

## How to Record your Speaking Activities

This course requires you to submit voice recordings called **Speaking Activities**. You will need to record yourself and submit your recordings on the corresponding Assignment page. There is an audio recording feature called Capture right on the page – these instructions are in Step 2 – How to Upload and Record.

Before you begin to record your speaking activities, you need to create a folder with your course name on your computer. For example: French 4

You can create subfolders with your Speaking Assignments and Writing Assignments.

Name your assignment using the information on the activity and your Name when you save the sound file. For example: U1 SC1 D3 #4 (Unit or Module 1, Section 1, Day 3, Number 4)

### Choice #1:

**If you want to Record Audio right on the assignment page use Capture:**

Select **Add a file**:

Maximum :

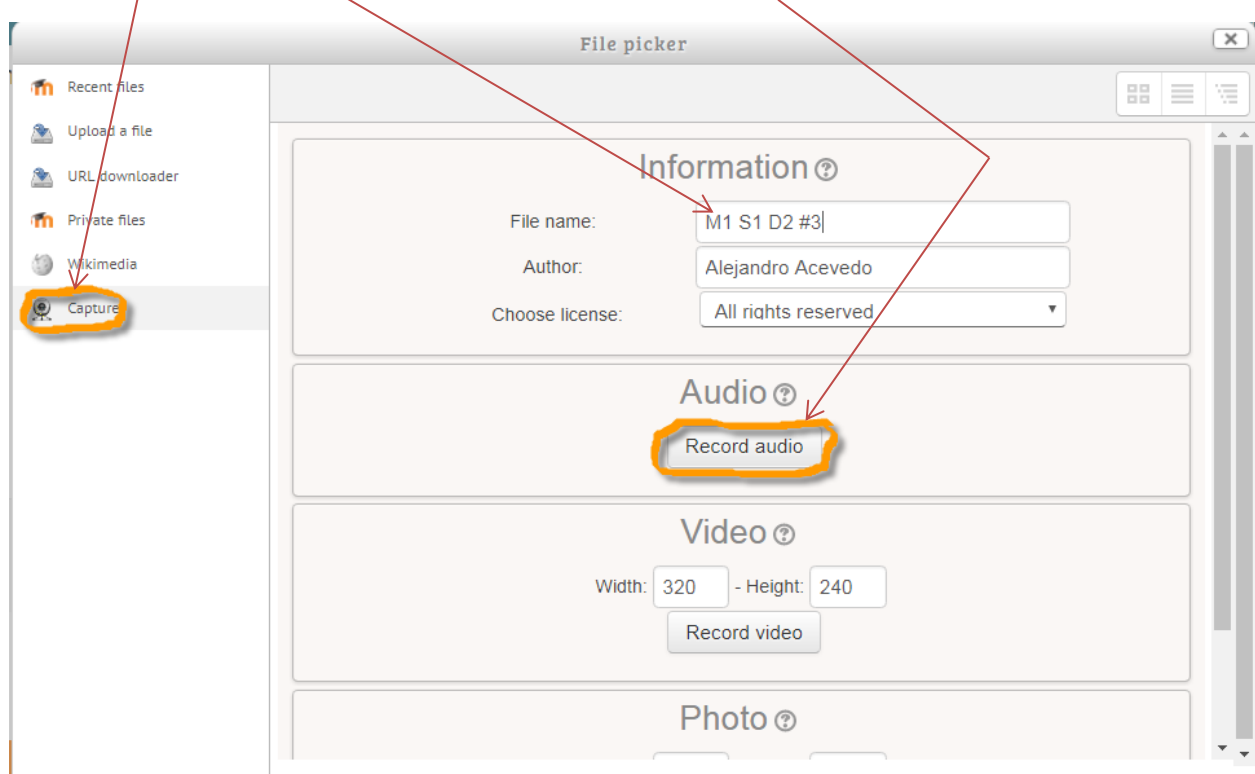
Files

You can drag and drop files here to add them.

Save changes

Cancel

Select Capture. You can name your recording and then click on record audio.



You may be asked by Moodle for permission to access your microphone at this point. If you are using a headset with a microphone, you will need to select the microphone by clicking the mic icon.

