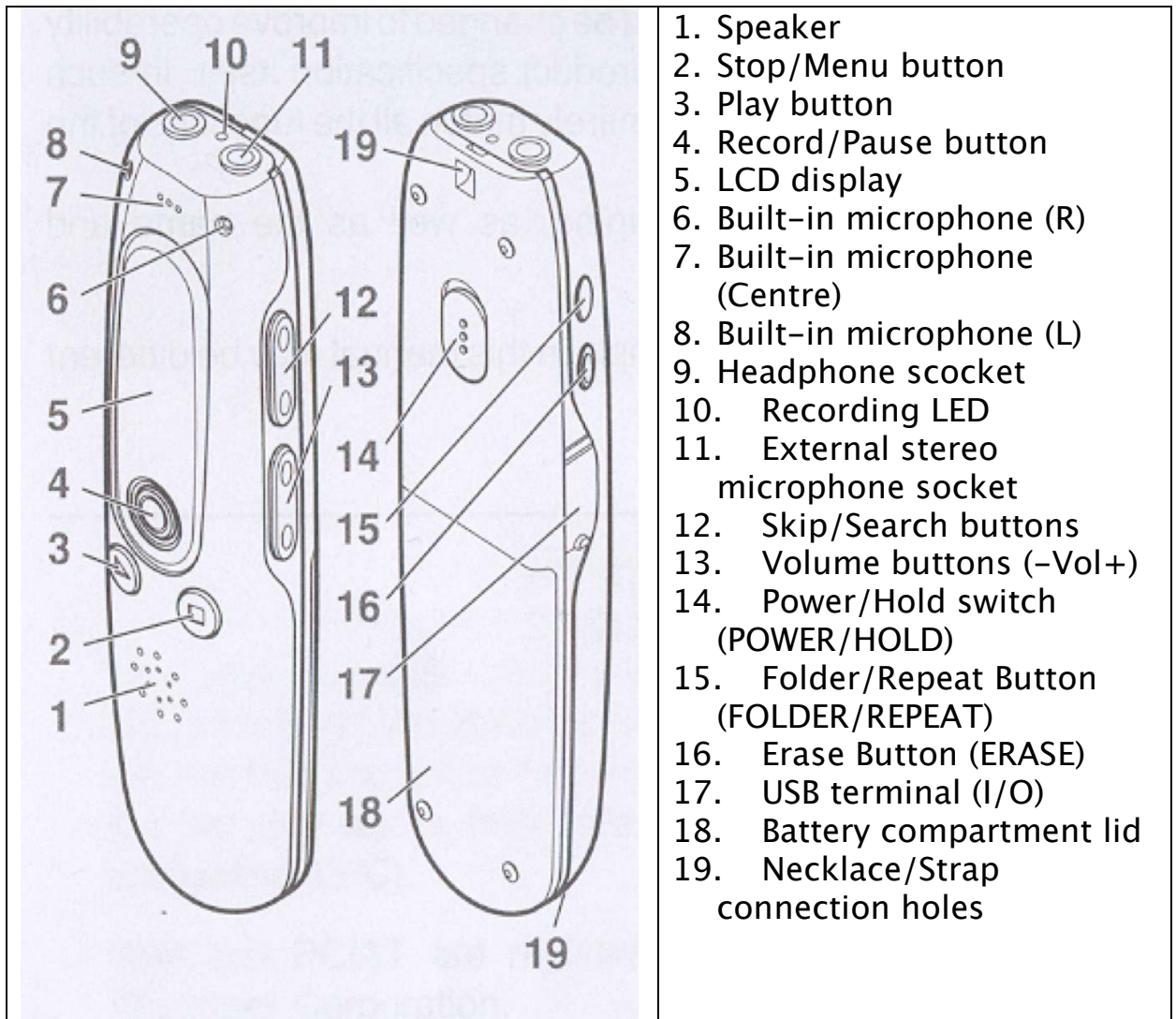


Recording Digital Audio

Recording simple digital audio involving speech for uploading to Moodle is straightforward. The following instructions are for the Sanyo ICR-A190, the LTU's recommended digital voice recorder.

Getting to know the recorder



- The "Power/Hold" switch (14) is found on it's flat bottom side. Sliding it will activate the device if it is off. The mp3 recorder should already be setup correctly if supplied by the LTC. On the screen (5), starting from the top, you should see the letter A in a folder, a full battery gauge, a microphone (with no waves or lines coming out

of it) and the letters HQ indication High Quality recording.

- The mp3 recorder display will also initially show "STOP", then the number of audio files stored on the it, followed by the number of hours, minutes and seconds of recording time left. The maximum is just under four and a half hours so we recommend moving audio to your computer and clearing the recorder regularly to prevent you running out of space in the middle of recording.
- The recorder can also display the current date and time. Press the "stop" button (2) to switch between showing the time remaining, the date and, if you have already made recordings the time left for further audio recordings.
- It may seem pointless for the recorder to know the time but it will help you identify files by the time they were recorded so we recommend ensuring it is correct.
- The "Power/Hold" switch (14) has a second function. As well as a power switch for turning the device on and off it is also and a "hold" switch which prevents you from accidentally pressing any buttons while recording or playing back. If the device is in hold mode any button press will have no impact besides displaying "HOLD ON". If the device is currently playing or recording, moving the switch to the "off" position places it into hold mode. If the device is not doing anything, the same action will switch it off.

