

Collaborative learning setting: creating a podcast

What are podcasts?

A podcast is a series of audio(video) episodes posted on podcast hosting platforms and available on-demand. There is no pre-determined format or length, it can be created in a flexible form on different topics as a talk, discussion, or an interview (Ross, 2021).

Podcast in education

The podcast can be used in education. Podcasts stimulate creative process, require idea articulation, and applying researching, writing and verbal skills to communicate a message. The students are actively involved in problem solving, collaboration and deeper understanding of content. While creating and sharing podcasts, the students develop their technological skills; they deal with tools, usually with an unknown person (if they interview some expert in the field), publishing, and therefore create a positive, safe, ethical and legal digital behaviour (Haiken, 2021).

The podcasts as an activity that students create can be produced as **mini units** or **interviews**. In the first form the students are asked to produce short episodes on a certain topic. Working collaboratively the students have to develop an interesting story. They are developing elements of a story [ElementsTechniquesEffectiveStorytellingLN.pdf \(nyt.com\)](#) and focusing on the important and relevant content. In the podcasts-as-interview form the students practice the role of interviewer, active listening and posing the right question.

In this collaborative learning setting – creating a podcast, the students are engaged in the whole process from the beginning, i.e., from the topic definition, taking and recording the interviews, preparing the material for podcast, and sharing the finished product. If the podcasts include interviews the students can be encouraged to search interview partners as well.

The planning steps

Planning steps	Example
<p>Find an engaging topic</p> <p>Finding an interesting topic can be the most challenging part of this setting. Try to find some topic that can truly engage the students with its authentic and practice-relevant (interdisciplinary) approach. You can invite your students to contribute to defining the podcast topic. By participating in such a project, they can feel that they are really doing something sustainable, for instance.</p> <p>Let the students go outside the classroom and learn from the good practices.</p>	<p>*...this podcast is for everyone who wants to take sustainability into their own hands and is looking for inspiration and tips. Are you interested in sustainable start-ups or are you in the middle of the start-up process yourself? Great, then you've come to the right place! Na.bi - nachhaltig.bitte! (sustainable please) is an initiative of the</p>

<p>This example of creating podcasts is a longer setting that lasted several months.</p>	<p>Upper Austria University of Applied Sciences...</p>
<p>Establish frame and criteria</p> <p>What are the expectations for the content, delivery, using technology, collaboration? Detailed description in a form of a rubric would help both the educator and students to meet the expectations in this activity.</p> <p>Define the frame and the benchmarks to enable the unified development of the process among groups.</p>	<p>Podcast Rubric (uwstout.edu)</p>
<p>Let's create podcasts</p> <p>Detailed description of the assignment.</p> <p>Provide your students with detailed information on what they should do: what are the steps, who and how is involved, what are the elements that you expect them to include, a short description of a structure, and process flow. If possible, offer some alternatives, for instance, in technical preparations: you can use this tool, or that one..., you can upload the file here or share it via...</p>	<p>*... Creating podcasts - this is how it works! What exactly is a podcast? 10–20-minute audio - short interview</p> <p>Each podcast includes:</p> <ul style="list-style-type: none"> - a guest - a written consent for publication - an audio and/or video recording - a title + cover picture ...
<p>The way it works</p> <p>Technical instructions - provide detailed instructions for the technical use of the tools you suggest for creating podcasts. Use screenshots with annotations.</p>	<p>*... Here you will find a technical instruction on how to make recordings in zoom</p> <ul style="list-style-type: none"> - Start Zoom and open the settings ... <p>The students can take recordings by using the available technology provided by the institution, e.g. the web conferencing system enables recording, but there are also other tools</p> <p>Video content – EDUdig</p>
<p>Create groups of students</p> <p>To find some useful recommendations on how to build groups, take into consideration the content mentioned previously during this training.</p>	