#### Microphone options

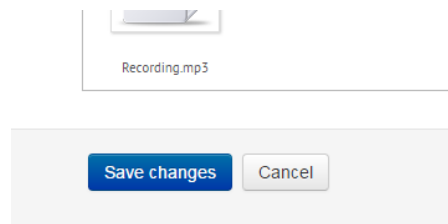
In order to use the Language Lab, you need to authorize access to your microphone. To do so:

1. On the tab "Privacy"
2. Select "Allow"
3. Check the ☐ box next to Remember
4. Click on Close
5. Click on OK at the bottom of the window to save your changes.

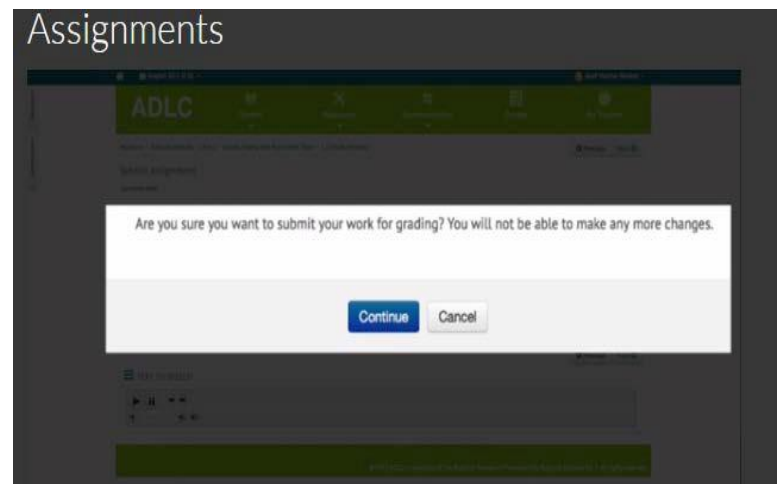
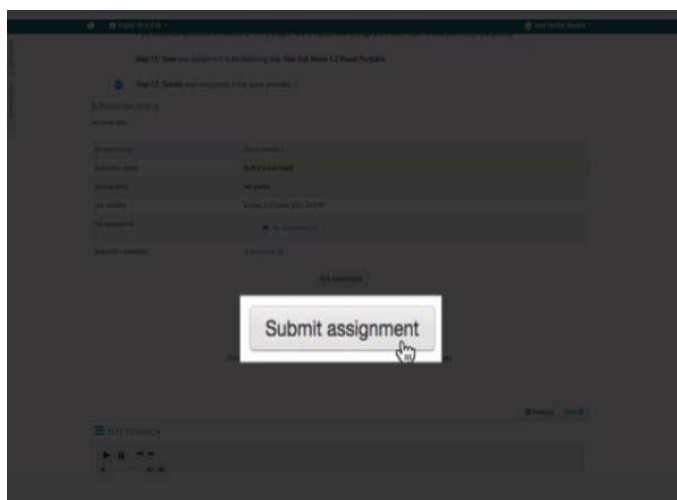