Preparing to record

- We recommend that you try to create files that can be used directly without any editing as this is more straightforward. To make this possible you should only record the audio you wish to retain. You can start, stop and/or pause the recorder as necessary to omit any other unwanted audio from the final recording.
- Before you start recording, first arrange your microphone, prepare yourself to start speaking and have a pocket or other safe location where you can keep the recorder out of your way while talking.
- You can place the recorder on a desk or podium if you plan to remain mostly stationary while talking. A lanyard to hang the recorder from your neck or an external microphone can be used to record while moving around.

- A lapel, tie or breast pocket is an ideal position for clipping a microphone. Try not to have the microphone (or the mp3 recorder itself if recording directly to it) too near to your neck and throat, nor in any place where your hands or items of clothing will strike it.

Recording

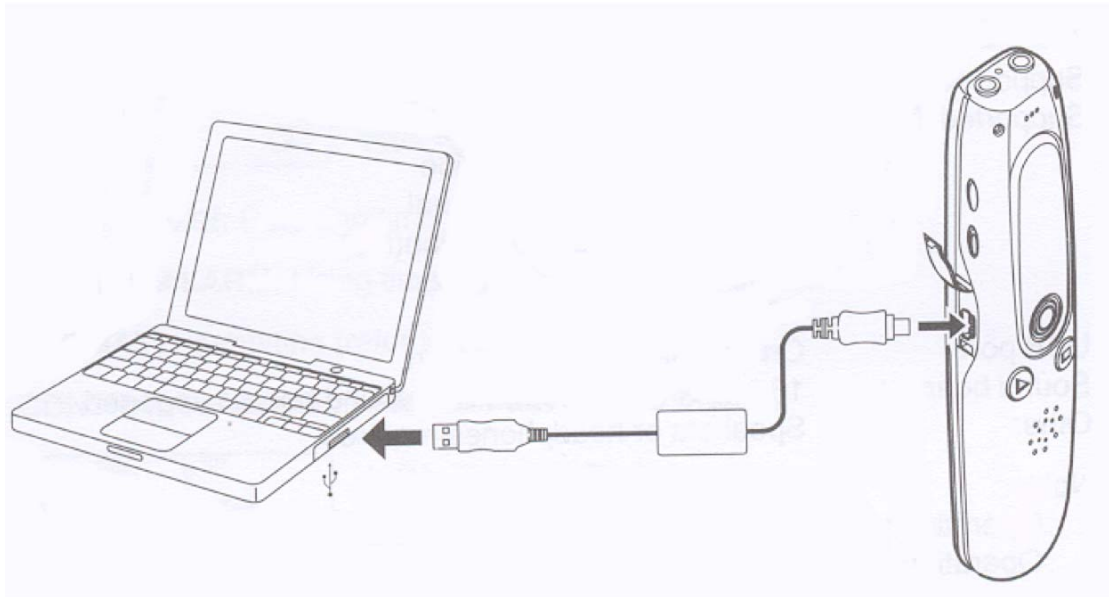
1. Make sure the hold switch is in the on position and press the record button (4). A red light (10) should illuminate to indicate that it is recording.
2. Talk as you normally would to clearly deliver a presentation or lecture.
3. If you wish to pause recording, press the red record button (4) again. This will just create a single continuous audio file without the unwanted audio during the portion when the recorder was paused. Press record once more to move out of pause and resume recording.
4. After you have finished speaking use the stop button (2).
5. Optionally you (or another person) can record more audio up to the total capacity of the mp3 device. Each time recording is stopped and resumed a new file will be created.

Note:

- The microphone will only pick up you clearly, or people standing right next to you/it. You may therefore want to repeat audience questions for the benefit of the recording.
- While recording the device should always display a countdown of how much recording time it has remaining so you can check how long you have left.
- You can break up longer recordings into appropriate sections if there are a range of topics or if the length of audio recorded is in danger of exceeding an hour. You do this by using the stop button and then hitting record again. Files longer than an hour can become difficult to work with and you may not be able to upload them to Moodle due to their increased size.

Uploading Audio to Moodle

Uploading audio from the mp3 recorder to Moodle is a straightforward task. Note these instructions are tailored to the specific recorder that we recommend and may not work identically with other devices. It is similar to the process of moving a photograph from a digital camera to a computer and/or uploading a PDF document or PowerPoint file to Moodle from a USB drive. It's a two step process, first you need to move the file from the recorder to the computer, then upload it to Moodle like you would any other file.



