

The Steps of Recording Audio

This is a multi-step process that has a very engaging and motivating outcome! You need a program to make recordings, an mp3 encoder and a microphone. In the district, a microphone is available for check out from your media center.



Step 1 – Install Audacity

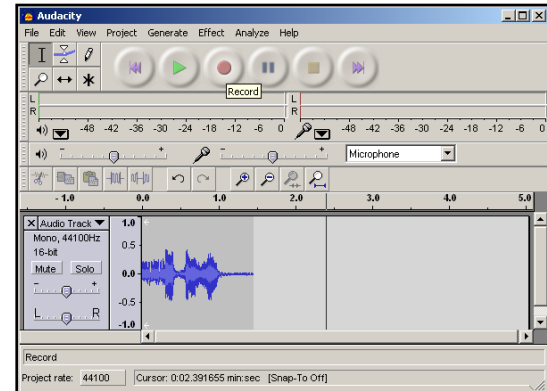
1. Open the Application Explorer folder on your computer desktop.
2. Select All.
3. Double click Audacity and let it install.



Step 2 – Record the audio


Open Audacity (Start, Programs, Audacity) and make your recording.

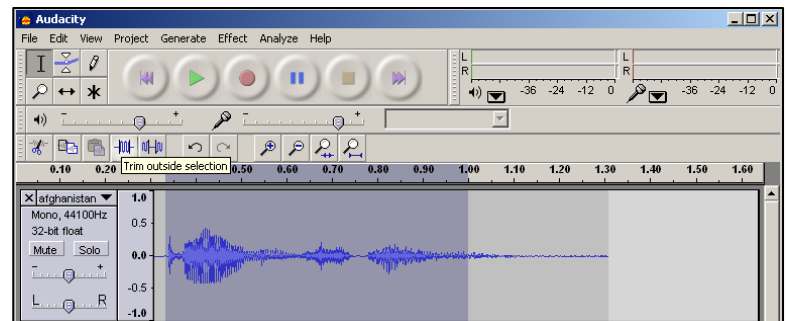
1. Click the record button,  speak into the microphone, and then click the stop button when you're finished with your audio. 



Step 3 – Edit the audio

Next you need to determine the audio section to be included in the final recording. (For example, there might be dead noise or static before you started talking that is not wanted for the final audio.)

1. Click the play button to listen to the recorded audio.
2. Then click and drag in the audio track over the waveform, selecting the portion of the audio for your final recording. *Hint: Use the waveform display to visually see where the talking begins, pauses and ends.*
3. Once the desired section is selected, use the trim away tool to trim the selection. 

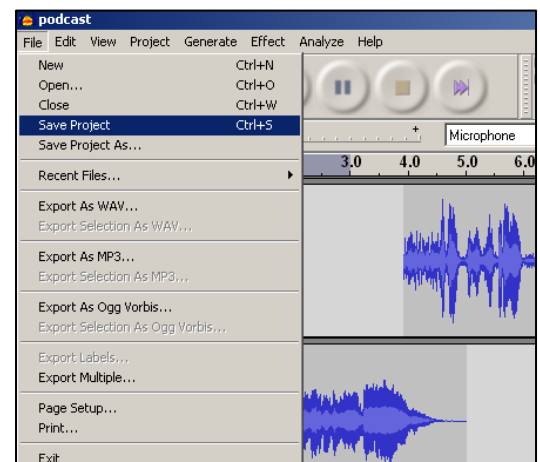


Step 4 – Save the audio

There are TWO ways to save. One will allow you to edit the audio while the second finalizes the audio.

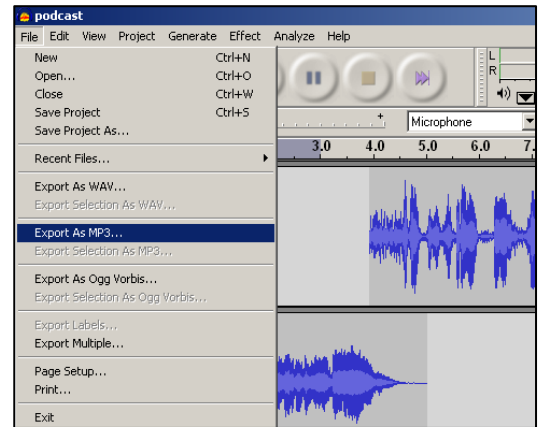
Saving the audio as a project allows you to edit it again. Go to File, Save Project. Name the audio, determine where you want it saved, and save it.

- Saving in this manner will allow you to add additional sections, audio or edit again.



Once you have everything completed, you will want to export the final product as an mp3. The first time you export, you will need to point to the lame_enc.dll file.

1. Go to File, Export as MP3.
2. The first time you export, you'll need to find the lame_enc.dll encoder file. This file is located at My Computer, Vol2 on Center3, Drivers folder, Audacity folder. You'll see the lame_enc.dll located here. Select it and click OK.
3. There will be an Edit the ID3 tags for the MP3 file window that opens. I just click OK without putting any information in the boxes.
4. Your finalized audio will now be saved.



What do you do once you have the audio recorded and saved?

1. The audio is now an mp3 file that can be saved to a disk or your H drive to play later.
2. The audio is in a format that can be emailed or shared with others.
3. Potentially, you or the students would be able to download and play the mp3 file on an mp3 player.
4. You can also embed the audio into tech projects – PowerPoint or Notebook.
5. The audio can be saved to your public_html folder and linked to your website. Likewise it can be uploaded to Moodle. Both allow easy access for students.

Ideas:

- * Voice over for almost any technology project – embed in PowerPoint, Notebook, video software
- * Recording stories/books for students to listen to
- * Student explanations of vocabulary, steps in process
- * Class podcasts
- * Self-checking of site words, locations, other answers
- * Following oral direction
- * Voice over for virtual field trips (museums, distant locations)

Extension:

- * Recording of “expert” (scientist, tour guide, teacher) explanation of a problem, solution, situation, justification, etc, through an mp3 device.