Ok

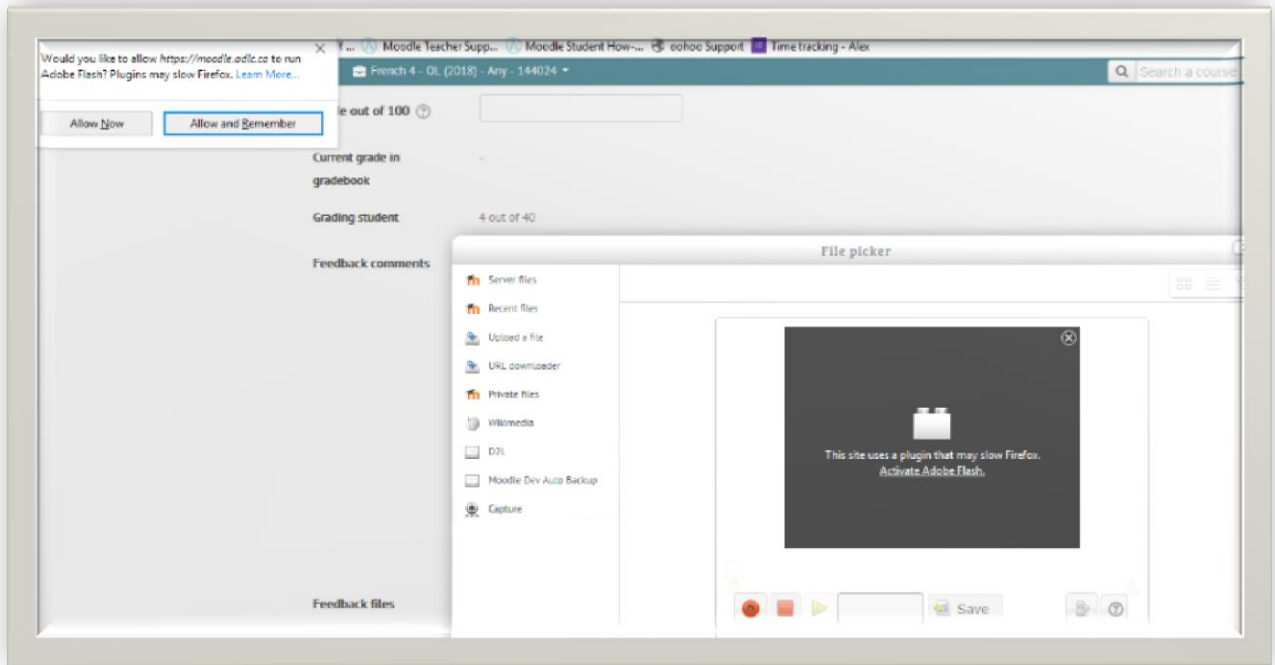
Click the red circle to **Record**, you can **Play** back with the green arrow before you **Save**.



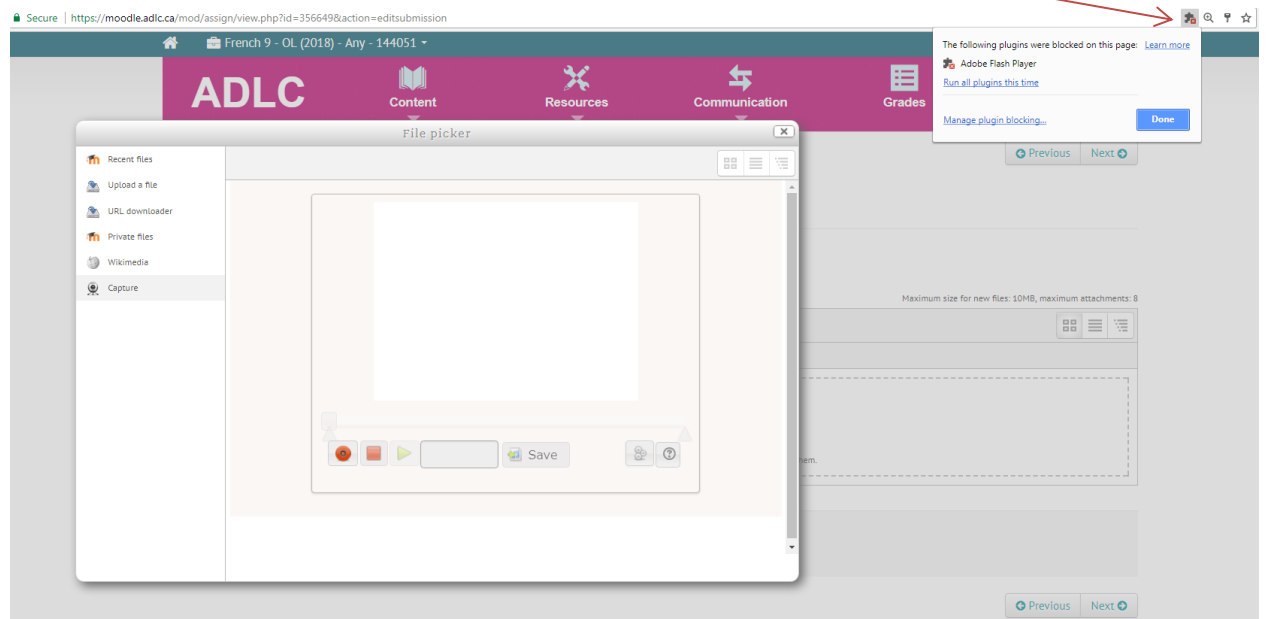
After you click **Save Changes**, remember there is another step – click **Submit Assignment**. All the speaking activities from the unit or module must be uploaded before clicking the Submit Assignment button.



