



The instructions provide within this document provide guidance with setting up your account, uploading podcast, and sharing highlights from the Florida Student Voices event that you graciously sponsored.

Creating your FL Student Voices Podcast Account

These instructions are for educators to create an account with a Moodle server where the podcast will be stored. If your district is providing storage space for your podcast then please use that server and not this one. Many school districts have guidelines that educators and students must follow when posting digital content, please follow your district's procedures

1. Go to: <http://services.fcit.usf.edu/studentvoices/>
2. Create a new account, use the link on right side of the screen.

Returning to this web site?
Login here using your username and password (Cookies must be enabled in your browser) ⓘ
Username
Password
Some courses may allow guest access

Forgotten your username or password?

Is this your first time here?
Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:
1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

3. Enter the requested information.

New account
Student Voices 2009 > Login > New account
English (en)

Choose your username and password
Username*
Password* Unmask

More details
Email address*
Email (again)*
First name*
Surname*
City/town*
Country*

There are required fields in this form marked*.

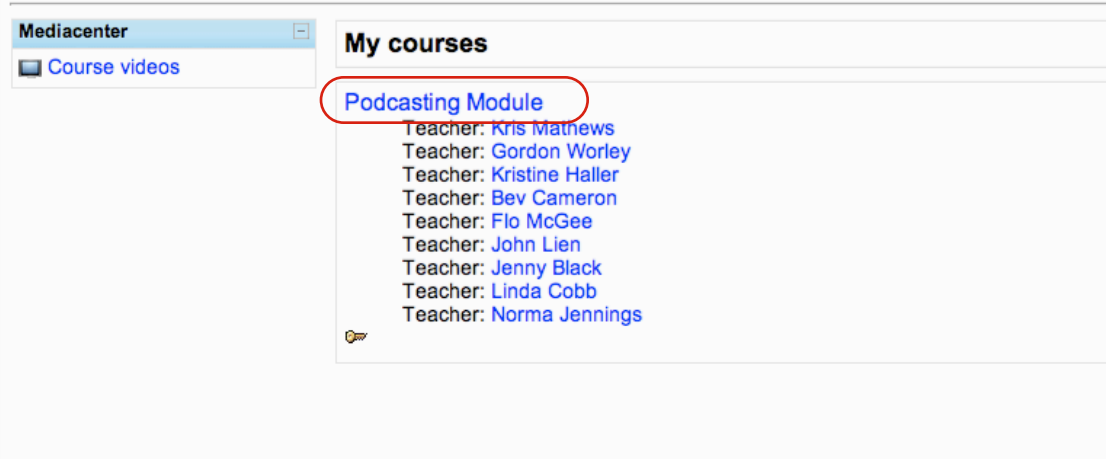
4. An email will be automatically sent to the email address you provided.
5. Click on the link within the email to verify your account.
6. The link will take you back into Florida Student Voices Moodle.
7. Remember your username and password.

Logging into Moodle and entering the Student Voices course password

These instructions are to assist educators with logging into the FL Student Voices Moodle course.

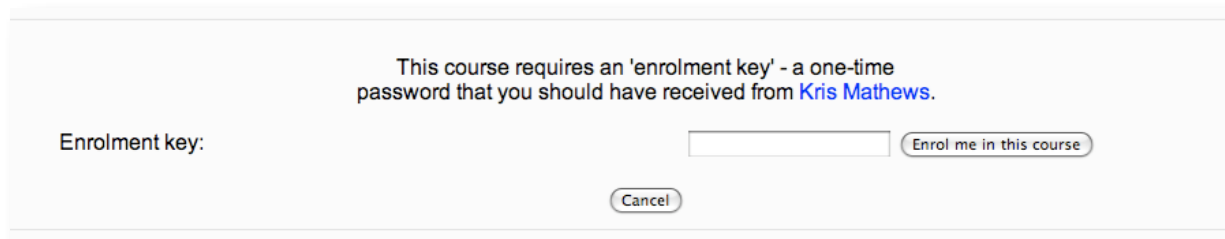
1. Log into <http://services.fcit.usf.edu/studentvoices/> using the username and password created in the previous section.
2. Select the "Podcasting Module" link, circled in red below.

Florida Center for Instructional Technology - Student Voices



The screenshot shows the Moodle course selection interface. On the left, there is a 'Mediacenter' sidebar with a 'Course videos' link. The main content area is titled 'My courses' and lists several courses. The 'Podcasting Module' link is circled in red. Below it, a list of teachers is displayed: Kris Mathews, Gordon Worley, Kristine Haller, Bev Cameron, Flo McGee, John Lien, Jenny Black, Linda Cobb, and Norma Jennings.

