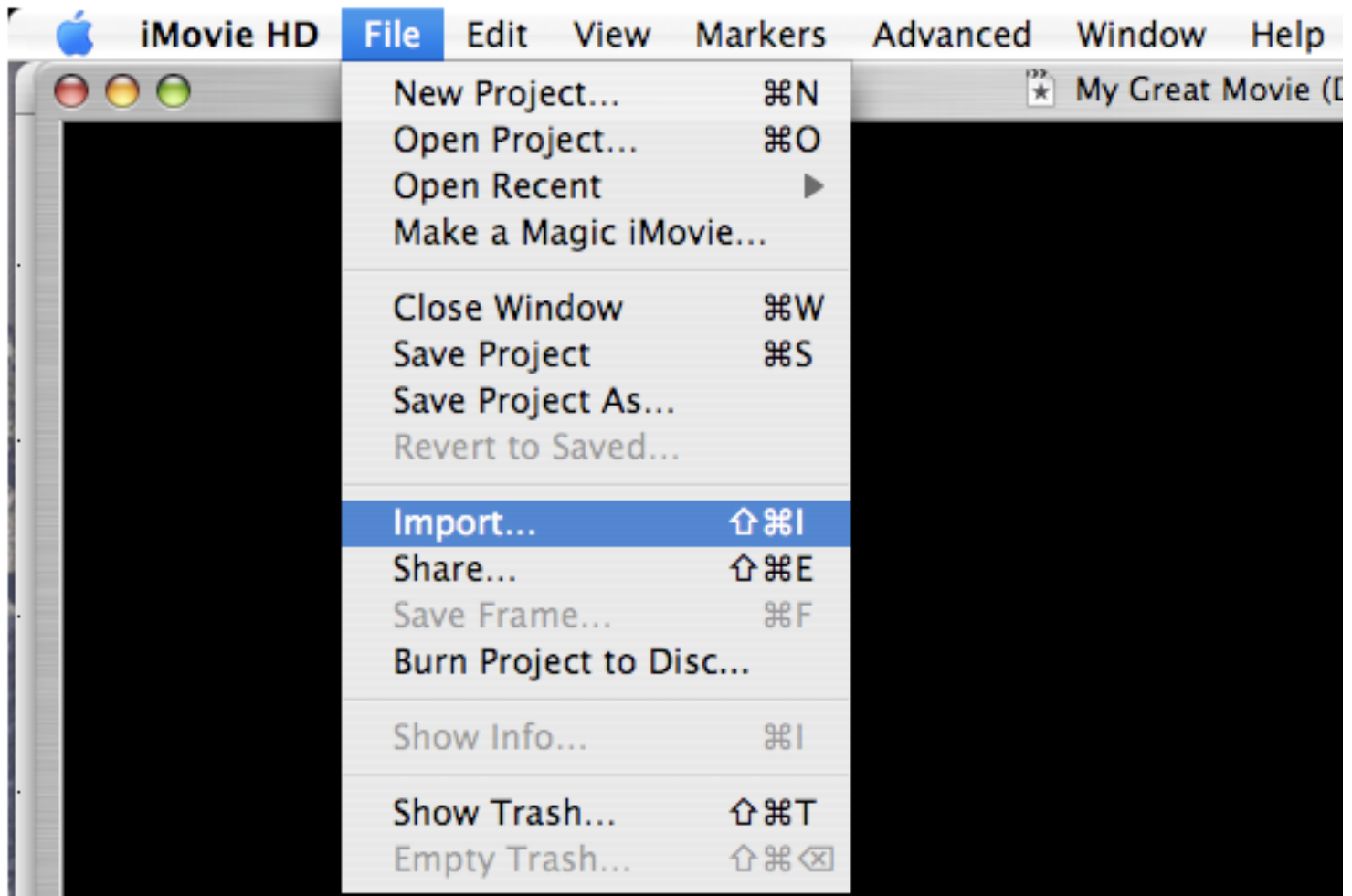
Part 4: Putting the Film Clips Together

This next step involves importing the video files into an iMovie project or similar free movie-editing software program. For this presentation, we will use iMovie, though most of these steps can easily be replicated in any freeware movie editing software such as Avid Free DV, ZS4 Video Editor, and HyperEngine-AV.

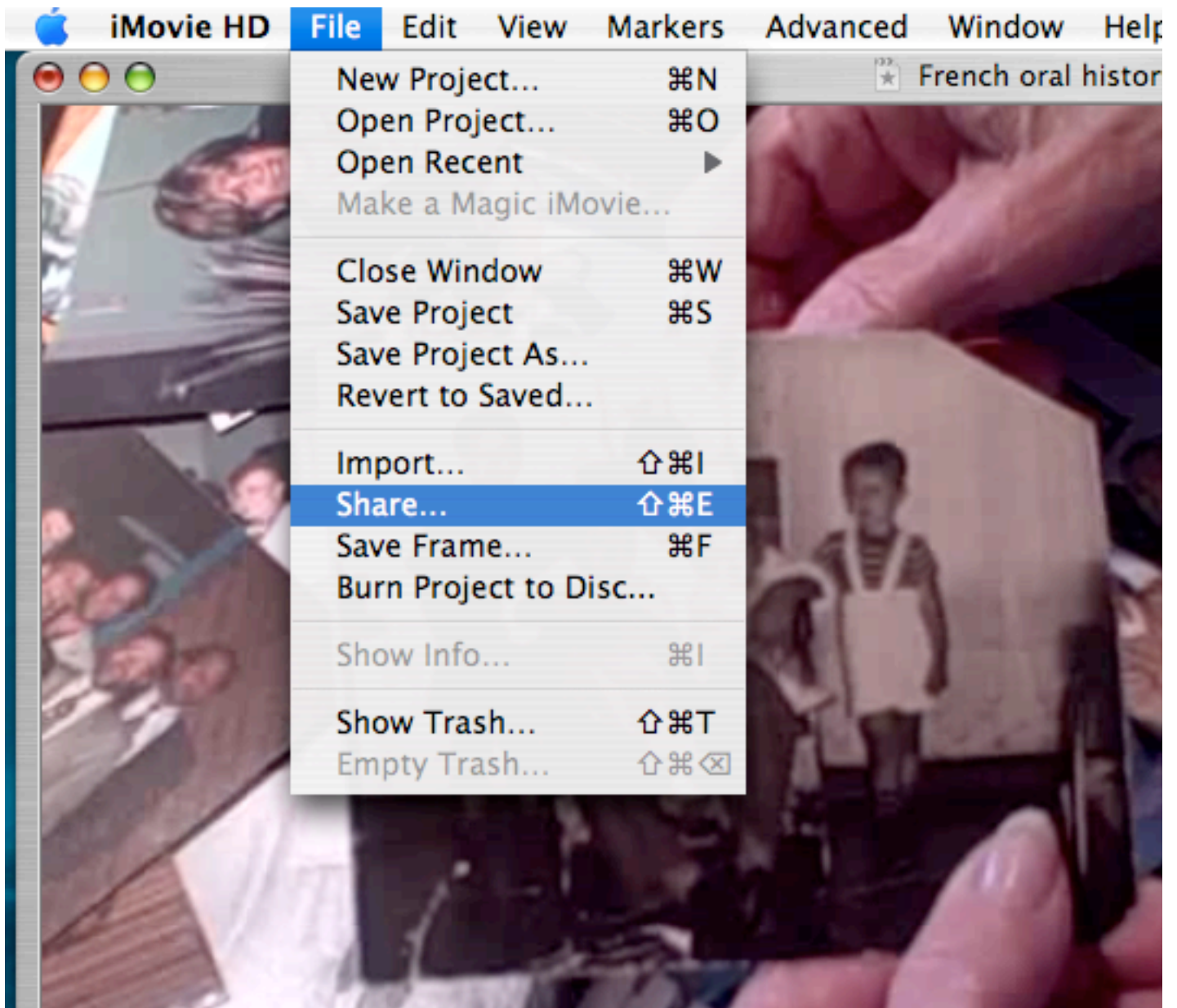
In iMovie, create a new project, and give it a name.



