

ANCHOR



Create engaging podcasts



HOW TO SET UP AN ANCHOR ACCOUNT

About

Anchor is a free online platform for podcast creation. It contains tools that allow users to record and edit audio, arrange it into podcast episodes and publish podcasts for listeners. In order to make a podcasting episode, you will need to create an account first. To listen to the podcast series, your students will not need an account, but they will need a link to access the material (see topic 5 'How to share your podcasting episode').

Sign up for the first time

- Start by going to anchor.fm
- On the right top corner, click on the 'Sign Up' button
- You will be asked to fill in your full name, email address and a password to sign up
- You can sign up through your Google Account ¹ by filling in your Gmail
- Tick the box 'I am not a robot' and click on the bottom 'Sign Up' button
- Before making your first podcasting episode, you will have to verify your email address by going to your mailbox (Gmail), opening the email from Anchor titled 'Confirm your email address with Anchor' and clicking on the link inside
- You will be redirected to Anchor, confirming that your email is verified
- You can now start making your first podcasting episode by clicking on 'Continue to dashboard'

¹

See tutorial on how to create a Google Account



HOW TO NAVIGATE IN ANCHOR

About

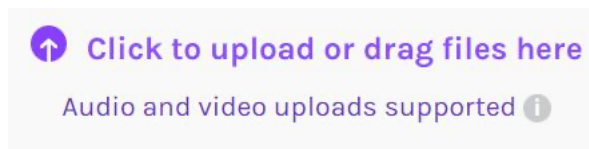
You can use Anchor to upload, edit and share your podcasting episode. These podcasting episodes can range from a full audio-lesson, to an explanation of a concept or a reading of a chapter, but should always be as concise as possible. For more information, tips and tricks on identifying and creating the content for your podcast, read through the tutorial **'How to do podcasting'**.

Navigating in the dashboard

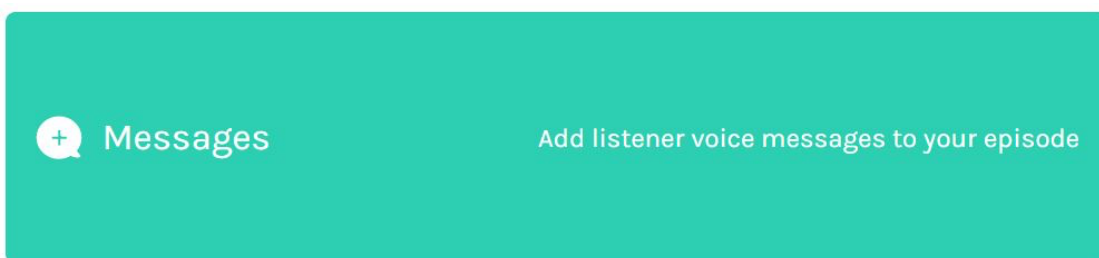
- To get access to the dashboard where you can start creating, you can either click on the button **'Let's do it'** under the title **'Make your first episode'** or click on the button **'New episode'** in the top right-hand corner. Once you have done this, you will see the following options:



This function will enable you to start recording yourself directly from your browser (see topic 3: **'How to record your podcasting episode'**).



If you have already recorded an audio fragment offline, either on your laptop or mobile phone, you can upload those files instantly to Anchor by clicking this button and following the prompts.



This function enables you to add voice messages from your listeners to your episode. The content of these voice messages may vary; it could be from students who have questions, remarks or feedback, or it could be from peers with additional information on your subject, etc.

 Library

Reuse your previously uploaded audio

In the library tab, you will find all recordings you have made or used while logged in to your account. It will allow you to retrieve previously uploaded or recorded audio and to reuse it for any podcasting episode you want.

 Transitions

Free music and sound effects

The transitions tab is what you should look for after recording your episode. This will enable you to add sound effects like introductions, endings or small breaks between chapters to your episode to give it its finishing touch.

Save episode

This button will allow you to save your episode in your account once you are done recording and editing your podcasting episode.

