

## How to Record Audio on Your Computer

Directions are for PC units using Microsoft Operating System

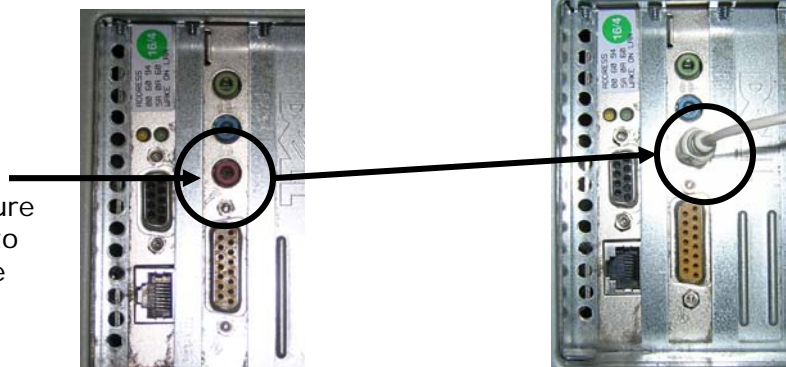
### Step 1- Prepare Your Computer:

1. Locate and install a microphone.
  - a) Microphones can be purchased online or in a store. A good microphone can be purchased for less than \$10.00 (in most cases even less than \$6.00)



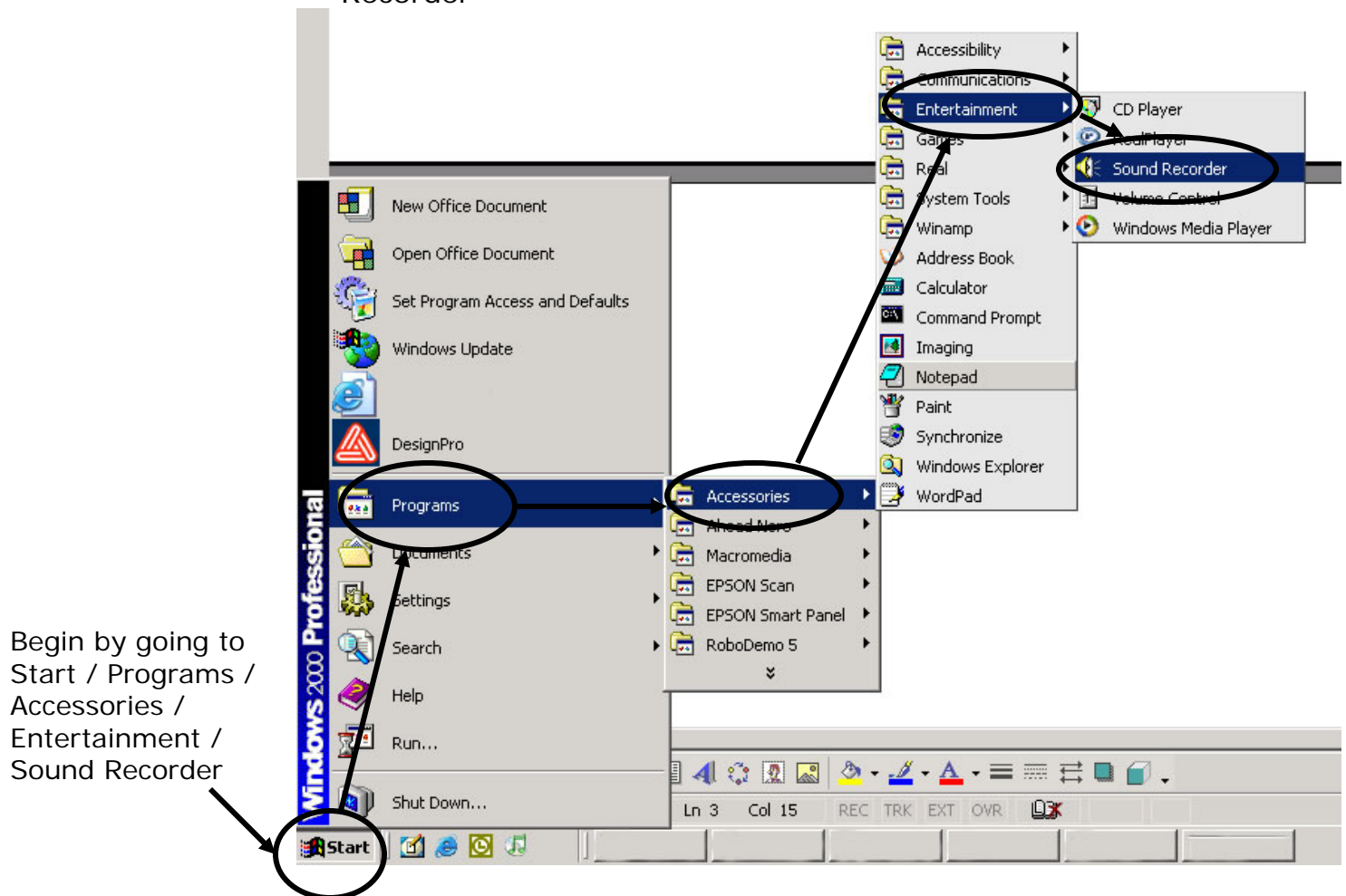
- b) Once you have purchased a microphone you need to plug it into the back of your PC (if you are using a Mac the process may vary)