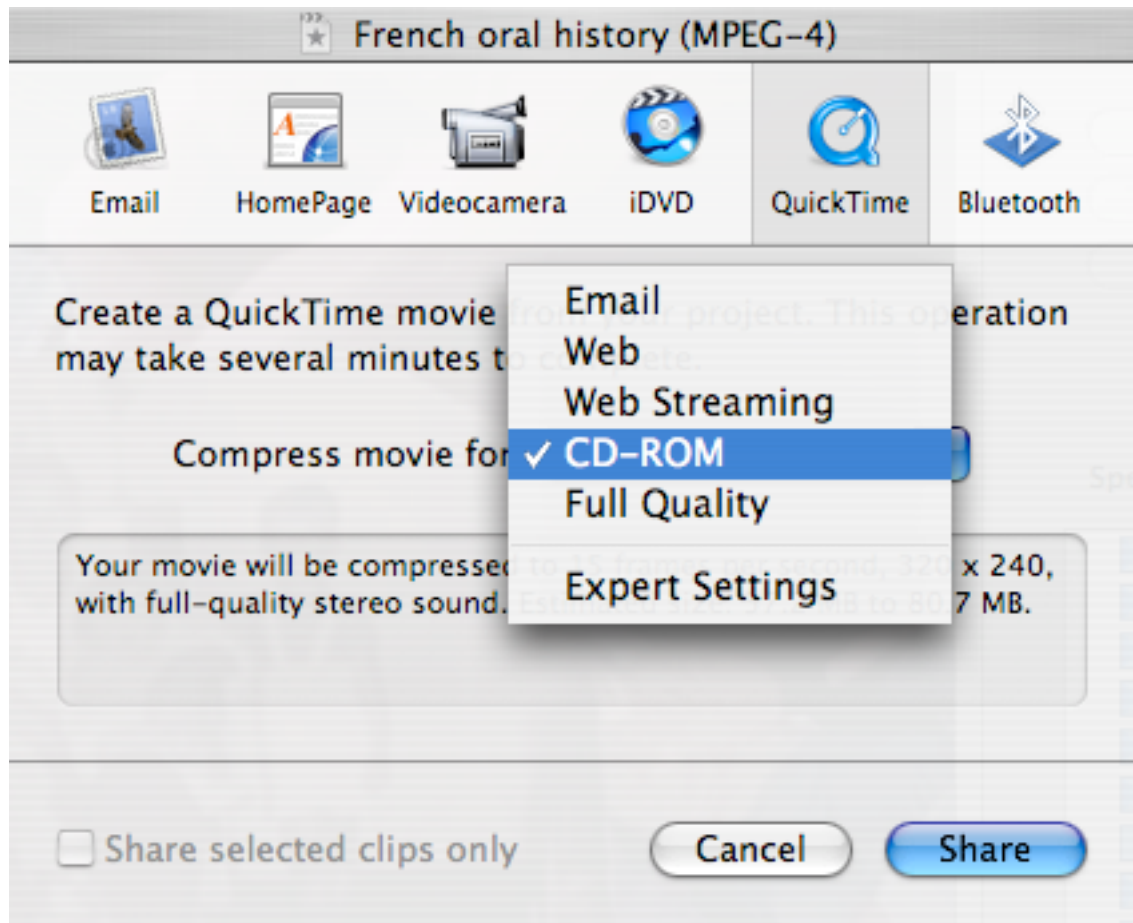
Then import all of your video files into your movie.



They will appear in the tray. Go to “Edit” on the menu, and “Select All.” Place the video clips on the editing tray. For the most simple projects, the students are now done. Go to “File,” and select “Share.”