If the capture feature does not work it might be because you have not allowed the plugins to work. In Fire Fox click in into the black box you should get something similar to what is in the screen shot below. You will need to click the Allow and Remember button in the upper left of the screen. After you have done so you might need to close the File picker window and open it again for the change to take effect.



In Chrome you will need to click on the plugin blocker and select run all plugins.



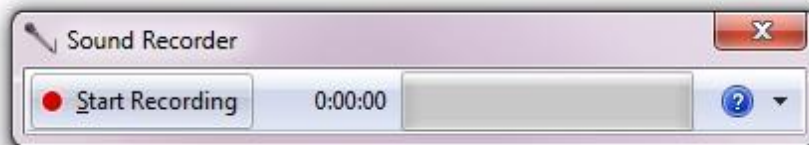
If you want to Record Audio on your own device:

### 1. Using Sound Recorder for Windows users

Use the “Sound Recorder” program that comes with Windows. (Go to “Start / All programs / Accessories / Sound Recorder”) This program allows you to record and save your files as an Mp3 or Wave format. If you are using *Windows7* or newer, you can record as long as you need to, older versions are limited to 1 minute (which is usually plenty of time, if not, just record a “Part 2”).

Make sure to save and label properly your file on the folder you created for your Spanish 10 recordings. EG: SP 1.04 Jenny Lopez

