**TEACHER'S NAME: _____**
**PROJECT NAME: _____ CLASS PERIOD: _____**

**TRACKING SHEET FOR CLASS PODCAST PROJECT- Place date in box in line with name to track when a student moves from step-to-step.**

| Name & Topic | Design & Plan Stage | Consider focus, content & format | Finding audio sources & research | Prepare scripts & Plan recording | Record Podcast | Editing Podcast | Publish Podcast | Announce finished Podcast |
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