

# Recording Audio Conversations

To accomplish this project, you will need to record audio files. There are a variety of ways to accomplish this and below are the two most common methods. Remember that all recordings can be no longer than 3 minutes in length.

## Recording Audio On a Computer

Audacity is available on the machines in the LRC in Hong or via a free download at: <http://audacity.sourceforge.net>



### Step 1: Open Audacity

Open the Audacity program (either on the Mac desktop or the PCs under Start > Programs).

### Step 2: Record Audio

Connect a microphone and press the RECORD (red circle) button.

Record your voice, and then press the STOP (square) button. You can listen to your recording by pressing the PLAY (green arrow) button.



### Step 3: Export MP3 File

Export your recorded file in the MP3 format (File > Export to MP3). Name your file with your last name(s) and save to the desktop (i.e. Smith\_Rivera\_Conv1.mp3).

## Recording Audio On a Smartphone

Most smartphones today have the ability to record a voice memo. Simply use your smartphone's default recording app (Voice Memos on an iPhone for example).

### Step 1: Open Recording App

Open the default voice recording software (sometimes found under Utilities).

### Step 2: Record Audio

Press the record button to begin your recording. Stop recording once finished and save the file if prompted. You should be able to easily play the recording when finished.

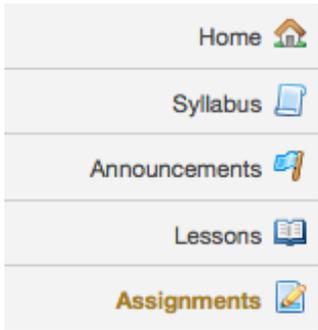
### Step 3: Email File to Yourself

Once recorded, you will be able to email the file to yourself for later submission.



# Submitting the Assignment

Regardless of whether you recorded your file on a computer or via a smartphone, you are now ready to begin the process of submitting your file for grading.

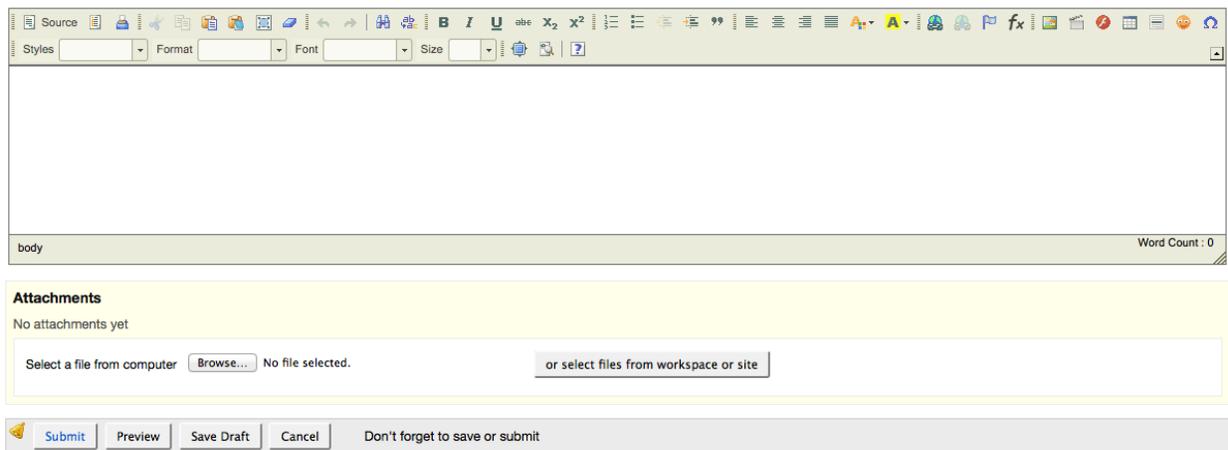


## Step 1: Click on Assignments

You will submit your file to your instructor via your Sakai course. From the left-hand menu, click on the “Assignments” link.

## Step 2: Add An Attachment

Next, you will choose a file to upload to the assignment. Note that if you recorded using a smartphone above, you will need to download that file to a computer before completing this step. Make sure to name your file with your last name(s) (i.e. Smith\_Rivera\_Conv1). Simply click on “Browse” from within the Attachments section to find your file on the desktop.



## Step 3: Submit Your Assignment

Once you’ve attached your file, don’t forget to click on the “Submit” button.



Congratulations! You’ve just completed this project!

Need help? Stop by the LRC in Hong, call x8330, or email [lrc@plu.edu](mailto:lrc@plu.edu)!