About this material

This material gives instructions on Podcasting in general and on the use of Camtasia Relay for screencasting in particular.

You would have heard of Web 2.0, the Read/Write Web, but do you know how to include it (and effectively!) in your teaching? Have you ever considered using blogs, wikis or podcasts yourself, or getting your students to do the same? The first part of this material is a step by step introduction to the new lecture recording tool, Camtasia Relay. This material was written by Dr Birgit Loch as part of a USQ Associate Learning and Teaching Fellowship in 2008/2009. It was updated by Carola Hobohm in early 2010.

The second part is a **short course on podcasting for complete beginners**. It is meant for self-study in your own time, or for later reference, and should give you a non-scary introduction into technology use for learning and teaching.

If you find any typos, inaccuracies, or omissions in this material, or would like to suggest updates, please contact the authors at lochb@usq.edu.au or carola.hobohm@usq.edu.au.

There are two sides to what is described in this material –

- the technical side (how to use hardware and software to create a podcast/Relay recording), and
- the good practice side (e.g. how to use your voice effectively, length of a recording, best practice examples), including USQ Exemplars.

USQ adopted the web conferencing tool Wimba early in 2008. Wimba offers podcasting facilities. If you are looking for instructions how to use podcasting in Wimba, go to the LTSU training material for Wimba, or attend one of the regular sessions offered through ICT. If you are a Wimba user, the good practice component of this material is still of use to you as it applies to any podcasting tool. Simply ignore any software-specific sections in this material.

The following people have contributed content to this material, and their help is gratefully acknowledged:

Jason Myatt, Senior Audio Producer at USQ Media Services, myatt@usq.edu.au

Robert Ketton, former Senior Lecturer in the Faculty of Arts, ketton@usq.edu.au or inquiries@expressiveplus.com

Stephen Hughes, Lecturer in Diversity and Inclusive Education in the Faculty of Education, hughess@usq.edu.au

Pam Steele, University Lawyer, pam.steele@usq.edu.au

as well as those whose practice is displayed on the USQ Exemplars page.