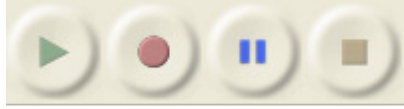


## RECORDING

1. Open Audacity.



2. To start recording, press the red record button. Press stop when finished recording.



Play   Record   Pause   Stop

NOTE: It is a good idea to record a short test to ensure that the microphone and headphones are working properly.

Also, you may press pause if you need to stop recording for a moment. To resume recording, simply press the record button again. However, you must press STOP in order to save the recording.

3. In order to save, click File > Export as MP3.
4. Give the document a name and save it to the desktop.
5. If asked to locate 'lame' file, browse the desktop. (This should only be an issue on the Windows operating system.)



## UPLOADING

1. Sign into your Blackboard account.
2. Click on the class for which you are recording your assignment. Go to tools in the menu on the left and open iTunesU.
3. Scroll to the bottom of the screen and click on the name of your course.
4. Click the 'Upload and Manage Files' button at the top right of the program.
5. Browse for your file (which you saved on the desktop) and submit. Wait until the file has completely downloaded and click the 'Done' button.

If the uploading process does not work, you may want to email the file to yourself and attempt to upload the file to iTunesU on a different computer, or use a flash drive (USB drive) to transfer the file to another computer if the internet is not working properly. If you have any other questions or problems, please ask one of the Language Center employees wearing a name tag.