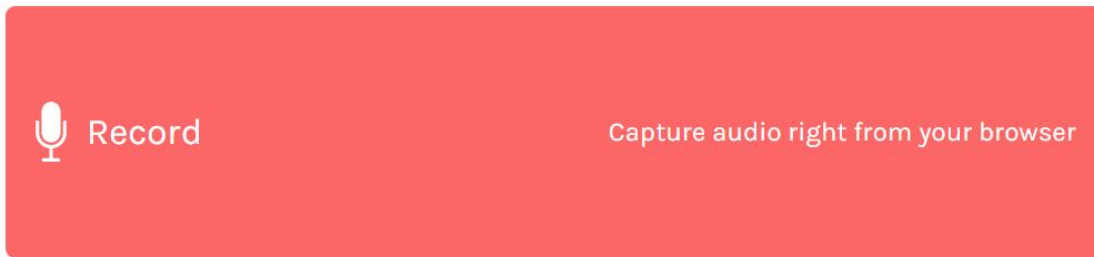


HOW TO RECORD YOUR PODCASTING EPISODE

About

In order to record your podcasting episode with Anchor, you will need an Anchor account. If you do not have this account yet, go back to **topic 1: 'How to set up an Anchor account'**. You can use Anchor either to upload or record an audio-file. These podcasting episodes can range from a full audio-lesson, to an explanation of a concept or a reading of a chapter, but should always be as concise as possible. For more information, tips and tricks on identifying and creating the content for your podcast, read through the tutorial **'How to do podcasting'**.

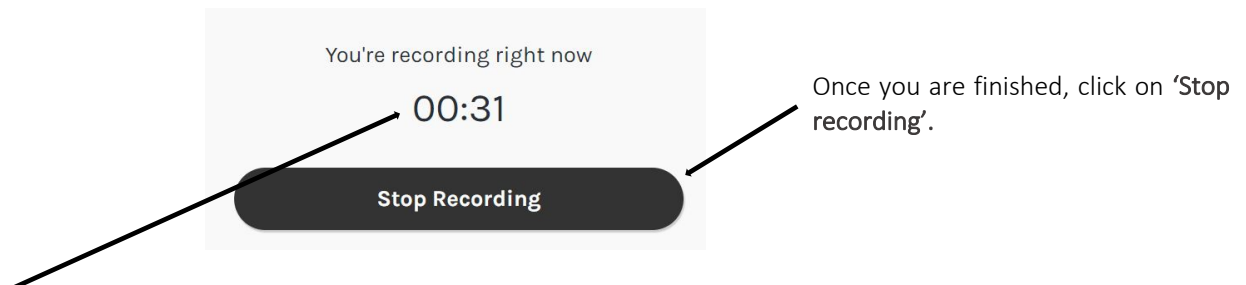
Getting started



- Press the button depicted above in your browser
- You will be navigated to the recording tab, where you will see a similar button 'Start recording now' and where you can select your input
- Before clicking on 'Start recording now', make sure your microphone is set to your default microphone. This is the microphone installed in your computer!

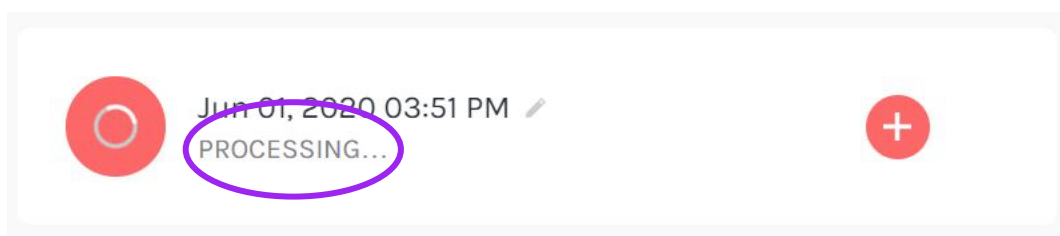
Recording

- Now you are ready to start recording – click on 'Start recording now'
- You will see this display:

