**How to make a podcast using clips on an iPad**

1. Tap on the clips app . If you already have projects in clips, tap “create new”.

2. Tap on “POSTERS” (above the red bar)

3. Choose a poster by tapping it.

4. Click on the poster text. Change the text to the title of your podcast.

5. Hold down the red bar to record yourself talking about your topic.

-Editing will be easier if you record a few sentences, stop, and then record a few more sentences instead of saying everything in one recording.

6. Listen to your podcast.

To edit:

- click on the small pictures on the bottom to “trim” parts

-if you need to record again, tap the “done” in the upper right-hand corner

-you can re-arrange your recordings/ “clips” by dragging them. So if you messed up in the middle, you can trim that part out, record that part again, then drag it in.

-A podcast is an audio file, so there is no need to add extra visual effects

7. To name your file, tap the folders in the top left. Make sure your project is selected, then tap the three dots on the top right of the screen. Name it as your teacher describes. If they don’t tell you how, try to name it with something that identifies who you are and the assignment.

8. Tap the share box in the bottom right corner (rectangle with an up arrow in it) to save it to your OneDrive.

9. Scroll to find OneDrive and tap it. Upload it to the appropriate folder in OneDrive.

10. Submit your podcast by sharing the one-drive link or copying and pasting the link.

(refer to “sharing from OneDrive directions” if you’re not sure how)



