Overall tips:

- Keep the episodes under 10 minutes. Tightly produced episodes are better than long and flabby.
- Encourage the best audio quality possible. Even though they aren't audio producers, students will feel more pride if their final product is listenable and good enough to recommend to family and friends.
- Writing for the ear is different than writing for the printed page. See here for some basic tips for audio writing.
- Assign podcast listening to your students to give them models and inspiration. See here for some questions to help direct your students' listening.
- Check for accuracy the same way you would in a research paper. Ask students to submit the source of information on their scripts.
- Use a form to have them pitch their episodes so they have to think about the basic building blocks. Here is a sample form.

Questions to consider

- Think about whether you want to create a simple website to go along with your class podcast.
- Consider whether you want to have them produce an episode as a group or as individuals. Group work can be challenging to grade and navigate, but collaborative learning can beneficial and it can also result in higher quality as each member of the group will have strengths to contribute,
- How many resources and how much direction do you want to give students on the technical aspects of podcasting? The higher the grade level, the less guidance they may need.
- Does your school have resources or people in other departments that might be able to help with technical aspects, such as offering recording equipment, teachers who can give a recording or editing workshop, web designers who can advise on a website.
- Consider whether you want part of the assignment to be promoting the podcast to get listeners. If so, have them design an outreach campaign by posting on the social media channels they use most. They could use text, photos, videos and snippets of audio to promote their episodes.