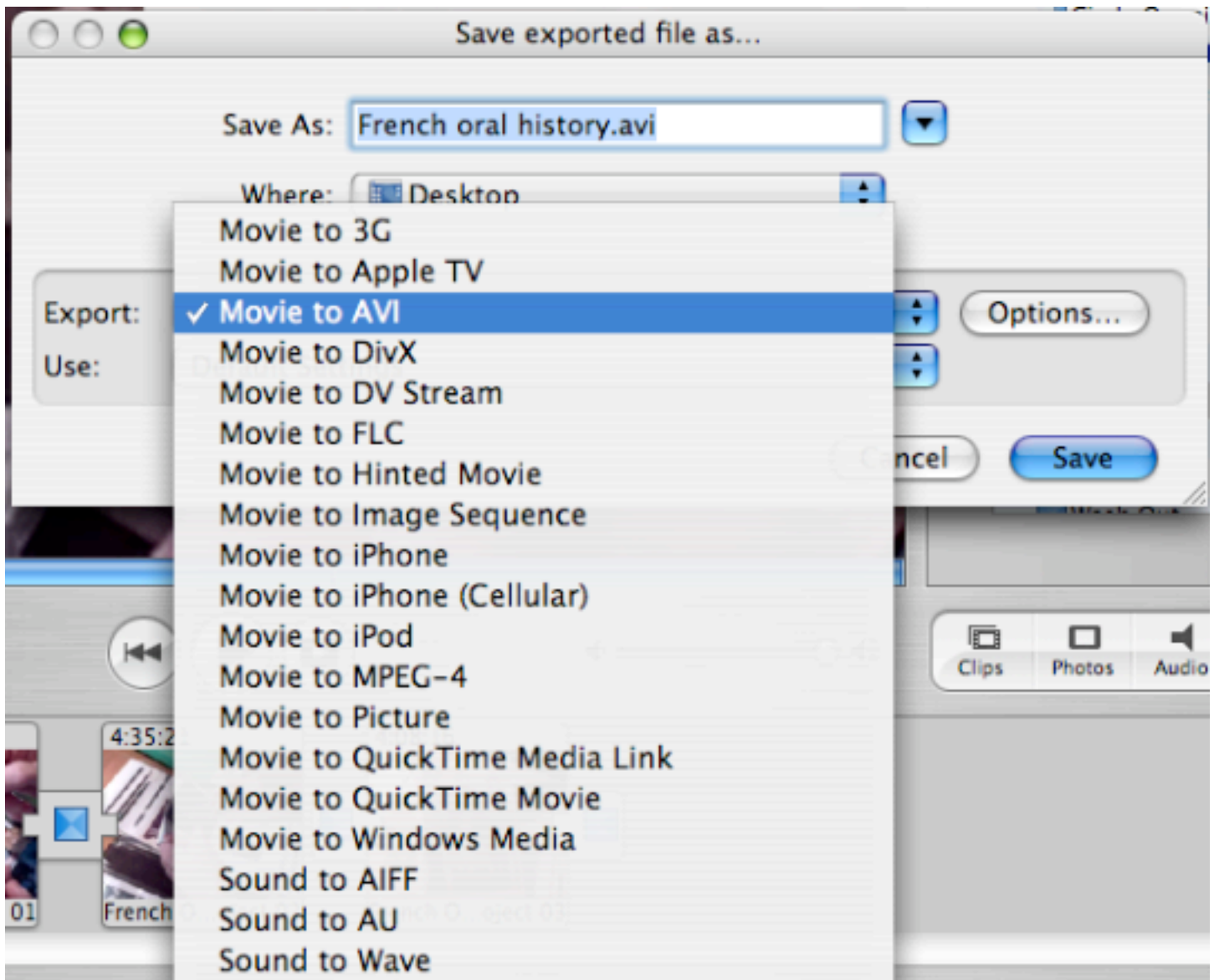
Select CD-ROM as the output of the file. This allows for the creation of a small Quicktime file which can easily be played on any computer, saved to a CD or a DVD, or even burned to a DVD and made playable on a regular DVD player. Students can then watch their projects in class, in the computer lab, or at home.



If you're planning on distributing this file over the internet, however, we recommend you save the export the project to an avi file or to a mpeg-4 file by choosing the expert settings, clicking on "share," and selecting the appropriate setting for your purpose.

Mp4 file extensions represent Apple's video encoding, and can be used with Quicktime, DVD burning software, and many other viewers. It is also the format used by HD TV to broadcast its signals.

Avi file extensions are viewable across a larger number of players, including Windows Media Player. However, this format requires specific codecs, depending on how the avi file is encoded. These common formats include ASF, DivX, and M-JPEG, each of which require its own codec. If the player you are using does not have the appropriate codec, you will need to download and install it prior to viewing.



There are further opportunities, however, to improve the quality of the project by adding titles, voice, sound effects, a sound track, transitions, and special effects. Experiment with the program to gain a better understanding of what it can do. Most students are also happy to play with the software and find elements they can add to their projects.

What we recommend:

- Save the project to a student folder and backed up to a USB drive so that it can be easily found. This also ensures that if the file is accidentally deleted, it can be quickly reinstalled.
- Import all clips at once, to avoid out of sequence or missing clips that can't be located later on.

Pitfalls to look for:

- Imported video files that were not numbered right will not be in the right sequence. It may be necessary to rearrange the files, or to delete all of them, renumber the actual files in their proper order, and then reimport them into iMovie.
- Exporting the movie to DV quality provides a better-looking product, but some computers will not be able to play the size of the file, as it will generally exceed 100 megabytes, most likely preventing you from distributing the file over the internet. However, saving it in DV and then burning it to a playable DVD provides for enhanced quality, if it will be watched in class or taken home.

Part 5: Distributing the results

For many of us who are not completely comfortable with new technologies, presenting this information in class is the most likely use of these videos. This can be done either by burning the video to a DVD, exporting it back to the digital camera to be shown on the television using audiovisual cables, or using the computer with a LCD projector or white board.

However, there are several other ways to distribute your results. This is the video podcasting part of the presentation.

One of the ways is to place the file on a public or shared folder within the school network, which can be accessed from any classroom, or, in certain cases, from remote points away from school, such as home or the public library through an internet connection.

However, for this presentation we're using two different free web sites similar to youtube.com, which will allow you to upload your videos and share them with the entire world. Students can then download these files and put them on their iPods or other portable video devices and viewed later, at their convenience.

The first site you can post to is **schooltube.com**. This is a peer-reviewed service, meaning that nothing gets released for viewing to the site until someone has viewed and approved the video. This allows you to be reasonably certain that the content on this site is appropriate for your school. And unlike youtube.com, this site is not as likely to be banned or blocked by your filtering software. If it is, you can suggest to your technology department that they take a look at the site and determine whether this is a resource that can be used in your school district.

On schooltube.com, you as the educator can create a channel where you can post all of the videos submitted by your class(es). This allows for a quick and easy way to centralize all of the information. Students can also create free accounts for the site. When they do so, they're able to not only view and rate videos but also upload their own, which need to be approved by you before they can be viewed by anyone else. Since students can rate videos, it also provides a quick way to get feedback from their peers. Finally, once the video has been approved, other people can also watch them from anywhere in the world.