Locate the appropriate place to plug in your Microphone – most computers have a picture label of a microphone to help you determine the appropriate place.

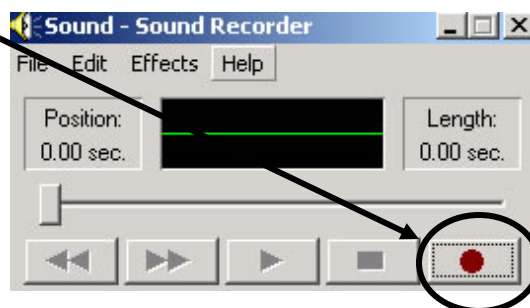


Step 2: Record a .wav File:

1. Locate the 'Sound Recorder' in Microsoft Operating System
  - a. Go to Start/Programs/Accessories/Entertainment/Sound Recorder



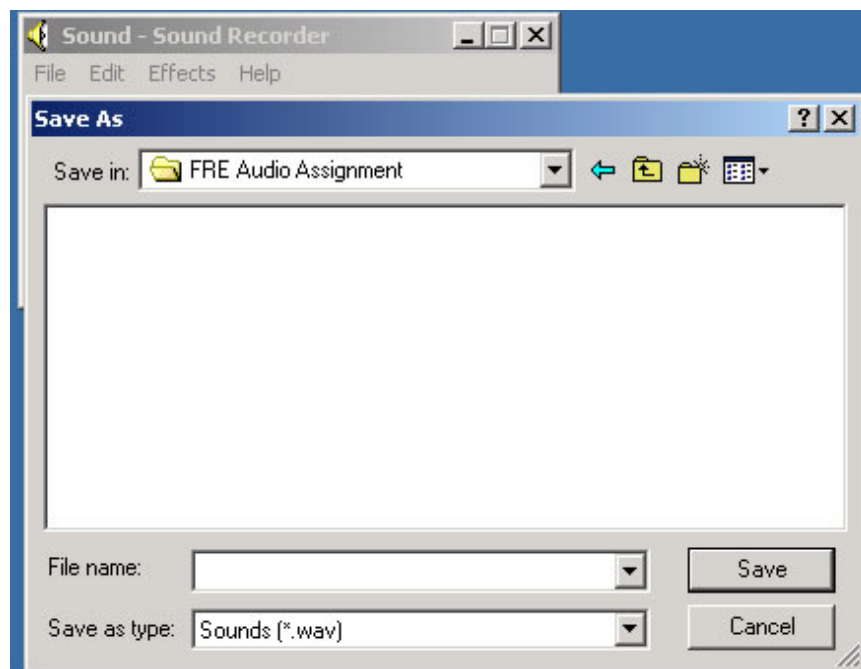
2. Record your oral assignment by clicking on the red record button and speak into your microphone. \*