<p>Divide the responsibilities among the groups</p> <p>Make clear to your students if you want that different groups cover different parts of the assignment. For instance, help them choose the interviewees to avoid overlapping.</p>	
<p>Regular check-ins</p> <p>For mentoring the work of the students is advisable to set scheduled meetings with groups. The benchmarks will help students to work regularly and follow the determined pacing.</p>	
<p>Offer a list of example-questions for the interview</p> <p>Your students may need some support in preparing the interview questions. You could help them by providing a list of possible questions they could adapt according to the interviewee's needs and characteristics.</p>	<p>* Sample questions for podcast talks: Question 1 Question 2 ... Question 45</p>
<p>Create flyer</p> <p>Create with your students an appealing flyer that the students could send with the invitation letter to the organisations that they want to interview. You can share this flyer to promote your podcasts.</p>	<p>Creating visual content – EDUdig</p>
<p>Provide templates</p>	
<p style="text-align: center;"><i>For podcasts as interviews</i></p> <p style="text-align: center;">e-Mail invitation</p> <p>As the students are contacting different organisations and are naming you as an organiser of this activity, it is a good idea to create an e-mail invitation template that the students only adapt with the real data. You can add an answer template, as well, and a template for making an appointment.</p>	<p>* Email template for organisations</p> <p>... Dear (...) Team</p> <p>In the context of our innovation project at the xx University under the direction of Prof. Dr. xxx, we were looking for sustainable organisations all over Austria. Since I am particularly interested in your organisation, I would like to invite you to a podcast interview...</p>
<p style="text-align: center;"><i>For podcasts as interviews</i></p> <p style="text-align: center;">Declaration of consent for the publication of sound/image recordings and photos in the context of a podcast</p>	<p>* Declaration of consent for the publication of sound/image recordings and photos in the context of a podcast</p>

<p>Following GDPR, your students will need to ask the interviewees to sign a consent for publishing their name, voice, image, contact...</p>	<p>... The students of the xx University are creating podcast series "na.bi - nachhaltig.bitte". For this purpose, it is intended to</p> <ul style="list-style-type: none"> - record your voice and/or image - state your first name and surname - upload a portrait photo <p>...</p>
<p style="text-align: center;">Background image</p> <p>Create or adapt a background image that the students will use when interviewing. E.g., a background image that you already use at your university adding an assignment or podcast name.</p>	
<p style="text-align: center;">Template submission document</p> <p>This setting enables a creative approach and can end up with different styles and formats. To keep a standardized form for the results of the student's work it is necessary to provide them with a template for submission.</p> <p>If you want to have a recognizable podcast cover image, you will also need a template for publishing. For instance, you could create a background image with a podcast title, and the students could add a photo of the interviewee or a logo of their organisation.</p>	<p>*...</p> <ul style="list-style-type: none"> Organisation - name Declaration of consent – yes/no Audio file – Podcast title Short description Photo Social Media Instagram Name of the institution <p>...</p>
<p>Create a channel for the podcasts</p> <p>In the last phase of this activity, you and your students will want to share the great results you have achieved. Choose a platform where you want to host the podcast and create a channel where you will publish your podcast series.</p>	<ul style="list-style-type: none"> ○ Podbean ○ Spotify ○ Instagram <p>Sharing digital content online – EDUdig</p> <p>Sharing digital resources – EDUdig</p> <p>Open Content – EDUdig</p>
<p>Follow up</p> <p>Once you published the podcast series, you can use them with some other students as assignment material. In this way, the effort put into the activity 'collaborative learning: creating a podcast' can be</p>	<p>* Assignment:</p> <p>Pick 3 podcasts and listen to them.</p> <p>Answer the following questions per podcast in writing and upload the results to Moodle.</p>

<p>sustainably used with more groups of students.</p>	<p>(Note: not all podcast participants answer each question...) Question 1 Question 2 Question 15</p>
<p>* Na.bi – nachhaltig.bitte (sustainable please) - the podcast is for everyone who wants to take sustainability into their own hands and is looking for inspiration and tips. Are you interested in sustainable start-ups or are you in the middle of the start-up process yourself? Great, then you've come to the right place! Na.bi - nachhaltig.bitte! (sustainable please) is an initiative of the Upper Austria University of Applied Sciences. The respective podcast talks are produced by students as part of a course taught by FH Prof. MMag. Dr. Anzengruber.</p> <p>This is how it looks like: na.bi - nachhaltig.bitte! (@nachhaltig.bitte) • Instagram photos and videos na.bi - nachhaltig.bitte! Podcast on Spotify</p>	

References:

Ellis B, 2021. [A Simple Process and Template for Student Podcasting • TechNotes Blog \(tcea.org\)](#)
 Haiken M, 2021. Get Your Students Creating Their Own Podcasts [ISTE](#)
 Hicks J, Winnick L, Gonchar M, 2019. [Project Audio Teaching Students How to Produce Their Own Podcasts - The New York Times.pdf](#)
 Ross W, 2021. [What Is A Podcast And How Do They Work? - Podcast Insights®](#)



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