

Mobile Learning: Recording your Lecture to an iPod  
Podcasting Assessment

Name of person being assessed: _____	
Person doing the assessment: _____	
<b>1) iPod Management- to allow the use of your iPod with another iTunes Library</b>	
<ul style="list-style-type: none"> <li>• Check “Manually manage music and videos on your iPod” box.</li> <li>• DO NOT check “Erase and sync”, click CANCEL.</li> <li>• Note: When returning to your own computer uncheck the “Manually manage...” box to reset your iTunes to automatically sync to your iPod.</li> </ul>	
<b>2) The process of recording and uploading your file</b>	
<ul style="list-style-type: none"> <li>• Be able to attach and detach the Micromemo recording device and right angle jack with lapel microphone.</li> </ul>	
<ul style="list-style-type: none"> <li>• Be able to record your voice and playback your recording.</li> </ul>	
<ul style="list-style-type: none"> <li>• Be able to upload the recorded file to the computer.</li> </ul>	
<b>3) Processing/Editing/Playback your audio file</b>	
<ul style="list-style-type: none"> <li>• Be able to demonstrate how to move your audio file into GarageBand               <ul style="list-style-type: none"> <li>○ Open GarageBand, begin a new Podcast episode, and name your episode.</li> <li>○ Locate and open the Media Browser if not already in view.</li> <li>○ Locate and show the iTunes Library and locate recorded file in the library (naming convention=Date/Time).</li> <li>○ Drag and drop your audio file to the Male or Female voice track.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Be able to demonstrate how to edit your audio file               <ul style="list-style-type: none"> <li>○ Locate “Vocals” and apply a vocal of your choice. Playback.</li> <li>○ Locate “Loops” and choose background music for your audio file.</li> <li>○ Drag and drop your music choice to the “Jingles” track. Playback.</li> <li>○ Adjust volume of background music. Playback.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Be able to demonstrate the playing of your final edited audio file.</li> </ul>	

<b>4) How to Publish your edited audio file</b>	
<ul style="list-style-type: none"> <li>• Be able to demonstrate how to do the following: <ul style="list-style-type: none"> <li>○ Transfer your audio file to iTunes.</li> <li>○ Bring your audio file into iMovie and share as a Quicktime file.</li> </ul> </li> </ul>	
<b>5) How to enhance your Podcast</b>	
<ul style="list-style-type: none"> <li>• Be able to locate the media Browser and Pictures.</li> <li>• Drag and drop pictures to the Podcast track.</li> <li>• Play your Enhanced Podcast.</li> </ul>	
Assessor comments or suggestions:	
<p>Certification: I have worked with this person and have watched them complete all the items in this assessment and acknowledge that they have successfully mastered all of them.</p>	
_____	_____
(Signature)	(Date)

*After completing this iPod assessment, please send completed form back to:*

Wright State University CTL Attention: Terri Klaus  
3640 Colonel Glenn Hwy. Room 13  
Dayton, Oh 45435-001

The assessment was completed for the following person:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_