- \*If you are unable to record, scroll down to the end of this document for instructions on testing your microphone.
3. Once you have successfully recorded your oral assignment:
    - a. save the assignment by clicking on File/Save



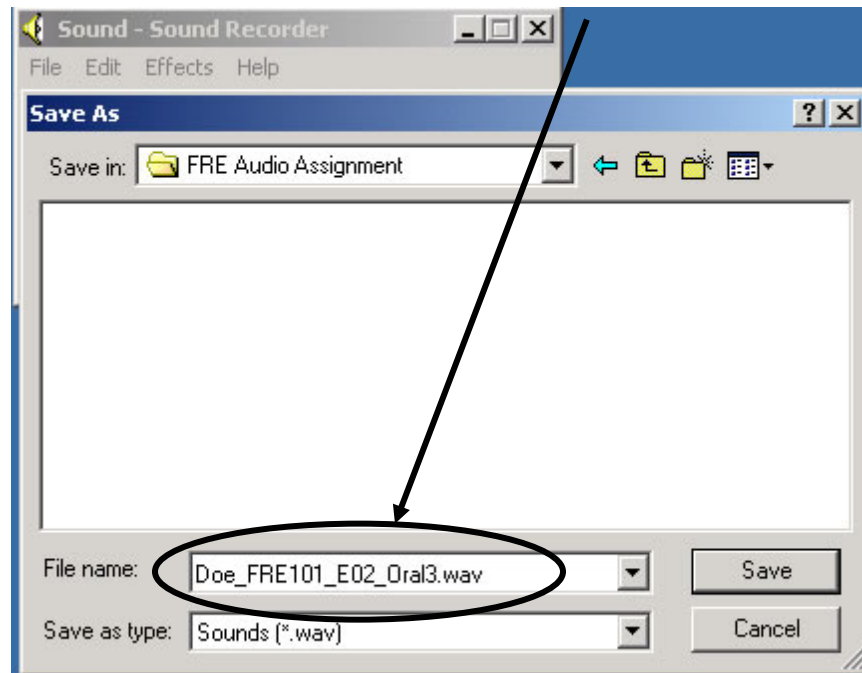
- b. Locate the folder you are saving your assignment in



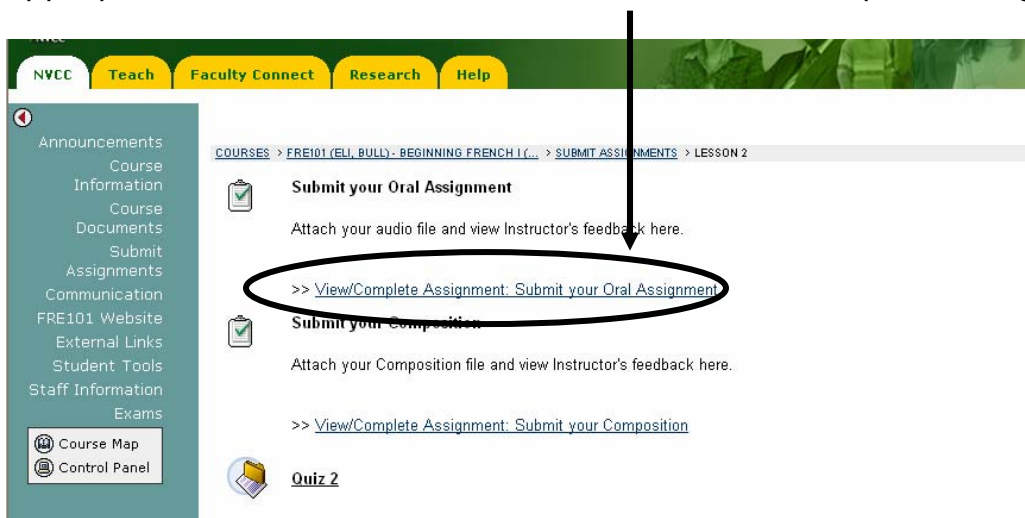
- c. Save your assignment (.wav file) using the following format:

LastName\_Course#\_Section#\_Assignment#.wav

Example: Doe\_FRE101\_E02\_Oral3.wav



Step 3: Submit your assignment to your instructor by going to blackboard. Click on the SUBMIT ASSIGNMENT link, then go to the appropriate folder for that lesson. Click on View/Complete Assignment

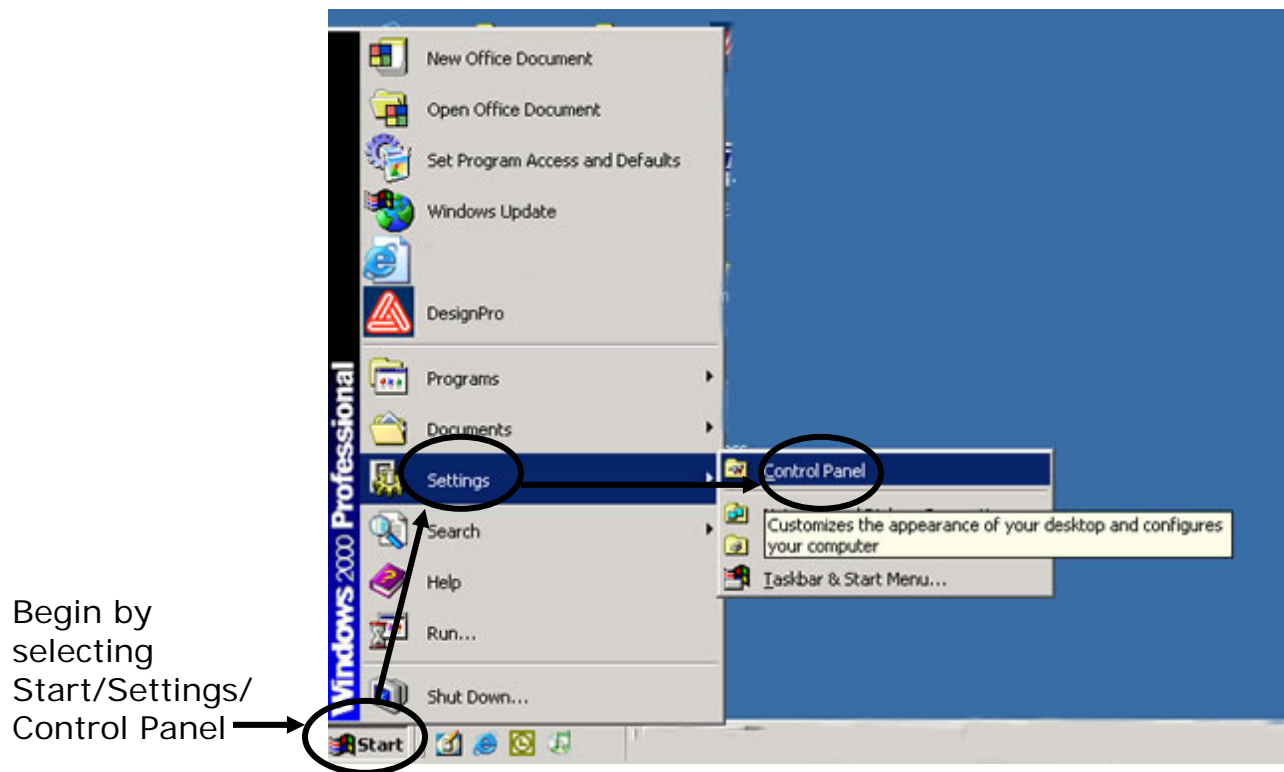


Step 4: Put your name in the Comment Box. Click on browse. Select your audio file. Click open. Click Submit button.