Before you begin

- You will need a mini-USB lead to connect the recorder to your computer. One is provided with the recorder but it is a standard lead, often used with digital cameras and similar devices.
- When you plug in the recorder it will act very much like a standard USB drive that you may be familiar with. On Windows, you may be asked to reboot and/or remove and reinsert the USB plug in order for it to be recognized for the very first time.

From the mp3 recorder to your computer

1. Plug the mp3 recorder into your PC via the USB lead. It should be recognized as a USB removable drive and appear in your list of drives as "Removable Disk".
2. Within that Removable Disk the audio files are found in a folder called "VOICE", organised into 4 alphabetical folders, A, B, C and D.
3. The files will all have titles similar to IC_A_001.MP3, with the number showing the order in which they were recorded, lower being earlier.
4. Once the files have been copied you can eject the recorder and safely remove it when notified by your computer. On Windows, right-click on the icon with the green arrow in the bottom right of your screen, in the icon tray (fig 1.3). A "safely remove hardware" option should be visible. After clicking this choose the "USB mass storage device" and click stop. It should prompt you with a screen that mentions the "SANYO IC RECORDER USB". Click OK and you can now unplug the recorder from your computer.

Note:

- We recommend that you immediately rename these files to something meaningful as soon as you have copied them to your computer
- When you copy these files to your computer we suggest using somewhere appropriate for long term storage. If you are using the Standard Staff Desktop you will have access to your personal (drive and shared drives which may be appropriate).

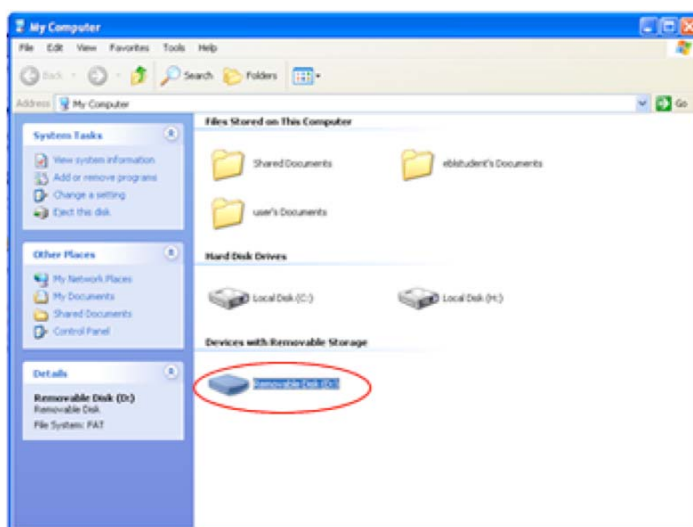


fig1.2

From your computer to Moodle

From this point on the process is exactly the same as if you were uploading any other file from your computer to Moodle. If you've done this before you shouldn't have any problems and if you haven't then uploading to Moodle is a general skill that will come in handy in many contexts.

1. First find the course into which you wish to insert the audiofile. Enter that course, click on the "Turn Editing On" button, and locate the topic area you wish to insert the file into.
2. Click on the "add resource..." drop down box, choosing the option "Add a file or web link"
3. After giving the resource a title and a summary, click on the button entitled "choose a file".
4. You will be presented with a list of existing files, but since we wish to upload a new file scroll to the bottom of the screen and click on the "upload a new file"
5. Click "browse" and locate where you have copied the audio file(s) and select one.
6. Click the upload button you may have to wait for a short period, depend on your network speed.
7. Once the file is uploaded you will be presented with the list of files again, hopefully with your file now listed. Find your file (noting that it is listed alphabetically twice, first for names beginning with capital letters, then again for lowercase). Along from your file's name on the right hand side click the link called "choose"
8. Set the Window option should to "Same Window", not "New Window"
9. Select the checkbox called "Keep page navigation visible on the same page", if you can't see such a box click the "Show Advanced" button on the right hand side.
10. Now click the "Save" button and you should see a page with an embedded Flash audio control giving you the ability to listen to your audio via the web
11. Users can also download the audio file itself (for used on iPods or other mp3 players) by clicking on the title text in the breadcrumb displayed at the top of the screen.

Deleting all files on the recorder

After uploading files, and safely storing them on your computer it is a good idea to delete the copy on the recorder. It can only hold four and a half hours of audio total, and it would be unfortunate to run out of space half way through recording. This is particularly important if you share the recorder with others. There are four folders on the recorder, though to keep things simple we suggest everyone uses just the single folder "A". To delete all files in a folder do the following

1. Stop the recorder if it is recording or playing, switch it on if it is off.
2. If the folder you wish to delete is not selected and displayed on the screen then press the "Folder/Repeat" button on the side until it is.
3. Press the "Erase" for at least 2 seconds and let go, the screen should display "ERASE" below the folder letter.
4. Then hold the "Erase" key again for at least 2 seconds within the next 4 seconds.
5. If you accidentally find yourself in this mode, press "Stop" at any time to exit.