

Instructions for Recording Oral Assignments Using Audacity

Before you begin

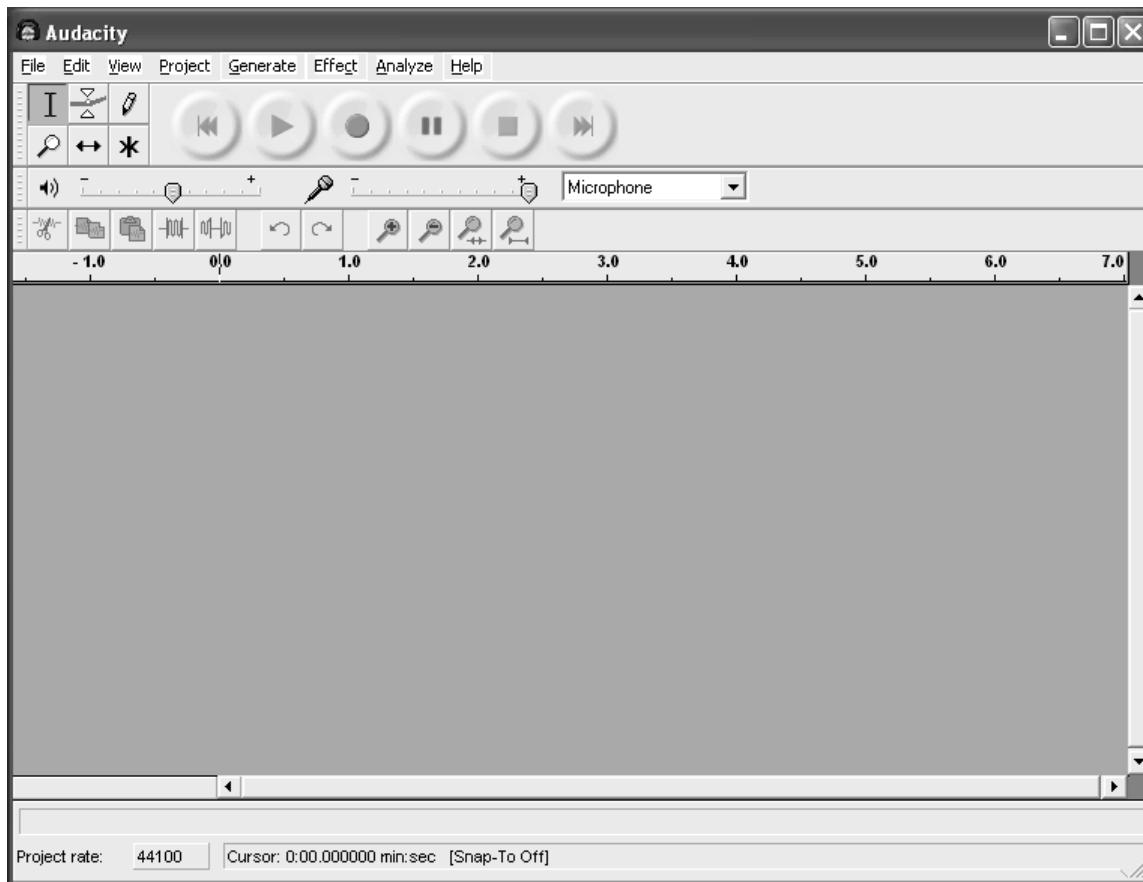
You may record your assignment in the Van Hise InfoLab room 464. Audacity is already installed in the InfoLab, located on the Start Menu under Courseware. If you are recording at another location, here's what you will need:

1. Computer
2. Microphone attached to computer
3. Audacity - Audacity is a free program you can use to record your oral assignments. Versions are available for Windows, Mac OS X and Linux/Unix. Go to <http://audacity.sourceforge.net> and follow steps to download and install the software on your computer.

In addition, headphones are recommended.