The screenshot shows the SchoolTube.com website. At the top, there is a search bar with the text "Search Videos" and a "Go" button. To the right of the search bar are links for "Sign Up... It's Free!" and "Login". Below the search bar are two buttons: "Find a School" and "Upload". The main navigation menu includes "Home", "Videos", "Channels", "Categories", "Educators", "Contests", "Partners", "Store", and "Games". The main content area features a video player with the title "The Wire" and a video thumbnail showing a young man in a blue polo shirt. The video player includes a progress bar showing "3 of 4" and playback controls. To the right of the video player are four buttons: "Twitter", "Featured Schools", "Cold & Flu Info", and "Help". Below the video player is a "Recently Viewed" section with four video thumbnails and their titles: "PS22 CHORUS 20...", "Comperative Ad...", "The Book of Se...", and "JEA/NSPA St. L...". On the right side of the page, there is a large graphic that says "WITH SCHOOL TUBE CHANNELS, THE SPOTLIGHT IS ON YOU!" with the SchoolTube.com logo at the bottom.

The second site you can post to is **teachertube.com**. This site is also a peer-reviewed service, meaning that nothing gets released for viewing to the site until someone has viewed and approved the

video. This allows you to be reasonably certain that the content on this site is appropriate for your school, and not blocked by your filtering software.

What's nice about this site is that along with videos, you can also post pictures, audio files, and documents. The site can also be used as a community blog. Again, registering provides some benefits such as rating any media, uploading video and other documents, and participating in the community forum and blogs.

Of course, there are several other services that can be used. In a regular journalism or video class, for example, it may be worth considering creating a podcasting channel on iTunes, if you know regular content will be added. The possibilities for distributing and presenting your material are endless, so experiment. See what works for you and what doesn't. No two people will have the same answer to integrating videos in their classes.

What we recommend:

- Create an account at both services. Sometimes one can be faster approving your uploads than the other, and it can make a difference if you are in a hurry.
- Be sure to check with your technology department if either of these services are blocked by your filters, or even to give them the heads up that you'll be doing this activity.

Pitfalls to look for:

- Make sure that if you are posting videos of students, that they have signed a promotional release and that this is on file with the administration. Most schools request permission from students' parents to use their pictures in things such as yearbooks, press releases, or classroom videos. If that's not the case at your school, or if you're not sure, get permission from your students' parents.
- It can take a few days for a video to be released to the public. Be sure to allow some time before students are asked to watch the videos.
- Large files will take longer to upload than smaller files, and will also take more bandwidth to download either at home or at school.

Part 6: Expanding

Although iMovie contains the elements necessary to improve the quality of the projects, there are several free software programs that can be used to improve the final product.

Audacity is a free open source software for creating and editing sounds in a variety of formats, including the popular mp3 format. This free software, which works on Mac OS X as well as on Windows computers can be found at <http://audacity.sourceforge.net/>.

Ljudo.com has more than 1,200 free sound effects which can be listened to in RealAudio or downloaded in mp3 format. <http://www.ljudo.com/default.asp?lang=tEnglish&do=it>

A1 Free Sound Effects has more than 890 sound effects available, divided in helpful categories, and exportable in mp3 format. <http://www.a1freesoundeffects.com>.

More Sound Effects can also be found at <http://www.stonewashed.net/sfx.html>.

Name(s): _____ Project Title: _____

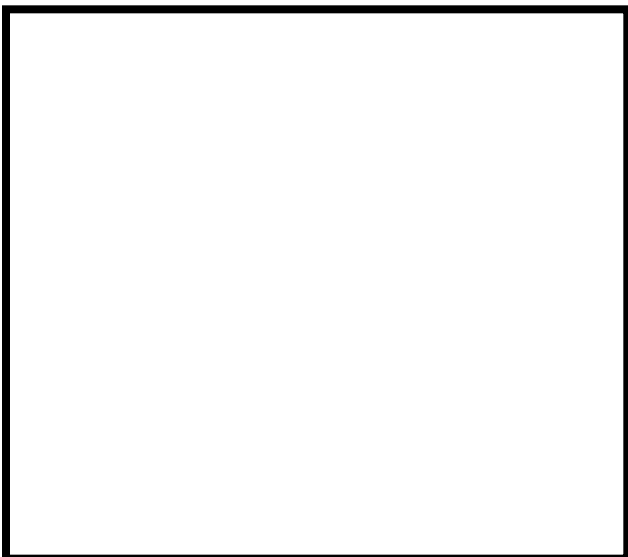
Story Board



Music / Sound Effects:



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A Typical Project - Windows Worksheet

