

COLLECT STUDENT RECORDINGS THROUGH EMAIL & LISTEN ONLINE

Set Up Email


1. Go to gmail.com and set up a new account. The account will be used for sending email from all iPods. Note the email address and password.
2. On each iPod touch, launch the **Settings** app and tap **Mail, Contacts, Calendars**.
3. Tap **Add Account** and tap **Gmail**.
4. For Name, enter the name of the iPod or student's name that uses that iPod. Enter the Gmail address and password. Tap **Save**.

Set Up Posterous

1. Go to gmail.com and log into the account you created for the iPods.
2. Click **Compose Message**. Type **post@posterous.com** in the **To:** field.
3. Enter a **Subject**. This will be the title of your first post. What you type in the body of your message will be the content of your first post. Click **Send**.
4. Within minutes Posterous should send a reply email with information on setting a password for your account. Click the link that says **Click here to set a password for this site**.
5. Choose a name for your site and enter a password.
6. On the **Manage** page of your Posterous account, click **Settings**.
7. Click **Edit** button for **Privacy**. Checkmark **Password-protect my site** and enter a password.
8. Click **Save Settings**.
9. Click **My Posterous** to be taken to your newly created site.



Posting Student Voice Memos

1. A student records using the **Voice Memos** app on iPod touch. The student should say his or her name at the beginning of the recording. 
2. Tap the recording from the list the **Voice Memos** app. Click the **Share** button and click **Email**.
3. Enter **post@posterous.com** next to **To**.
4. Enter the student's name as the **Subject**.
5. Type any comments or notes in the body of the message.
6. Tap **Send**. The recording is automatically posted to your Posterous page.
7. Go to posterous.com and click **Login**.
8. Click **My Posterous**.
9. Hover your mouse over the title of the post and click **Tag**. Enter the student's name and click **Add**. Then close the window.
10. When reloaded, student names will appear along the right side of the page. Clicking a name will display all posts tagged with that name.

Tags

Barbara Walters (1)
David Letterman (1)
Michelle Obama (1)
Tony Vincent (1)

TIPS

To have the post@posterous.com address autocomplete, add it to the **Contacts** app.

You can subscribe to your Posterous as a podcast by right-clicking the orange news feed icon on your page. Copy the link. In iTunes click **Subscribe to Podcast** from the **Advanced** menu. Paste the link and click **OK**.