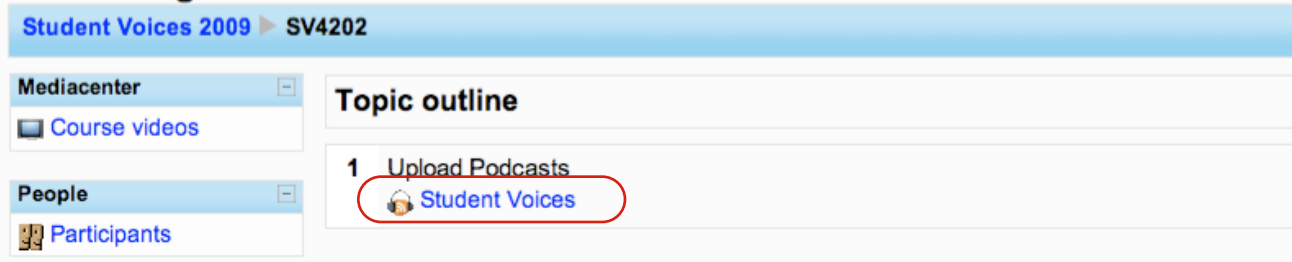
3. Enter the enrollment key that you received via email into the enrollment key box then click <Enrol me in the course>. This is a one time process, in the future you will not need to enter the key.



The screenshot shows the enrollment key entry form. It features a text input field for the 'Enrolment key:' and a button labeled 'Enrol me in this course'. Below the input field is a 'Cancel' button. A message above the input field states: 'This course requires an 'enrolment key' - a one-time password that you should have received from Kris Mathews.'

4. After you enter the enrollment key you will be taken into the course. Select the Student Voices link under Topic #1.

Podcasting Module



The screenshot shows the Moodle course page for the 'Podcasting Module'. The course title is 'Student Voices 2009' with the ID 'SV4202'. On the left, there is a 'Mediacenter' sidebar with 'Course videos' and 'People' sections. The 'People' section shows 'Participants'. The main content area is titled 'Topic outline' and lists '1 Upload Podcasts'. Under 'Upload Podcasts', the 'Student Voices' link is circled in red.

Uploading your podcast

These instructions are for educators to upload student podcast if their school district is not providing server space for this project. Before uploading podcast please make sure you have a parent signed Media Release form for each participating student. The form can be downloaded here: http://etc.usf.edu/flstudentvoices/documents/FCIT_FACE_model_release.pdf .

1. Log into <http://services.fcit.usf.edu/studentvoices/> using the username and password created in the steps above.
2. Select Podcasting Module as you did in the previous section.
3. Select **Student Voices** under Topic #1.

Podcasting Module

Student Voices 2009 ▶ SV4202

Mediacenter

Course videos

People

Participants

Topic outline

1 Upload Podcasts

Student Voices

4. Read the instruction presented then click the **Item** tab.

Podcasting Module

Student Voices 2009 ▶ SV4202 ▶ Student Voices

Channel **Item**

Publication date: 20 April 2009, 08:14 am

Student Voices (msweeney@coedu.usf.edu (Michael Sweeney))



Location for teachers to upload the podcasts from the Student Voices Project.

The Florida Association of Computers in Education, in collaboration with The Florida Digital Educator program, has officially announced a statewide event called **STUDENT VOICES**. Students will be podcasting from their individual schools (or other locations) on the same day, at same time, and same theme: "Learning is Cool". We want to have as many students as possible across Florida raise their voices about the importance of 21st century skills.

Click the Item Tab above to add your podcast. Files to upload must be under 50MB

[Podcasting Essentials](#)
[Podcasting Rubric](#)

5. To add your podcast select **Add Item**.

Podcasting Module

Student Voices 2009 ▶ SV4202 ▶ Student Voices

Channel Item

Add Item

6. Enter the requested information into the various fields.

Podcasting Module

Student Voices 2009 » SV4202 » Podcasts » Student Voices » Add Item

General

Scheduled time: 22 April 2009 22:50

Item title*

Item description*

Format: Moodle auto-format

Item

Author: worley@fsm.edu (GGordon Worley)

Category

Comments

Source

Source URL

Enclosure

Enclosure: Choose or upload a file ...

License

Copyright

Save changes Cancel

There are required fields in this form marked*.