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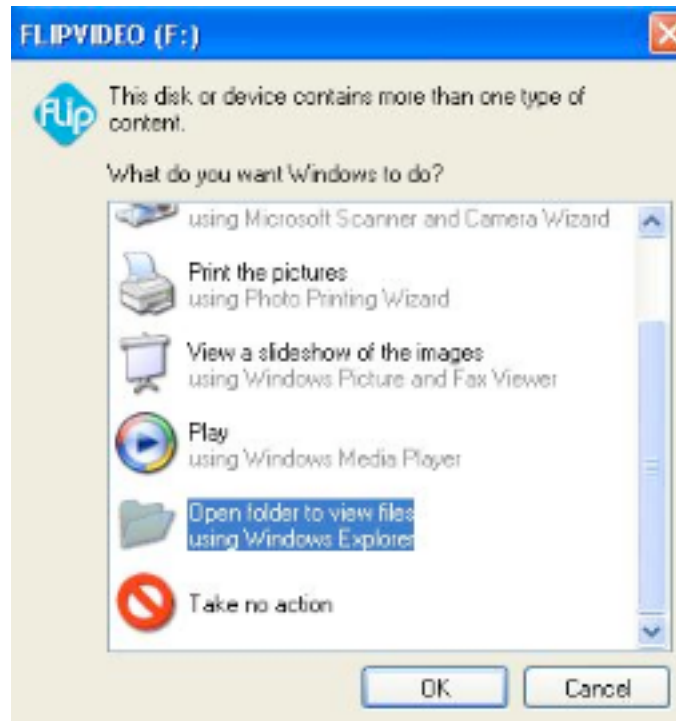
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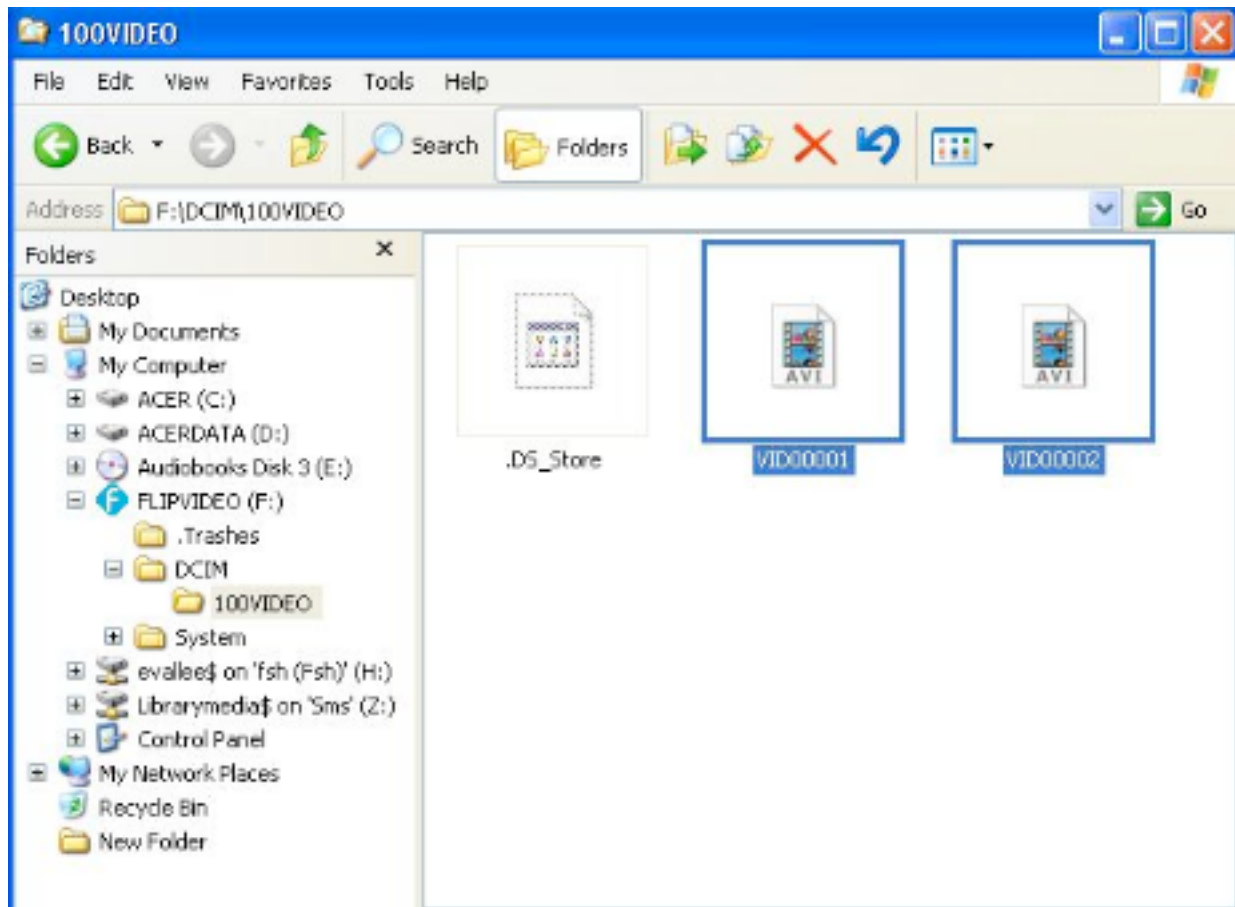
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Click "Open folder to view files." This opens up the digital camera. On the Flip you have the option of using their proprietary software. We recommend you ignore that option and simply download the videos to your hard drive.

