



## TEACHER'S CHECKLIST

### Initial Setup:

- 1) Visit <https://www.highschoolradioproject.org/> to get familiar with the toolbar content.
- 2) **Radio 101**: an industry overview that guides our curriculum. “[Rules and Regulations](#)” is a must-read for students and teachers. “Radio History,” “Radio Glossary” and “Inside a Radio Station” add relevant background but aren’t required to operate the station.
- 3) **Training – [Equipment \(NE + MA\)](#), [Equipment \(MI + LA\)](#)**: following the steps shown, unpack and connect everything as the Rodecaster video tutorial shows. You’ll then want to connect to Audacity or whatever audio production software you already use. Once done, watch the short tutorials at the bottom of that page to do any fine tuning as needed.

### Branding the Station for your school:

Commercial radio stations typically have a brand i.e. “Today’s Country 102.7,” “KISS FM,” “The Bone,” “Rock 101.” Your class/school should discuss early on if you want to create a unique moniker/brand for your time with the station - OR – if you want to use the High School Radio Project brand with the name of your school. Either way, your brand should be mentioned in all legal IDs, imaging, news, and on-air breaks so that your listeners become familiar with the brand.

### Learning how the HSRP works:

- 1) **Training – [Audio Production](#)**: This page outlines the types of content your students will create to run on the station. If you need the free **Audacity** audio production software, you’ll find great tutorials to get you going. With the credentials we provided, you and your students should explore the massive **Benztown** production library via the links for each music format on this page. There are thousands of elements your students can draw from to produce the various production elements that will brand the station for your school – using their voices.
- 2) **Training – [Music Scheduling](#)**: This page outlines our three music formats, song rotation categories and the station clock. It then introduces students to **MusicMaster**, the scheduling software they’ll use to merge their various audio production elements within the music format(s) they select. There are five, short MusicMaster video tutorials that you and your students need to watch. They’re easy to refer back to as needed. MusicMaster is reached *only* through Splashtop.
- 3) **Training – [Automation](#)**: This page outlines **PlayoutONE and WebVT**; the automation software that will merge your students’ voicework around the music they have scheduled. You and your students need to watch each of the four videos under “HSRP WebVT Tutorials.” Students will voice track the DJ talk segments that surround the other station content; DJ talk segments they would do “live” if this was a live broadcast scenario. Appearing underneath those videos is expanded PlayoutONE content for students interested in a deeper dive.
- 4) **Training – [When the DJ Talks](#)**: This is where your students *really* become DJs! The video on this page demonstrates the different types of DJ breaks that professionals use in between songs to inform, entertain, and keep listeners engaged

in the station. Students will learn how to voice track frontsells, backsells, plug school & community events and more. We'll also provide a head start on "show prep" – where to find interesting content for these DJ breaks!

5) **Radio Examples – [Audio Production](#):** Here you'll find professional examples of sweepers, imaging, PSA's, newscasts and other preproduced audio.

6) **Radio Examples – [On Air](#):** In this section, students can listen to radio stations playing each of our three formats. Coming soon, we'll include professional examples of DJ breaks, interviews and more.

### **IMPORTANT RULES TO ALWAYS FOLLOW:**

- 1) Accessing MusicMaster should be done using the RealVNCViewer virtual desktop (see separate instructions for using RealVNC). PlayoutONE should be accessed using the WebVT web browser application.
- 2) The **ONLY** elements you should ever delete are your own audio production elements that you no longer need or want (imaging, PSAs, news and interviews, etc.). **Never delete any songs, Legal IDs, sweepers or any other elements that were not created by your students.**
- 3) The default clocks (labeled with DO NOT EDIT in Music Master) should not be edited by students or faculty. If your school wishes to create your own clock with different elements than the "default" clocks, please create new clocks and label them with your school and the format.

### **WHEN DO YOU WANT TO TAKE OVER THE STATION?**

A "demo" version of the station is currently running on the stream. We can convert this into your high school's station whenever you and your students are ready. Your students don't have to be experts to take over; that's part of the learning process.

Once your students have gone through the training and recorded some of their own audio production elements, you're ready to merge their work with the music...and put your school's station on the air!

*I will make myself available to assist in the process along the way. Just let me know when you're ready!*