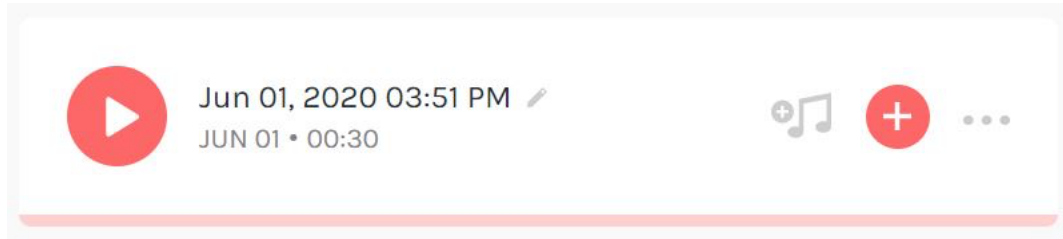


This displays the amount of time you have been recording. In the Anchor web browser, you can record up to 30 minutes. If you need to record for a longer period of time, it is recommended to upload a file from an offline recording.

- After clicking on 'Stop recording', your episode will need some time to process. You might have to wait for a few minutes.



- Once it is processed, there are several things you can do:



Clicking on the **'Play'** button will allow you to replay the recording you have made.



This is the **'Edit'** button, which will allow you to give your recording a new name.



This feature will enable you to add background music to your recording. Once you click on this button, you will be presented with a wide range of music to choose from. Simply select your choice and click on **'Apply'** to add the music to your audio.



By clicking on this icon you will add your recording to your episode. You can make as many recordings as you want (as long as they do not exceed 30 minutes in total) and add them in any particular order to your episode. These will then show up in the column on the right-hand side of your page, under the **'Save episode'** button.

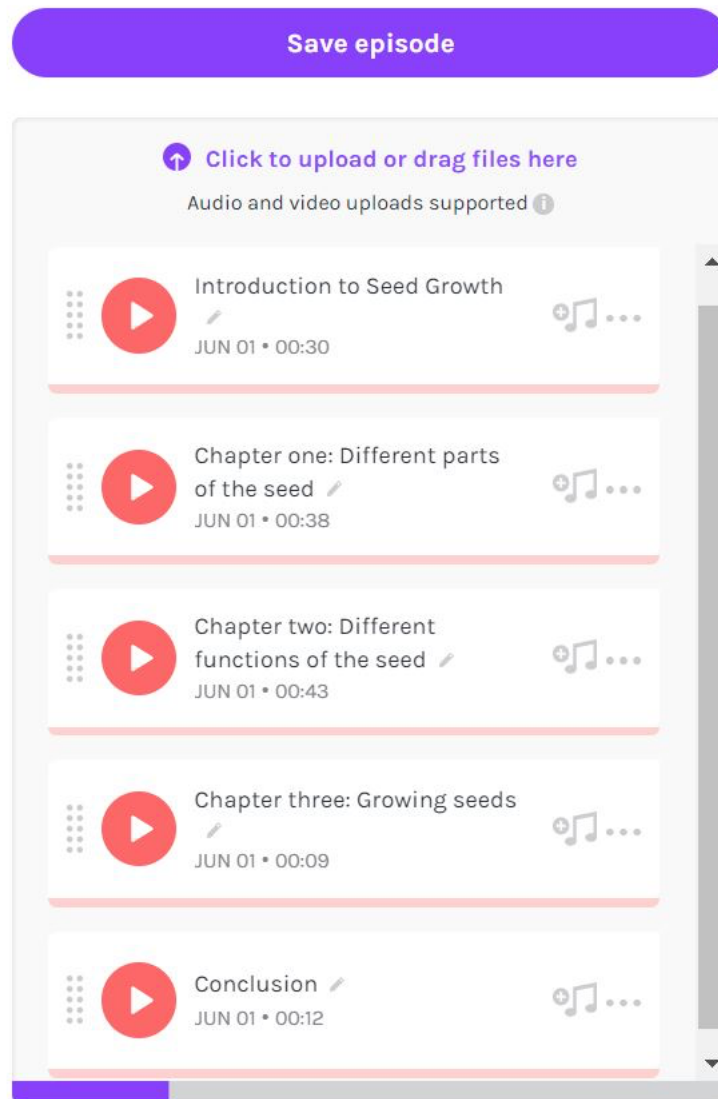


The three dots give you a further two choices of what to do with your recording: you can either download the file or delete it permanently.