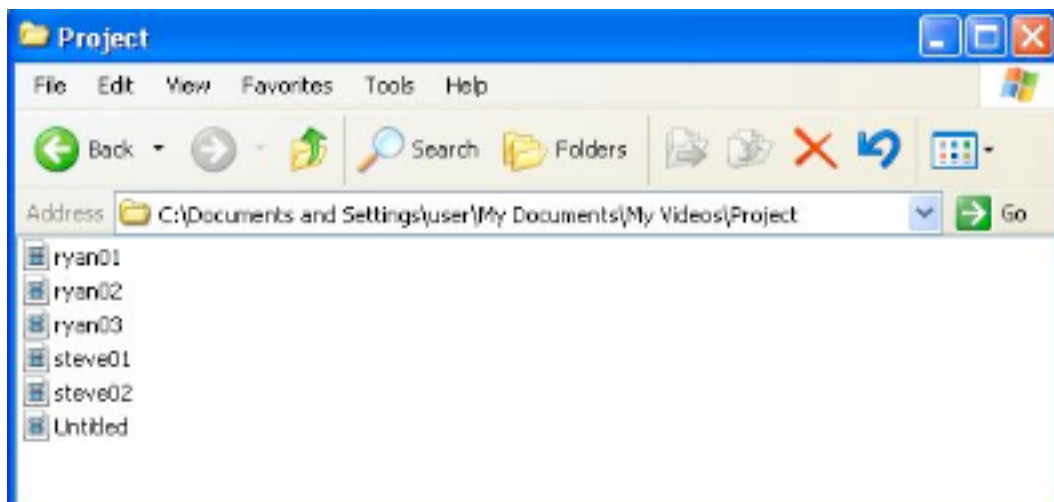


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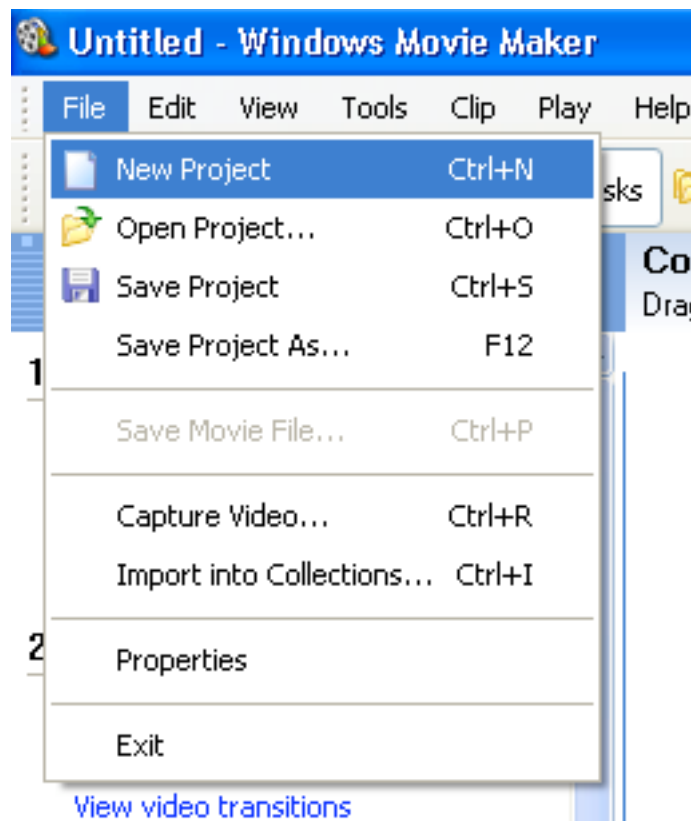
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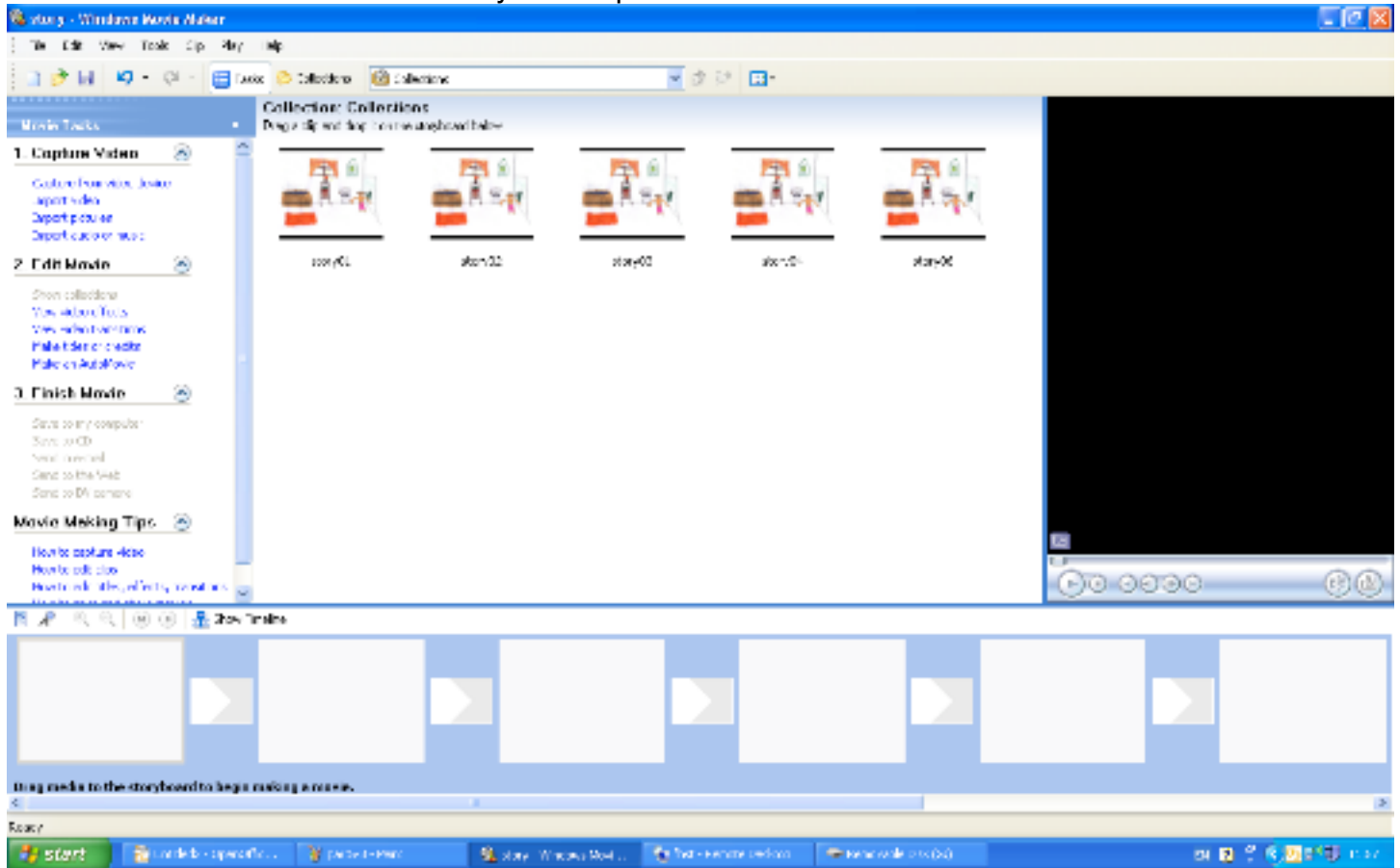
Part 4: Putting the Film Clips Together

The next step is to import the images into MovieMaker project similar free movie-editing software program. For this presentation, we will use iMovie, though most of these steps can easily be replicated in any freeware movie editing software such as Avid Free DV, Avidemux, and WAX.

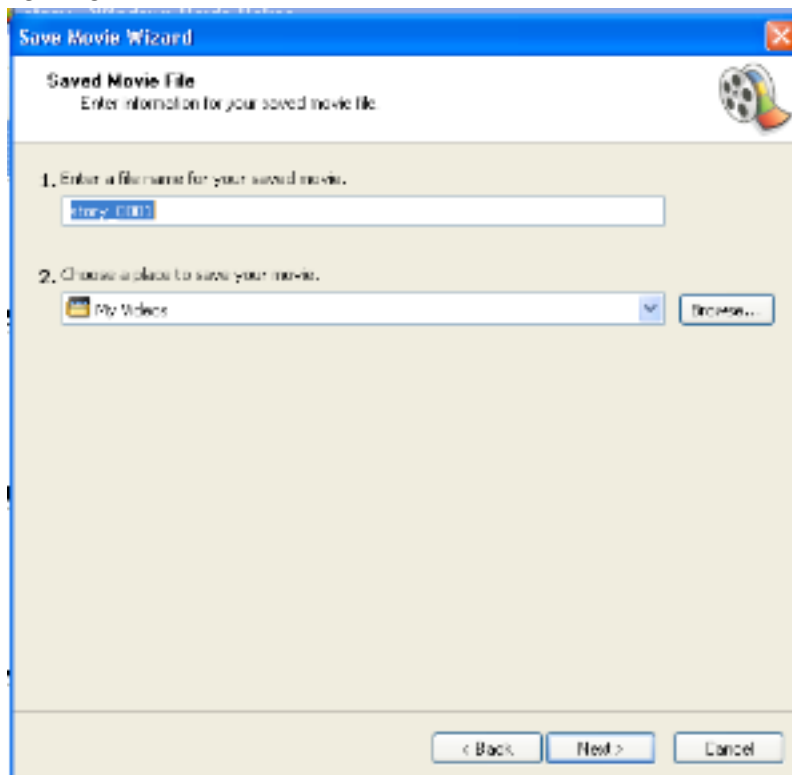
If you do not have MovieMaker on your computer, you can download version 2.6 at <http://www.download.com/> by searching for Windows Movie Maker XP or Vista. Open Movie Maker, go in File, and select **New Project**. Select **Save Project As**, and give it a name. You now have a movie project ready to import your images.