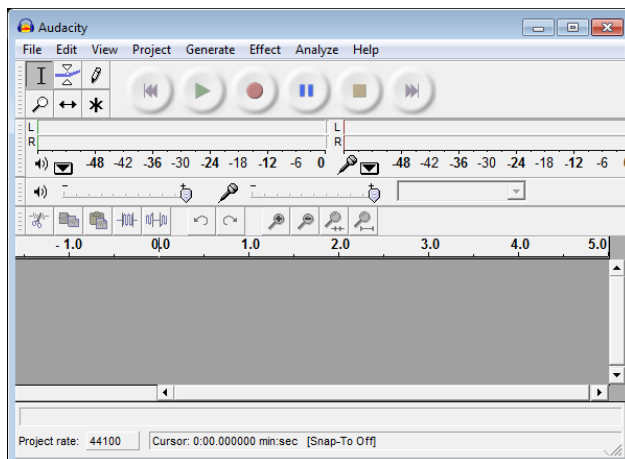
### Windows Sound Recorder



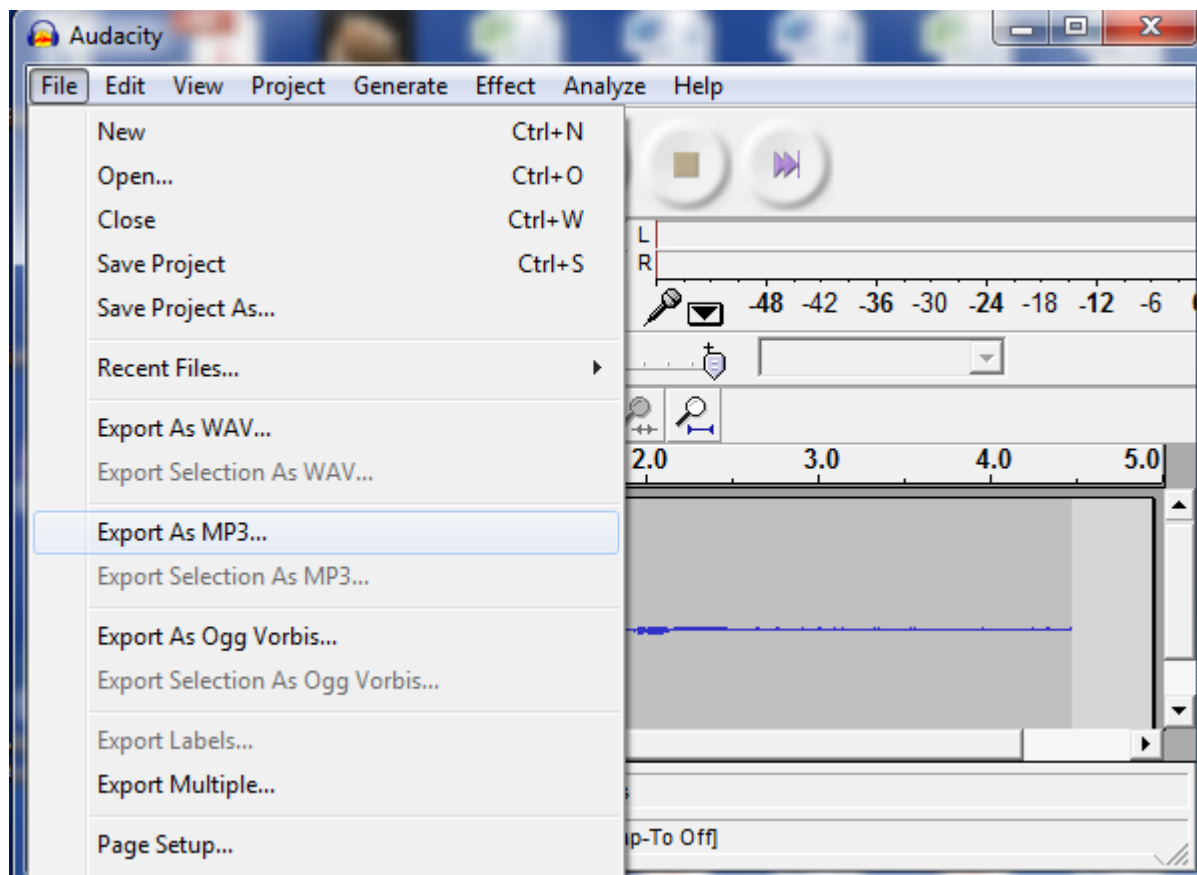
### 2. Using Audacity

Click on this [link](#) to take you to our webpage and access our programs available for downloading. Click on *Audacity* and begin to download. Make sure to select the right link according to what type of system you are using at home, Windows or Mac. Audacity is a program that needs an encoder in order to save your files on Wave or Mp3 format. This encoder is called LAME. You will also need to download this.

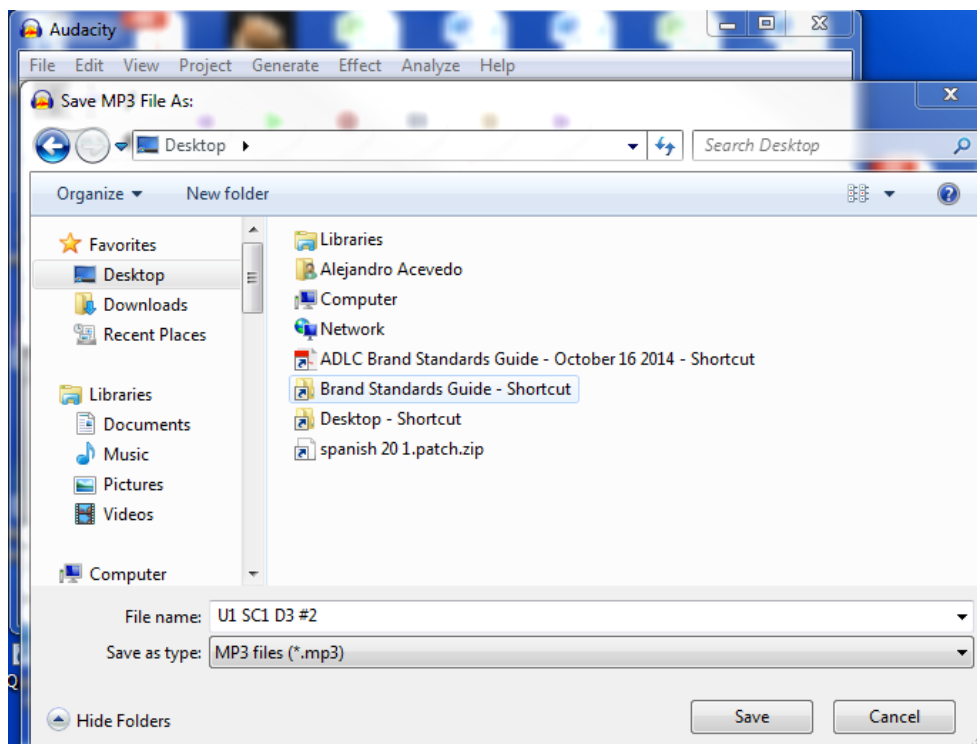
a) Click on the record button and begin to record your voice.