Using Audacity to record your assignment

1. Start computer and confirm that the microphone is properly connected, then start the Audacity program. Once opened, the program should look something like this:

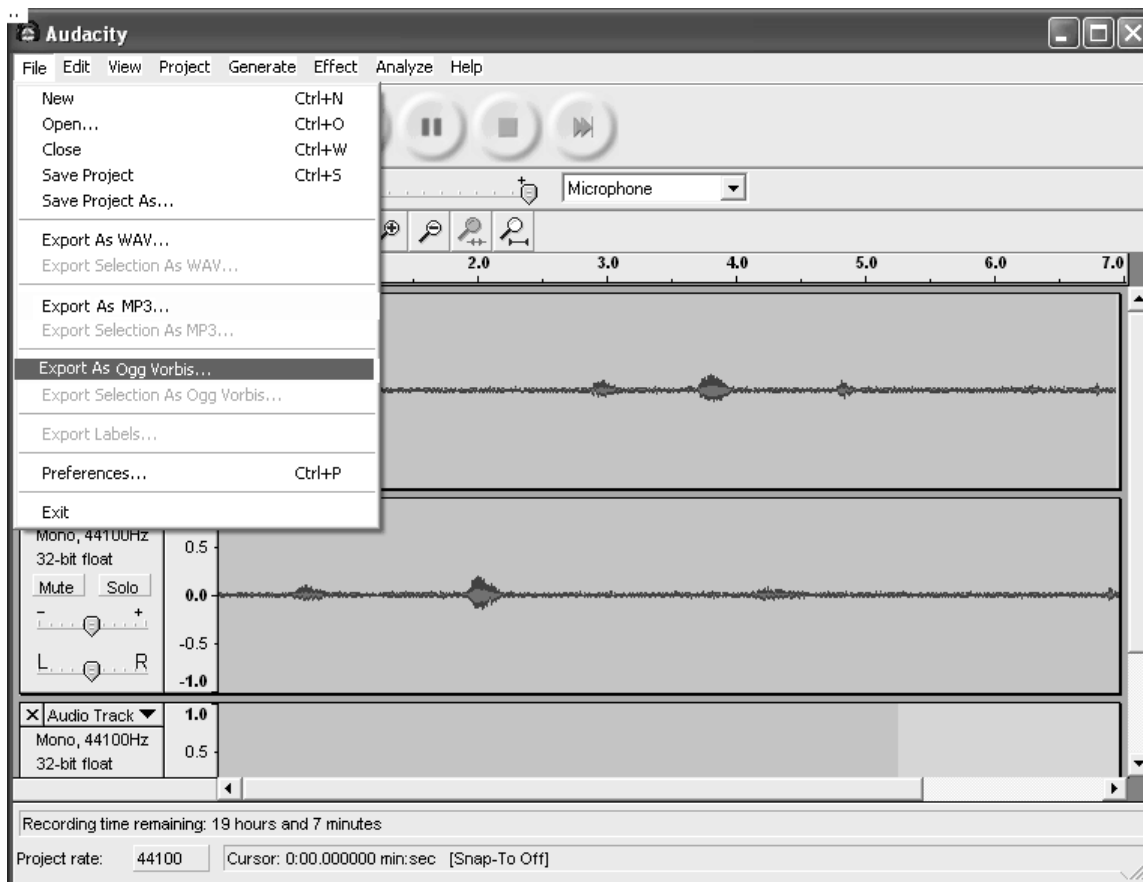


2. Click the round red “record” button near the top of the window and speak into your computer’s microphone to record your assignment. When finished with the assignment, click the square yellow “stop” button.

To hear your recording, press the triangular green “play” button near the top of the window.

If you are unsatisfied with your recording, you can delete the recording by clicking the “x” in the upper left-hand corner of the grey box of the audio track. Then click the round red “record” button to start a new recording.

3. When you are satisfied, you must convert the recording into an .mp3 file. Go to File, scroll down and click “Export as MP3.”



Save the file and note the location of the saved file. The file may take a few seconds to export, depending on the length of the recording.

4. Attach the .mp3 file to an email and send it to your instructor.
5. Delete the .mp3 file (if using a public computer).