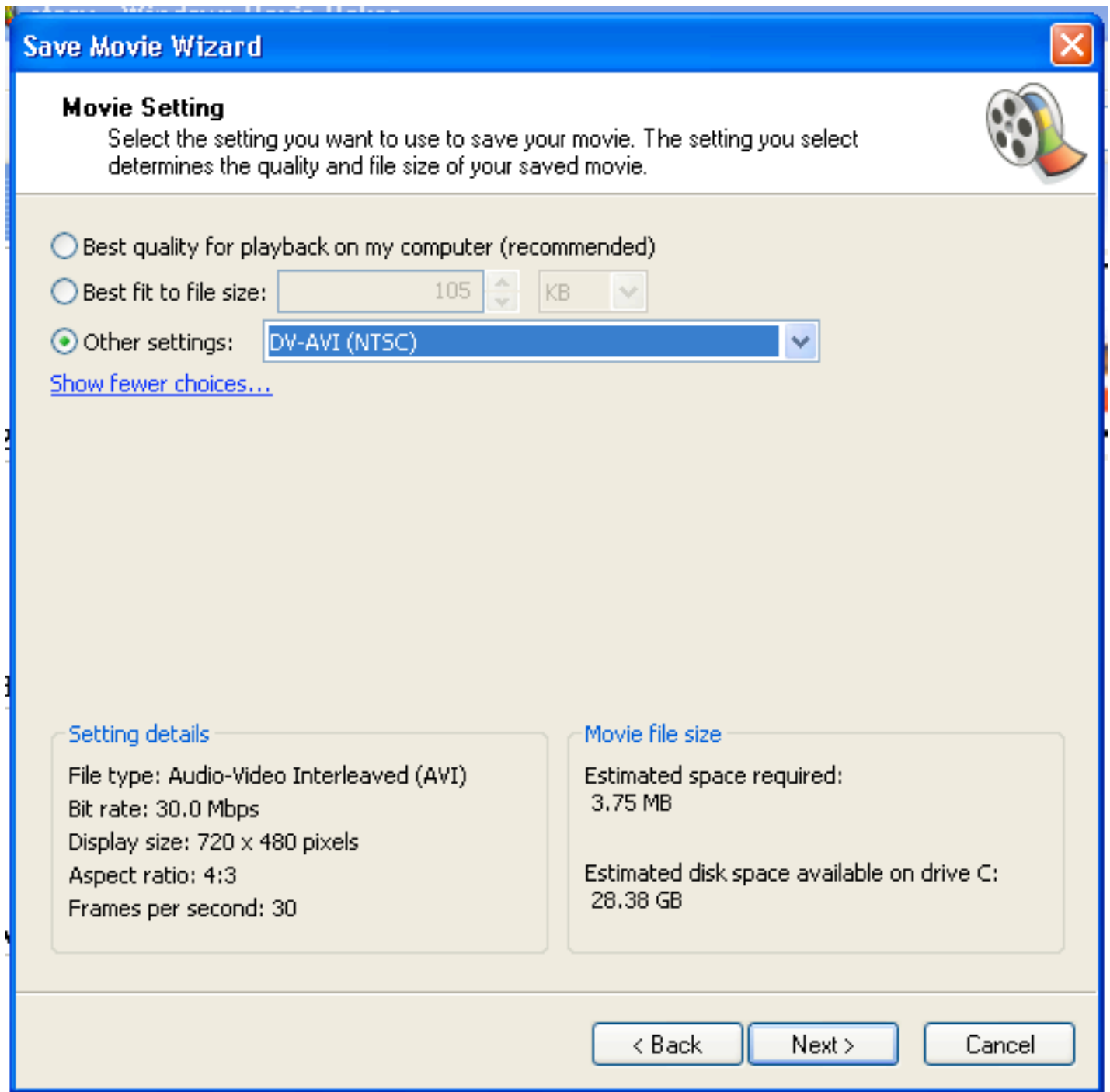
Then import all of your video files into your movie. Click on **Import Videos**, and select the appropriate folder where the video files are saved. Then click on the **Import** button. They will appear in the collection area. You are now ready to manipulate the video files.



Place the video clips on the editing tray. For the most simple projects, the students are now done. In the left tool bar, select "**Save to my Computer.**" Find the place where you will easily find your movie, give it a name, and click on **Next**.



The program now gives you a choice of formats. We recommend you leave it to the default of DV-AVI, as this format can be read by most media players on either Mac or PC platforms.



If you're planning on distributing this file over the internet, we recommend you save the export the project to an avi file or to a mpeg-4 file by choosing the other settings, clicking on "share," and selecting the appropriate setting for your purpose.

Mp4 file extensions represent Apple's video encoding, and can be used with Quicktime, DVD burning software, and many other viewers. It is also the format used by HD TV to broadcast its signals.

Avi file extensions are viewable across a larger number of players, including Windows Media Player. However, this format requires specific codecs, depending on how the avi file is encoded. These common formats include ASF, DivX, and M-JPEG, each of which require its own codec. If the player you are using does not have the appropriate codec, you will need to download and install it prior to viewing.

There are further opportunities, however, to improve the quality of the project by adding titles, voice, sound effects, a sound track, transitions, and special effects. Experiment with the program to gain a

better understanding of what it can do. Most students are also happy to play with the software and find elements they can add to their projects.

What we recommend:

- Save the project to a student folder and backed up to a USB drive so that it can be easily found. This also ensures that if the file is accidentally deleted, it can be quickly reinstalled.
- Import all clips at once, to avoid out of sequence or missing clips that can't be located later on.

Pitfalls to look for:

- Imported video files that were not numbered right will not be in the right sequence. It may be necessary to rearrange the files, or to delete all of them, renumber the actual files in their proper order, and then reimport them into iMovie.
- Exporting the movie to DV quality provides a better-looking product, but some computers will not be able to play the size of the file, as it will generally exceed 100 megabytes, most likely preventing you from distributing the file over the internet. However, saving it in DV and then burning it to a playable DVD provides for enhanced quality, if it will be watched in class or taken home.

Part 5: Distributing the results

For many of us who are not completely comfortable with new technologies, presenting this information in class is the most likely use of these videos. This can be done either by burning the video to a DVD, exporting it back to the digital camera to be shown on the television using audiovisual cables, or using the computer with a LCD projector or white board.