b) Once you have recorded your voice, go to the **File** menu and select the option “**Export as MP3...**”



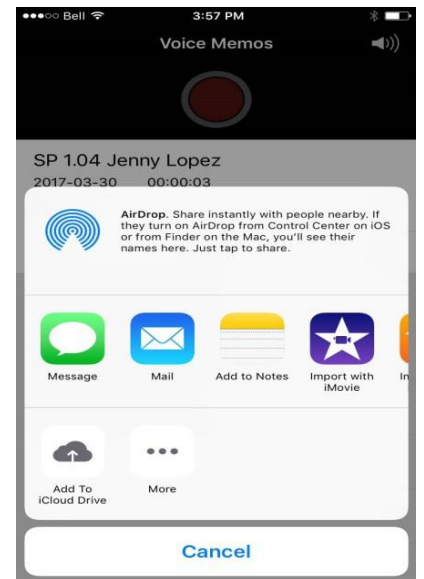
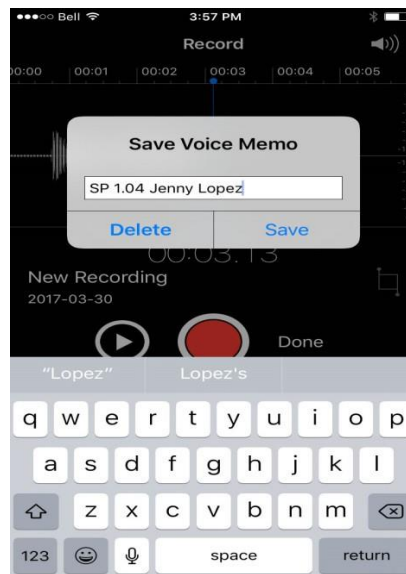
- c) Save your recording and label it properly in the folder you created for your Spanish 30 recordings.



### 3. Using your iPod, iPad, or iPhone

Select to your “Voice Memos” app and record your voice. Once you have recorded your file,

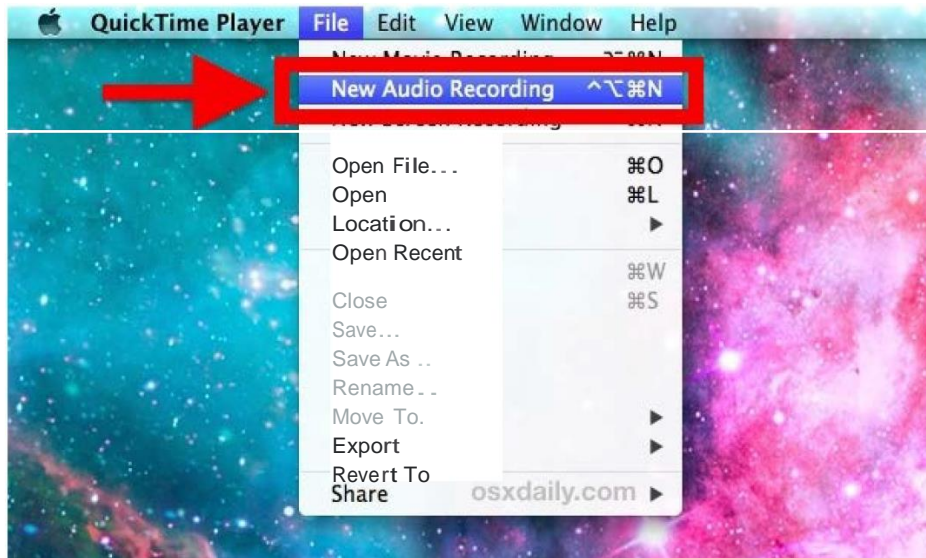
**email it** to yourself and save the file in your Spanish 10 folder on your computer.



