



Technology in a Box

Audio Recording

Box Contents:

- USB microphone
- Audacity Directions

What you can do:

- Record audio snippets for inclusion in your online course space
- Send an audio reminder via email

Overview

Audio recordings can be valuable teaching tools if you want to expose students to a speech, genre of music, dramatic reading, interview, mini-lecture or particular song.

Steps

1. Download and install Audacity.
2. Download and install LAME MP3 Encoder.
3. Configure Audacity.
4. Create an audio file.
5. Share the file.



Audio Recording

Step 1: Download and Install Audacity

Note: If you are working on your office computer, you may download and install software if you have signed the *Administrative Rights* form through IT. Contact the Help Desk (ext. 1139) if you would like to have Administrative Rights to your computer.

If you do not have, nor do you wish to have, Administrative Rights to your computer, you can request Audacity be installed on your work station by contacting the Help Desk.

1. Open your browser.
2. Go to <http://audacity.sourceforge.net/download> .
3. Click the **Download Audacity 1.2.6** link.
4. Under *Recommended Download*, click the **Audacity 1.2.6 installer** link.
5. If prompted, select a download (i.e. North American location)
Note: if nothing happens, look at the top of your browser window, a pop-up blocker may need to be bypassed (do this by clicking the bar with the blocked message) or click the .exe link at the top of the page.
6. A *File Download* window will open, click the **Run** button.
7. You may be prompted to click the **Run** button a second time.
8. A *Setup Wizard* will open.
9. Follow the Wizard (click the **Next** button through the steps until you reach the **Finish** button)

Step 2: Download and Install Lame MP3 Encoder

The LameMP3 Encoder will allow you to export the audio file in .mp3 format which is a standard audio compression format that reduces the size of audio files while maintaining decent sound quality for sharing on the web.

1. Open your browser.
2. Go to <http://lame.buanzo.com.ar/>
3. Scroll to the appropriate download link for your operating system (Windows or Mac).
 - a. Windows users:
 - i. Under *Zip Option*, click the **libmp3lame-win-3.98.2 .zip** link.
 - ii. Select the **Save File** option.
 - iii. Click the **OK** button.
 - iv. The zip file will be saved to your desktop.
 - v. Go to your desktop and right-click the *lame-3.98.2* zip file, select **Extract All**.
 - vi. Follow the extraction wizard steps.
 - vii. You will see a *lame-3.98.2* folder appear on your desktop.




Audio Recording

Step 3: Configure Audacity

You will only need to do this once to create ideal recording and output settings in the software.



1. Plug in a USB microphone to the computer.
2. Open Audacity.
3. Go to *Edit* > **Preferences**.
4. Click the *Audio I/O* tab.
5. Check to make sure that your sound card is selected as the playback and recording device.
 - a. Under *Recording*, in the **Device** drop-down menu, select your microphone.
Note: default is usually your built-in microphone while the other option (AK5370 for example) is your USB microphone.
 - b. Under *Recording*, in the **Channel** drop-down menu,, choose **1 (Mono)**.
6. Click the *Quality* tab.
 - c. Select **44,100 Hz** from the *Default Sample Rate* drop-down menu.
 - d. Select **16-bit** from the *Default Sample Format* drop-down menu.
7. Click the *File Formats* tab.
 - e. Select **WAV (Microsoft 16 bit PCM)** from the *Uncompressed Export Format* drop-down menu.
 - f. Click the **Find Library** button.
 - g. Navigate to the downloaded Lame file.
8. Click the **OK** button.

Step 4: Create and Audio File


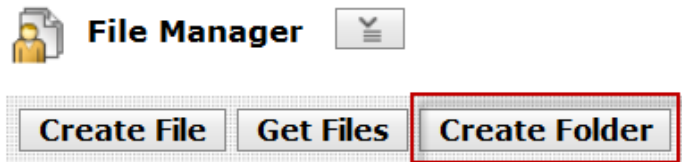
1. Write a script
 - a. Prior to recording your audio it is a good idea to have a script prepared. In addition to guiding your audio recording, this can serve as a transcript that can be shared to ensure greater accessibility to content for all members of your audience.
2. Record your script
 - a. Open Audacity.
 - b. Click the record button  .
 - c. Work from your script to record your audio.