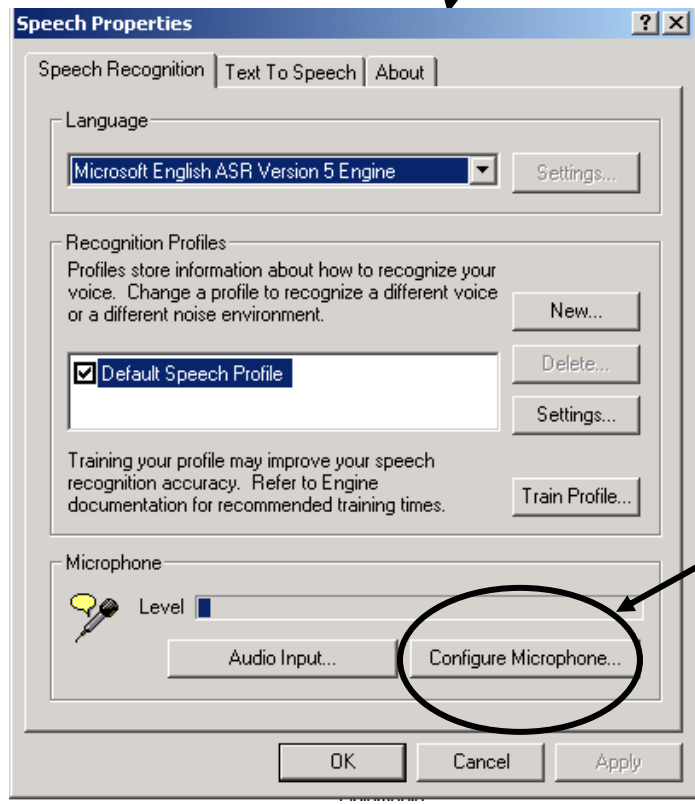
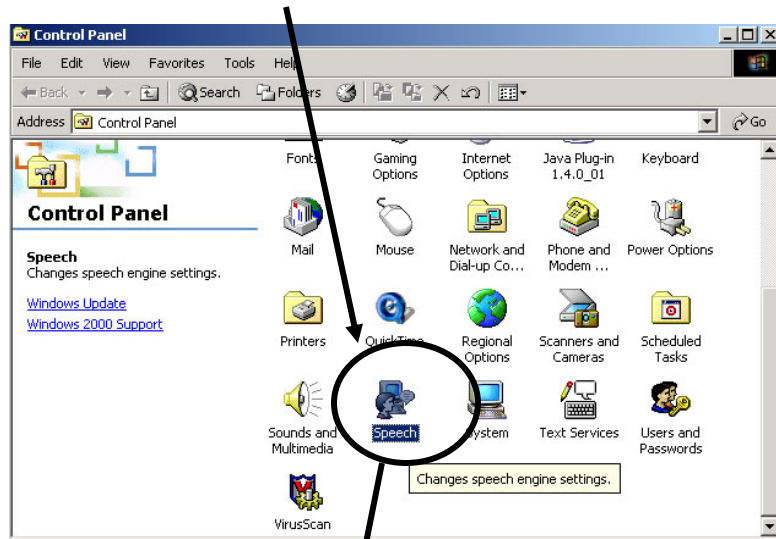
The image shows a web-based assignment submission interface with three main sections:

- 1 Assignment Information**
  - Name** Submit your Oral Assignment
  - Instructions** Attach your audio file and view Instructor's feedback here.
- 2 Assignment Materials**
  - Comments**: A text input area with a callout box: "1. Type your name in the comments box".
  - File To Attach**: A file input field with a "Browse..." button circled in black. A callout box: "2 Use Browse button to locate your audio file, and open it. It should appear in the File to attach box next to the Browse button." points to the button.
  - Currently Attached Files:** An empty area.
- 3 Submit**
  - Text: "Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes."
  - Buttons: "Cancel", "Save", and "Submit". The "Submit" button is circled in black, with a callout box: "3. Click Submit" pointing to it.

\*If you are unable to record, sound test your microphone Start by going to: Start/Control Panel/Speech



1. Under the Speech dialog box you will see a button marked 'Configure Microphone'. Click on the tab and follow the step by step instructions on how to configure your microphone.



Click Configure Microphone...and follow directions.