HOW TO EDIT YOUR PODCASTING EPISODE

Once you have added all recordings necessary to create your episode, the right-hand column that previews your episode could look something like this:



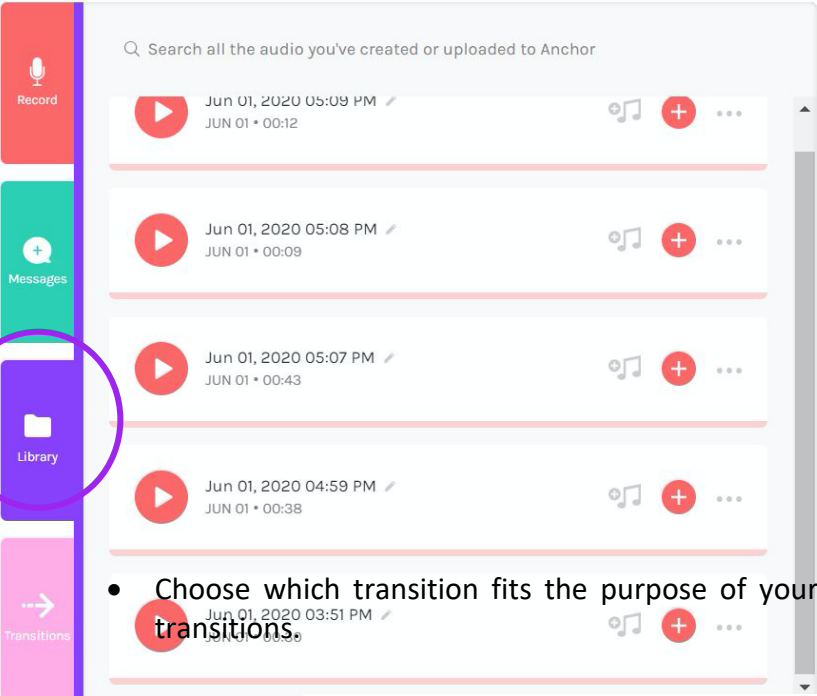
- By navigating your mouse to one of your audio-fragments and pressing in the left-key of your mouse, you can drag and drop your fragments in any order you want.

Adding transitions to your episode

- When you are happy with the structure and content of your episode, you can now choose to edit your episode by adding sound effects, by clicking on the **'transitions'** tab in the bottom left-hand corner.

Create your episode

Save episode



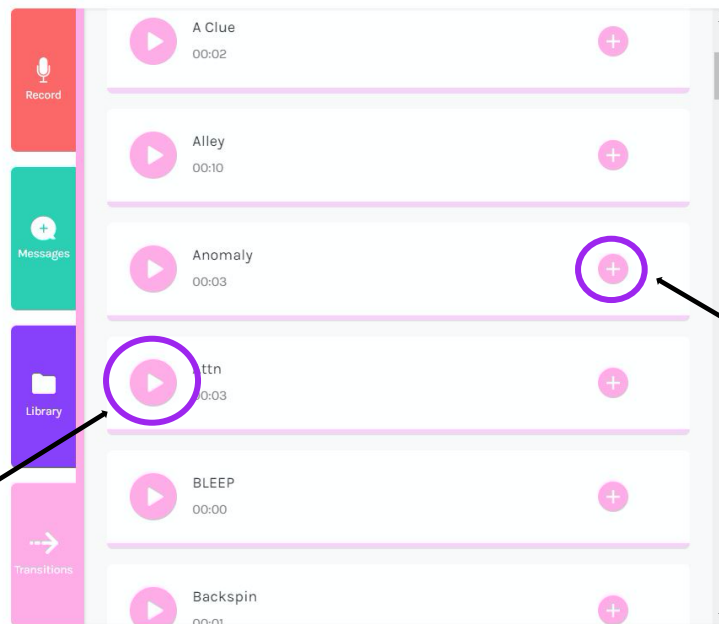
Search all the audio you've created or uploaded to Anchor

- Jun 01, 2020 05:09 PM
JUN 01 • 00:12
- Jun 01, 2020 05:08 PM
JUN 01 • 00:09
- Jun 01, 2020 05:07 PM
JUN 01 • 00:43
- Jun 01, 2020 04:59 PM
JUN 01 • 00:38
- Jun 01, 2020 03:51 PM
JUN 01 • 00:30

- Introduction to Seed Growth
JUN 01 • 00:30
- Chapter one: Different parts of the seed
JUN 01 • 00:38
- Chapter two: Different functions of the seed
JUN 01 • 00:43
- Chapter three: Growing seeds
JUN 01 • 00:09
- Conclusion
JUN 01 • 00:12

- Choose which transition fits the purpose of your episode best. You can add multiple transitions.

Create your episode



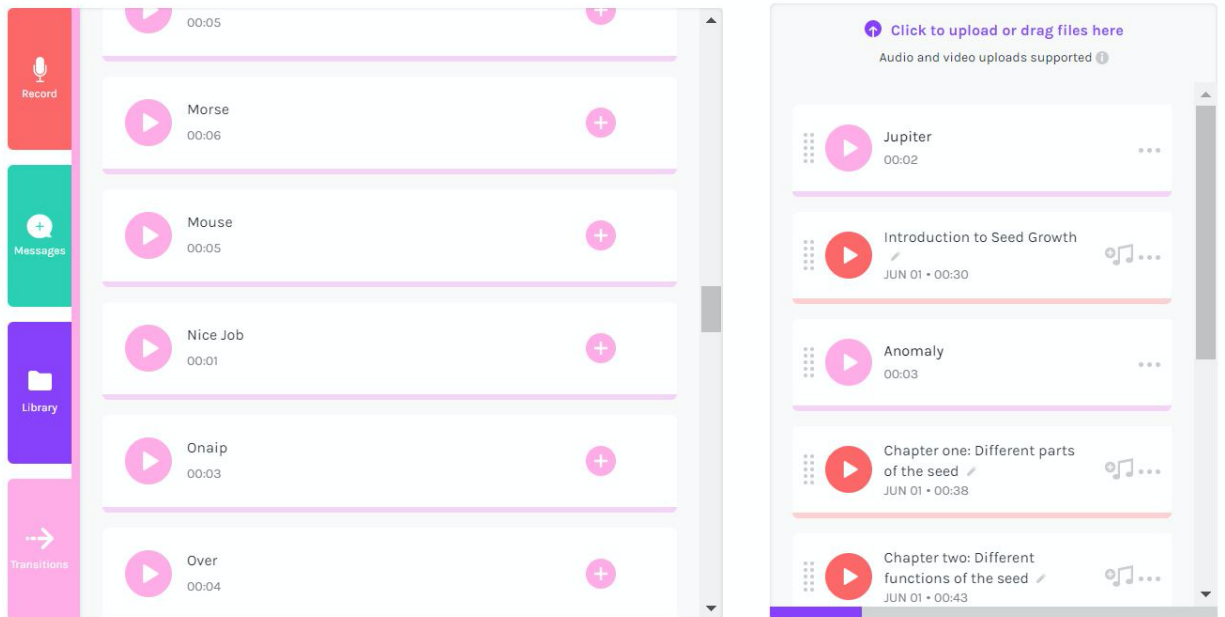
- A Clue
00:02
- Alley
00:10
- Anomaly
00:03
- Attn
00:03
- BLEEP
00:00
- Backspin
00:01

You can click on play to pre-listen and check if this is the right sound effect for your episode before adding it.

By selecting this button, you are adding the sound effect 'Anomaly' to your episode.

- Once you have added the right transition(s) to your episode, you can drag and drop the sound effects wherever you want to place them - similarly to rearranging the recordings as discussed previously.