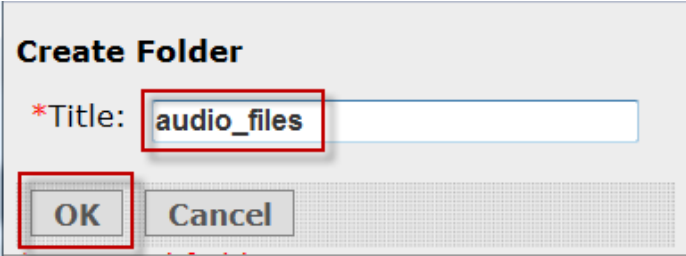
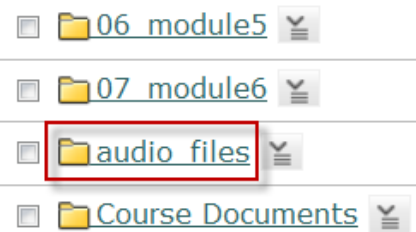
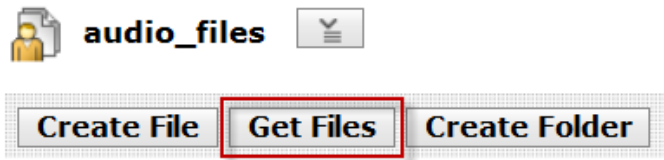

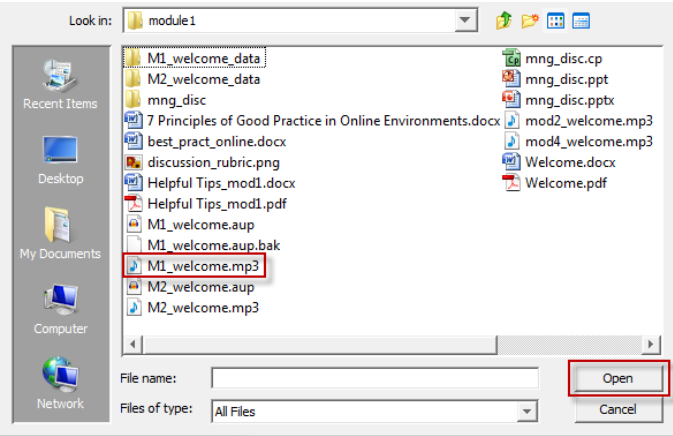
Audio Recording

- d. Click the stop button  when you are done.
- e. Click the play button  to hear your recording .
- f. When satisfied with your recording, go to *File* > **Export as MP3**.
- g. Navigate to the location where you want to save the file.
- h. Give the file a name (the shorter the better).
- i. Click the **Save** button.
- j. An *Edit the ID3* tags window will open.
- k. Enter a title and artist and any other desired information. Click the **OK** button.
- l. Close Audacity.
- m. Click the **Yes** button to save the recording as an Audacity file which can later be modified, or click the **No** button if you are satisfied with the MP3 file you have created.

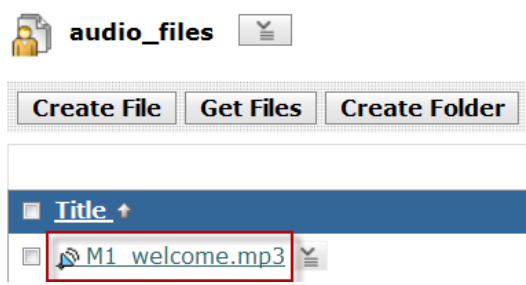
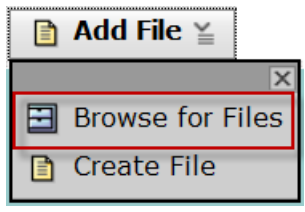
Step 5: Upload the Audio File to a Course Space

	<p>Access your course space.</p> <p>Make sure you are in the <i>Build</i> tab. On the <i>Designer Tools</i> menu, click File Manager.</p>
	<p>Click the Create Folder button to create a folder for audio files.</p>

Audio Recording

	<p>In the <i>Create Folder</i> window, type the folder name in the *Title: field.</p> <p>Click the OK button.</p>
	<p>In <i>File Manager</i>, click the name of the folder you just created.</p>
	<p>Click the Get Files button.</p>
	<p>In the <i>Get Files</i> window, click the My Computer icon.</p> <p>A file browser window opens.</p>
	<p>Navigate to the location of your saved mp3 file.</p> <p>Click the Open button.</p>

Audio Recording

	<p>When the file has uploaded, it will appear in your folder.</p>
	<p>You can now link the audio file anywhere in your course.</p> <p>Click the Add File button and select Browse for Files.</p> <p>Choose the folder you created for audio files and choose the desired file.</p>

Additional Resources:

Digital Tutorial: <http://www.how-to-podcast-tutorial.com/17-audacity-tutorial.htm>