7. In the copyright box enter the following statement: I, **enter your name**, confirm that I have checked this podcast and it meets my schools systems Acceptable Use Policy. The podcast does not contain copyright material (audio, video, or images) and all content was created by the student, a student team, and/or content used has a Creative Commons distribution license that gives permission for use. It is okay to copy and paste the above statement into the Copyright box, remember to enter your name where it says, "enter your name."

8. In the Enclosure section select <Choose or upload a file>.

9. Select <Upload a File>

http://services.fcit.usf.edu/studentvoices/mod/podcaster/files/index.php?id=3&choose=id_enclosure_v...

SV4202 » Files

Access to podcasts and media is restricted to course members

Name	Size	Modified	Action
gw_test	0 bytes	22 Apr 2009, 01:38 pm	Rename
rss	2.3KB	21 Apr 2009, 12:41 pm	Rename
Project.m4v	2.6MB	21 Apr 2009, 11:25 am	Choose Rename
School_Uniforms_07-08.m4v	12.9MB	21 Apr 2009, 08:29 pm	Choose Rename
garden_tif_8_bit.tiff	30.4MB	22 Apr 2009, 01:36 pm	Choose Rename
header.gif	5.5KB	21 Apr 2009, 12:25 pm	Choose Rename
header.png	10.4KB	21 Apr 2009, 12:37 pm	Choose Rename

With chosen files...

Make a folder Select all Deselect all Upload a file

Moodle Docs for this page

You are logged in as GGordon Worley (Logout)

SV4202

10. Locate the file on your computer and click Choose.
11. Select <Upload this file>. This may take several minutes, the file cannot be larger than 50 MB.
12. After the file has been uploaded find it in the list of files and click "Choose."

SV4202 » Files

Access to podcasts and media is restricted to course members

File uploaded successfully

Name	Size	Modified	Action
gw_test	0 bytes	22 Apr 2009, 01:38 pm	Rename
rss	2.3KB	21 Apr 2009, 12:41 pm	Rename
DSC_4936.jpg	85.1KB	22 Apr 2009, 11:24 pm	Choose Rename
Project.m4v	2.6MB	21 Apr 2009, 11:25 am	Choose Rename
School_Uniforms_07-08.m4v	12.9MB	21 Apr 2009, 08:29 pm	Choose Rename
garden_tif_8_bit.tiff	30.4MB	22 Apr 2009, 01:36 pm	Choose Rename
header.gif	5.5KB	21 Apr 2009, 12:25 pm	Choose Rename
header.png	10.4KB	21 Apr 2009, 12:37 pm	Choose Rename

With chosen files...

Make a folder Select all Deselect all Upload a file

13. After the podcast is uploaded you can select [Add Item](#) to upload another podcast or click on the file name to view/listen to the podcast.

Podcasting Module

Student Voices 2009 » SV4202 » Student Voices

Channel Item

Add Item

Created: 22 April 2009, 11:35 pm
 Last modified: 22 April 2009, 11:35 pm
[Learning is Coolist \(worley@firm.edu \(GGordon Worley\)\)](#)
[Project.m4v \(2.6MB\)](#)

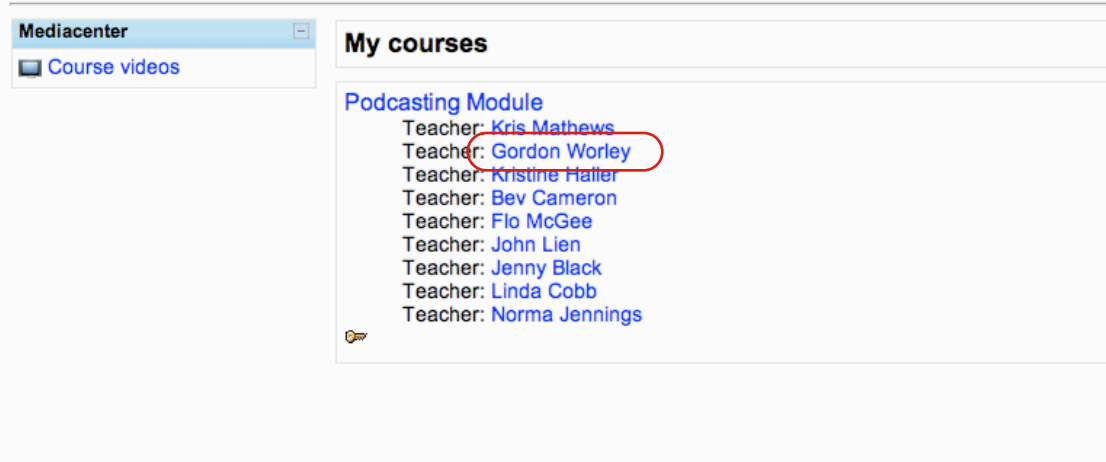
This podcast describes how learning is cool even when studying for a test.

