

Producing a Podcast

Recording Your Podcast

Recording in the Instructional Media Studio

The Instructional Media Studio (LIB 210) has a space that you can use to record podcast assignments. It's a type of sound booth called a WhisperRoom. To use it, it's best to book an appointment in the Instructional Media Studio's [online calendar](#), email uaa_instructionalmedia@alaska.edu, or call [907-786-4850](tel:907-786-4850). Appointments are generally available between 9am-12pm, Monday, Tuesday, Thursday, & Friday. There are instructions about [Recording in the WhisperRoom](#) available online or in the studio.

Recording with an External Microphone

You can record with your own external microphone or mixer if you have one. [Audacity](#) is the recommended software for this, since it's free, open-source, easy-to-use, and works on both Macs and PCs. Take a look at our guide about [Recording in Audacity](#) if you're interested in using that software.

Recording on your Phone

With a few pro tips, you can record quality audio at home on your smartphone!

First, find the right app - iPhones have Voice Memo built in. Android users will need to download an app like Smart Voice Recorder or Creobe Voice Memo.

Second, get into position. Find a quiet space, and hold your phone up to your ear, just like you would if you were making a phone call. If you'd rather hold it in front of you, make sure it's a few inches away from your mouth.

You'll also want to eliminate any extra distractions. Make sure your phone is plugged in or fully charged, and close any unnecessary apps. It may also help to set your phone to Airplane Mode or Do Not Disturb to ensure you aren't getting notifications while you're recording.

Now it's time to record! There should be a red record button on whichever app you're using, and when you tap that, numbers will start counting up and you'll see waveforms moving around on the screen. In most apps you can pause and start recording again if you need to. When you're finished, tap Done.

Once you've finished, you'll have options to give the recording a name and share it, either by emailing it to yourself, or uploading it to someplace like Google Drive or OneDrive.

Recording on Zoom

Zoom is a good tool to easily record a podcast with multiple people if you're not in the same physical space. The quality of the audio is the main downside to using it. But there are a few adjustments and settings that will greatly improve the quality of the audio recording.

The best way to improve audio quality on Zoom is by connecting an external microphone. The Instructional Media Studio has a few microphones that we can loan out to students who are working on a podcast assignment. If you're using an external microphone, you'll navigate to the Settings/Preferences menu in Zoom, then click the Audio tab on the left. Click the dropdown menu under Microphone and select the name of your microphone. You can test the microphone here, and adjust the input volume as needed.

Whether or not you have an external microphone connected, you can improve the quality of your recorded sound with a couple of additional settings. In the Settings/Preferences menu, navigate to the Audio tab. Under Audio Profile, select Original sound for musicians, and click the check-box for High-fidelity music mode. Next, click the Recording tab on the left, and select Record a separate audio file of each participant as well as Optimize for 3rd party video editor.

Since Zoom uses the internet, it's important to remember to check your internet connection before recording to make sure it's stable. If you and any other participants are able to plug your computer(s) into an ethernet connection, that's the best way to ensure a stable connection. You'll also want to eliminate any extra distractions. Make sure your computer is plugged in or fully charged, and close any unnecessary apps. If you aren't recording video, you and any participants can turn off your cameras in Zoom to improve your connection.

When you're in the Zoom meeting and ready to start the recording, check your audio input by clicking the small arrow next to the microphone icon in the bottom left and ensure that it's the name of the microphone you're wanting to use. Click Turn on Original Sound in the top left corner, then press the Record button. When you're finished, press done, or end the meeting.

Next Steps

You've got your podcast recorded, now it's time for the finishing touches. Next, find out about [Editing Your Podcast](#).

Need help? Talk to an Instructional Designer!

Email uaa_design@alaska.edu or [book an appointment](#).