## Recording on a Mac: Use Quicktime



1. Open QuickTime Player, found in the /Applications/ folder
2. Pull down the "File" menu and choose "New Audio Recording"

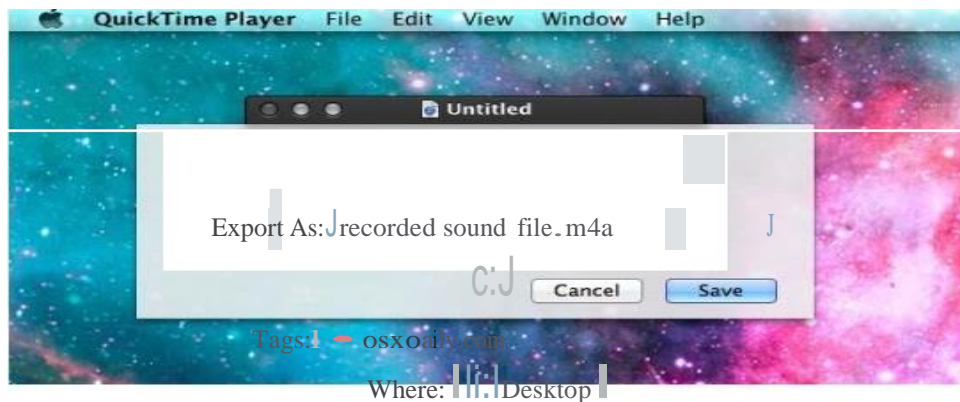




3. Click the red (o) Record button to start recording audio from the default microphone source\*



4. When finished, hit the same button to stop recording sound
5. Go to the "File" menu and choose "Save", name the file and choose the output somewhere convenient



The recorded sound will be an m4a file, a high quality compressed audio format that is widely recognized, allowing it to be played on just about anything, whether it's a Mac, iTunes. Windows PC. iPhone and iPad, or an Android phone

Here is the link to the detailed article:

<http://osxdaily.com/2014/04/03/record-sound-mac-easy-quicktime/>

**Online Voice recorder:**



<https://online-voice-recorder.com/>

Once you have saved the sound file, you will **UPLOAD** it to your assignment page.


Go to **Add Submission** at the bottom of the assignment page:

Then go to **File Submissions** to either **Drag and drop**, or **Add a file**:

**File submissions** Maximum size for new files: 100MB, maximum attachments: 3



Files

You can drag and drop files here to add them.


Save changes


Cancel


Previous


Next


**File picker**


 Recent files

 Upload a file

 URL downloader

 Private files

 Wikimedia

 Capture

Attachment

Choose File

No file chosen

Save as

Author

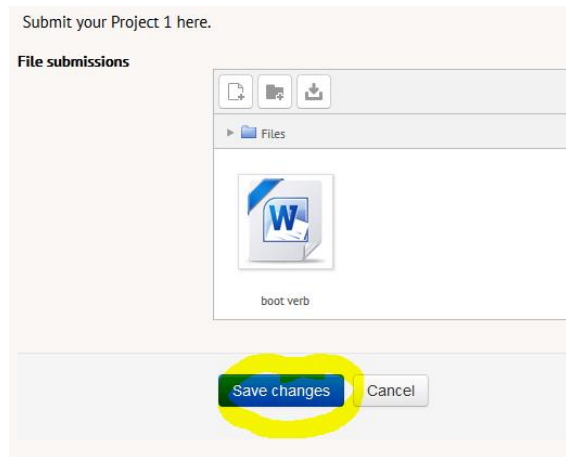
Laura McCartney

Choose license

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Upload this file

After you Double click or Open the file, click Upload this file – Save changes.



**There is always one more step after you click save changes – Submit Assignment:**