However, there are several other ways to distribute your results. This is the video podcasting part of the presentation.

One of the ways is to place the file on a public or shared folder within the school network, which can be accessed from any classroom, or, in certain cases, from remote points away from school, such as home or the public library through an internet connection.

However, for this presentation we're using two different free web sites similar to youtube.com, which will allow you to upload your videos and share them with the entire world. Students can then download these files and put them on their iPods or other portable video devices and viewed later, at their convenience.

The first site you can post to is **schooltube.com**. This is a peer-reviewed service, meaning that nothing gets released for viewing to the site until someone has viewed and approved the video. This allows you to be reasonably certain that the content on this site is appropriate for your school. And unlike youtube.com, this site is not as likely to be banned or blocked by your filtering software.

The screenshot shows the SchoolTube.com website. At the top, there is a search bar with the text "SchoolTube.com" and a "Go" button. To the right, there are links for "Sign Up... It's Free!" and "Login". Below the search bar, there are buttons for "Find a School" and "Upload". The main navigation menu includes "Home", "Videos", "Channels", "Categories", "Educators", "Contests", "Partners", "Store", and "Games".

The "The Wire" section features a video player with a man in a blue polo shirt. The text next to the video says "Safe, Fun and FREE!" and "Watch this video about why you should upload your media to SchoolTube.com! Enjoy!". To the right of the video player are four social media buttons: "Twitter", "Featured Schools", "Cold & Flu Info", and "Help".

Below the video player is a "Recently Viewed" section with four video thumbnails: "PS22 CHORUS 20...", "Comparative Ad...", "The Book of Sa...", and "JEA/NSPA St. L...".

On the right side, there is a large graphic that says "WITH SCHOOL TUBE CHANNELS, THE SPOTLIGHT IS ON YOU!" with a spotlight effect on the word "YOU!". The SchoolTube.com logo is at the bottom of this graphic.

The second site you can post to is **teachertube.com**. This site is also a peer-reviewed service, meaning that nothing gets released for viewing to the site until someone has viewed and approved the video. This allows you to be reasonably certain that the content on this site is appropriate for your school, and not blocked by your filtering software.

What's nice about this site is that along with videos, you can also post pictures, audio files, and documents.

The screenshot shows the TeacherTube.com website. At the top, there is a search bar with a "Search" button. To the right, there are links for "Home", "Free Sign up!", and "Log In". The main navigation menu includes "Home", "Videos", "Docs", "Audio", "Photos", "Channels", "Community", "Blogs", and "Upload".

Below the navigation menu, there is a "Give us feedback!" section with icons for video, docs, audio, photos, and an "Upload" button. Below this is a large advertisement for "AMERICAN COLLEGE EDUCATION" with the text "LAST CHANCE TO SAVE \$2,000! Master's Degree \$4,950" and "Virtual Information Session Click to watch video".

The "Videos" section is the main focus, showing a list of featured videos. The videos are:

- "Thanksgiving" (1 review) - Added: 8 days ago, From: Saahalyoung, Views: 3135, Playing Time: 03:04, Tags: thanksgiving.
- "Thanksgiving" (1 review) - Added: 8 days ago, From: Shelbyhenderson, Views: 2258, Playing Time: 05:29, Tags: crms.
- "Thanksgiving Turkeys" (1 review) - Added: 8 days ago, From: mnokloby, Views: 1884, Playing Time: 01:39, Tags: thanksgiving, holidays elementary thanksgiving.
- "Thanksgiving Song in Sign Language" (1 review) - Added: 10 days ago, From: Kdillova, Views: 2203, Playing Time: 04:08, Tags: thanksgiving ideas song sign.

What we recommend:

- Create an account at both services. Sometimes one can be faster approving your uploads than the other, and it can make a difference if you are in a hurry.
- Be sure to check with your technology department if either of these services are blocked by your filters, or even to give them the heads up that you'll be doing this activity.

Pitfalls to look for:

- Make sure that if you are posting videos of students, that they have signed a promotional release and that this is on file with the administration. Most schools request permission from students' parents to use their pictures in things such as yearbooks, press releases, or classroom videos. If that's not the case at your school, or if you're not sure, get permission from your students' parents.
- It can take a few days for a video to be released to the public. Be sure to allow some time before students are asked to watch the videos.
- Large files will take longer to upload than smaller files, and will also take more bandwidth to download either at home or at school.

Part 6: Expanding

Although MovieMaker contains the elements necessary to improve the quality of the projects, there are several free software programs that can be used to improve the final product.

Audacity is a free open source software for creating and editing sounds in a variety of formats, including the popular mp3 format. This free software, which works on Mac OS X as well as on Windows computers can be found at <http://audacity.sourceforge.net/>.

Ljudo.com has more than 1,200 free sound effects which can be listened to in RealAudio or downloaded in mp3 format. <http://www.ljudo.com/default.asp?lang=tEnglish&do=it>

A1 Free Sound Effects has more than 890 sound effects available, divided in helpful categories, and exportable in mp3 format. <http://www.a1freesoundeffects.com>.

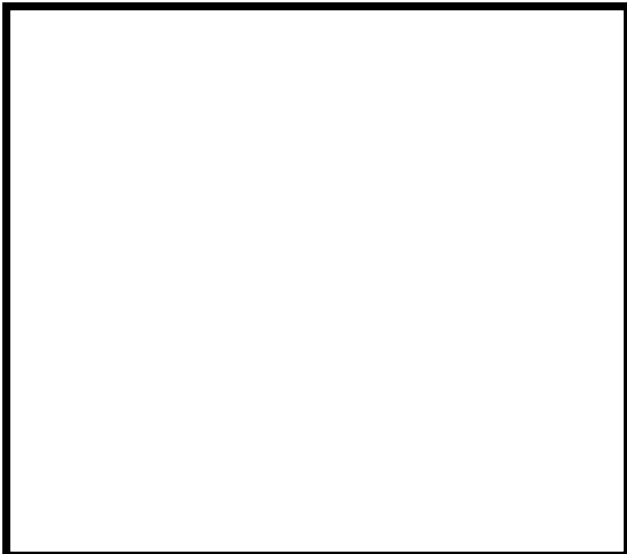
More Sound Effects can also be found at <http://www.stonewashed.net/sfx.html>.

Name(s): _____ Project Title: _____

Story Board



Music / Sound Effects:



Music / Sound Effects:



Music / Sound Effects:
