

Behind the Scenes Look at the Accessible Learning Experience Podcast

Luis Perez, CAST



2023 OSEP LEADERSHIP AND PROJECT DIRECTORS' CONFERENCE





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(Authority: 20 U.S.C. 1221e-3 and 3474)

The Podcast

- Released monthly, 2nd Tuesday of the Month at 8am ET
- About 30 minutes in length
- Highlights partnerships, promising practices, new resources



General Structure

- Start with upbeat music (CC licensed)
- Our tagline: “Welcome to the accessible learning experience, where we help you turn learning barriers into learning opportunities.”
- Introduce guests and summarize content of episode
- Interview (4-5 questions)
- Music and closing: “Remember, accessibility is everyone’s responsibility.”
- Music
- Disclaimer



Let's Listen In

Season 2, Episode 5:
Technical Assistance at
CAST

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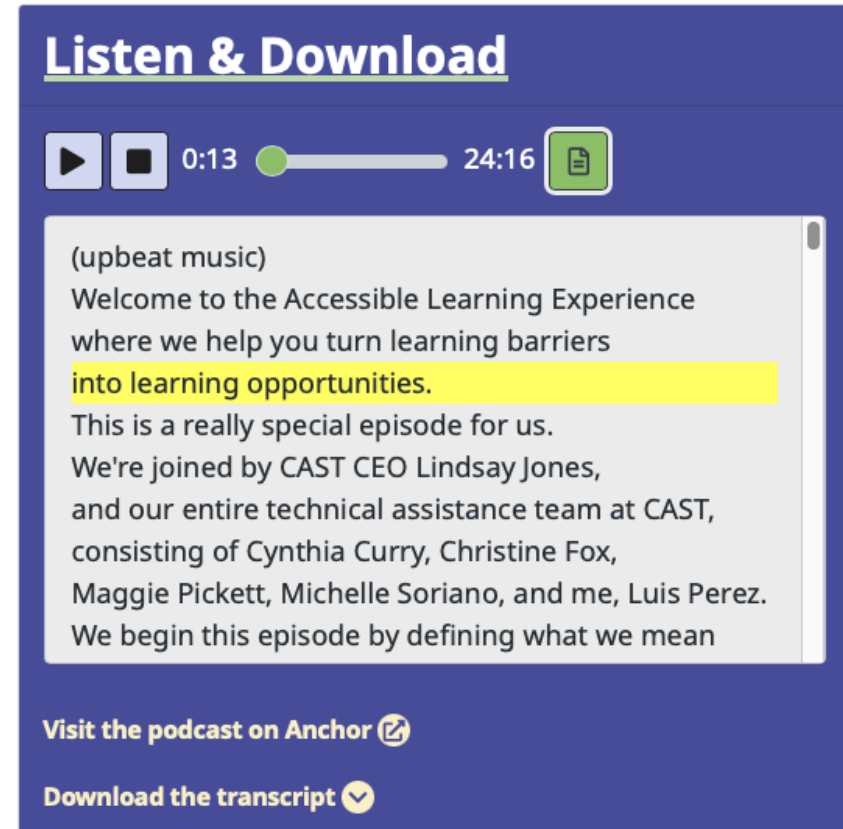
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Accessibility Features

- Multiple options for listening: website (most accessible), Anchor, your preferred podcast player/app
- Closed captions synchronized to audio
- Keyboard and screen reader accessible player provided by CAST Figuration
- Downloadable transcript



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0:13 24:16

(upbeat music)
Welcome to the Accessible Learning Experience where we help you turn learning barriers into learning opportunities.
This is a really special episode for us. We're joined by CAST CEO Lindsay Jones, and our entire technical assistance team at CAST, consisting of Cynthia Curry, Christine Fox, Maggie Pickett, Michelle Soriano, and me, Luis Perez. We begin this episode by defining what we mean

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Plan, Record, Edit, Share

Our workflow



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Pre-Planning

We have a 30-minute call with each guest where we go over:

- Making sure there is enough space on computer for recording file
- Tips for ensuring good audio: external mic or headset, quiet environment, etc.
- Key information to include in show notes: title, social media information – this information is collected in a planning document (QR Code)
- Topics and questions to be addressed during interview
- Consent form (to be emailed from DocuSign)



Recording

Recording is done through Riverside
(about \$20 a month)

- Web-based tool (no software to install)
- Record locally to each person's computer and uploads to server in background (avoids latency issues)
- Records individual tracks as well as a combined track
- Provides basic editing features



Edit

We use Garageband to record because it is already built into the Mac (free)

- Windows users can use Audacity (free)
- We use a template file to start each episode with the same intro (including music), closing, etc.
- Usually start with combined file from Riverside (has some mixing for audio levels and noise reduction applied to it already)



Captioning

We submit our files to a commercial service called Rev for captioning and transcripts:

- Cost is about \$1.50/minute
- About 1 day turnaround
- Upload file and get captions and transcripts in a variety of formats
- Has online editor to fix mistakes – we recommend reviewing provide file as quality depends on captioner/transcriber
- Tip: Provide glossary to improve accuracy with technical terms/proper names



Sharing

We use Anchor to distribute a feed for our podcast:

- Free service
- Creates feed for other platforms: Apple Podcasts, Google Podcasts, Spotify and others
- Basic analytics: Plays, Spotify followers, Episode Rankings, Platforms



Ideas for Podcast Episodes

- Highlight a partnership
- Share a new resource (drive traffic to website)
- Build buzz for an event (conference or convening)
- Provide testimonials and success stories
- What else?



Your Questions

What else do you want to know about creating a podcast?





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