Capturing highlights of the Florida Student Voices event

Use this set of instructions to share photographs and video captured during the FL Student Voices event.

1. Log into <http://services.fcit.usf.edu/studentvoices/> using the username and password created in the steps above.
2. Select your name from the list of names.

Florida Center for Instructional Technology - Student Voices



Mediacenter

- Course videos

My courses

Podcasting Module

- Teacher: Kris Mathews
- Teacher: **Gordon Worley**
- Teacher: Kristine Haller
- Teacher: Bev Cameron
- Teacher: Flo McGee
- Teacher: John Lien
- Teacher: Jenny Black
- Teacher: Linda Cobb
- Teacher: Norma Jennings

3. Select the <Blog> tab.



Florida Center for Instructional Technology - Student Voices

Student Voices 2009 > GGordon Worley

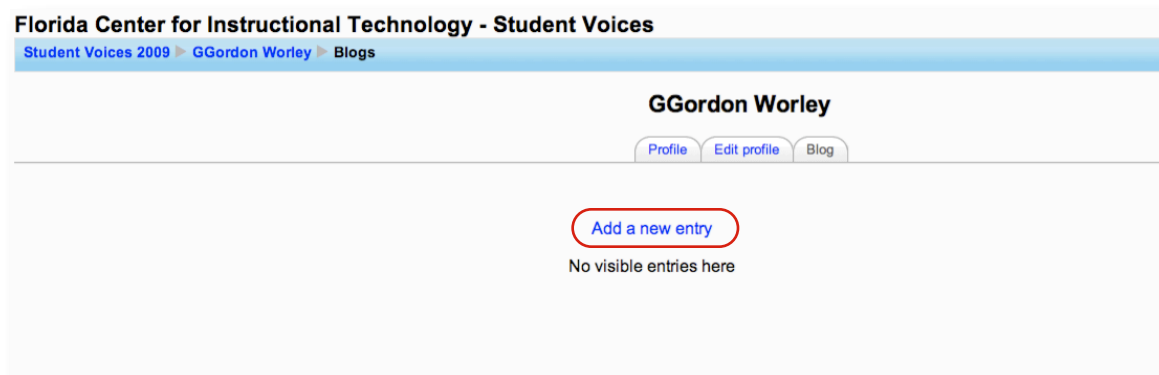
GGordon Worley

Profile Edit profile **Blog**

 Country: United States
City/town: Ocala
Courses: [Podcasting Module](#)
First access: Wednesday, 22 April 2009, 09:40 pm (2 hours 8 mins)
Last access: Wednesday, 22 April 2009, 11:48 pm (5 secs)

Change password Messages

4. Select "Add a new entry" from the center of the page.



Florida Center for Instructional Technology - Student Voices

Student Voices 2009 > GGordon Worley > Blogs

GGordon Worley

Profile Edit profile Blog

Add a new entry

No visible entries here

5. Locate the photograph or video that you wish to share. Be sure all people recorded have signed a Media Release form, the form can be downloaded from the FL Student Voices web site, http://etc.usf.edu/flstudentvoices/documents/FCIT_FACE_model_release.pdf

The screenshot shows the Moodle 'Add a new entry' form. At the top, the page title is 'Florida Center for Instructional Technology - Student Voices' and the user is logged in as 'GC'. The breadcrumb trail is 'Student Voices 2009 > GGordon Worley > Blogs > Add a new entry'. The form is divided into two sections: 'General' and 'Tags'. In the 'General' section, there is a text input field for 'Entry title*' and a larger text area for 'Blog entry body*'. Below these are three options: 'Format' set to 'Moodle auto-format', 'Attachment (Max size: 50MB)' with a 'Choose File' button and 'no file selected' text, and 'Publish to' set to 'Anyone on this site'. The 'Tags' section has an 'Official tags' input field and a 'User defined tags (Comma separated)' input field. At the bottom, there are 'Save changes' and 'Cancel' buttons. A red circle highlights the 'Save changes' button. A red error message at the bottom right states 'There are required fields in this form marked*'.

6. Enter a title, in the “Blog entry body” box share a brief story or description about the content you are uploading.

7. Select <Choose File> and locate the video or photograph on your computer.

8. Once information has been entered and the file is ready for upload click <Save changes>.

9. The file will be displayed for others to view as part of your blog within this Moodle course.

10. Please share photographs, videos, and stories about this event using this blog.