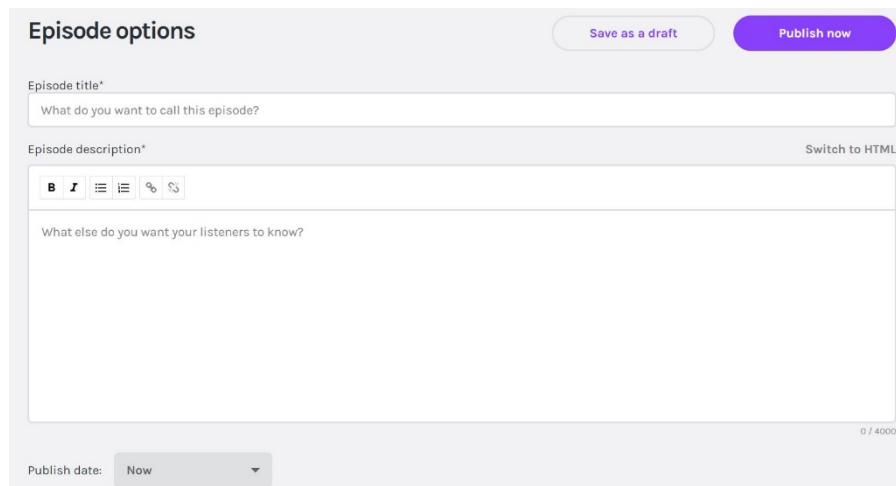
Create your episode



When you think you are done editing your episode, you can preview it here before officially saving it.

Saving your episode

- When you are happy with the preview of the episode, it is time to save your work by clicking on **'Save episode'**. You will be navigated to this page:



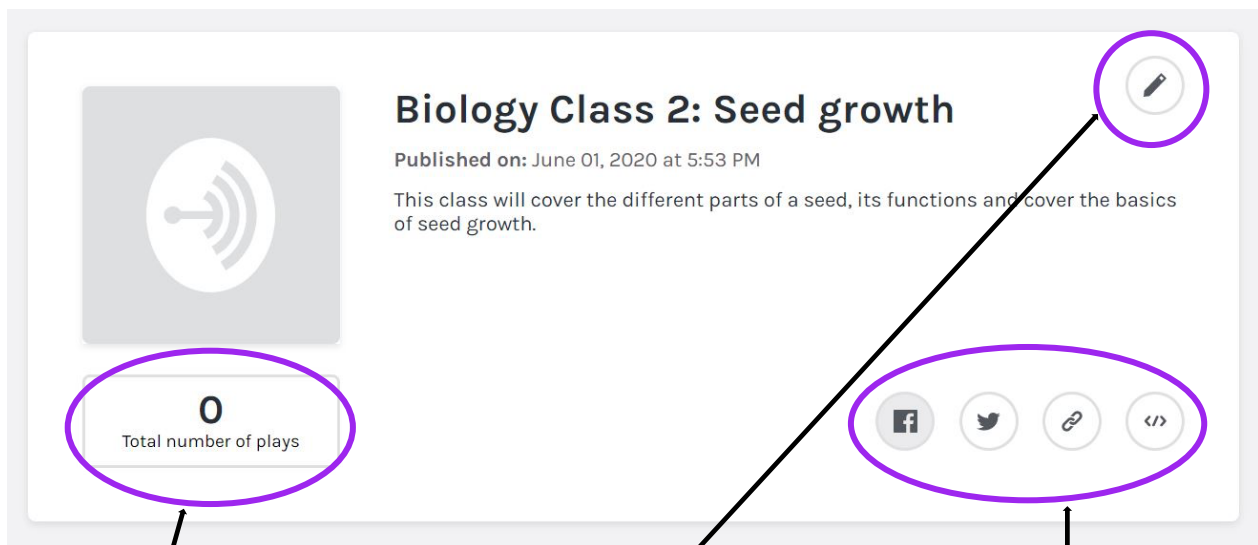
- Fill in the required boxes: Episode title and Episode description.

- In the upper right-hand corner, there are two options of what to do with your episode: you can then either save as a draft and continue working on your episode later, or you can publish now.
- In the bottom left-hand corner, you can also choose a different publishing date.
- You will find each saved or draft episode in the 'Episode' tab in the upper left hand corner next to 'Dashboard'.



HOW TO SHARE YOUR PODCASTING EPISODE

- Once you have published your episode, you will be redirected to the following page:



This display shows you how many times people have listened to your podcast episode.

These buttons allow you to share a link with your audience. You can do this via Facebook or Twitter, but you can also copy a link to a different platform e.g. WhatsApp or an email by clicking on the third icon.

The 'Edit' button allows you to review your podcast title and description if necessary.

- By clicking on the icon of the linked chain in the bottom right corner, you will be able to share your episode with whoever you like. Simply copy the link and paste it to the platform of your choice. You have now successfully created and shared your first podcast episode. Well done!