

How to make an audio recording with Quicktime

Note: The following instructions should work with the IMac computers located in the Language Resource Center and in other labs on campus.

Steps:

1. Recording the audio file
2. Uploading the movie to blackboard (if required)
3. Changing the sound input (if needed)

1. Recording the movie



From the menu bar at the bottom of the screen, click on the “audio & video” icon and double click Quicktime Player from either the “audio” or “video” folders in the folder view.



From the File menu, choose “New Audio Recording”. The recording tool will appear.



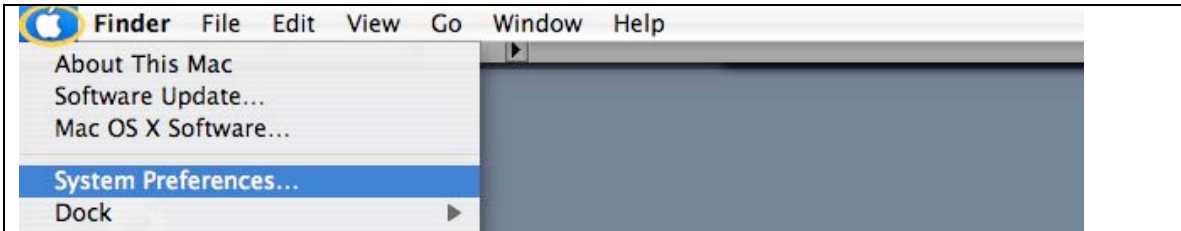
When you speak, the green level indicator should be moving. If it is not, most probably, the sound input needs to be changed (*see changing the sound input at the end of this document*). If it is responding, press the recording button and start recording. When done, press the same button and you will be able to listen to your recording.



The file is automatically saved on the desktop and can be renamed by clicking first on the file and then on the name. If you rename the file, do not leave any spaces in the name and rather use underscore characters and leave the “.mov” extension (ie: use “CourseA_journal_1.mov” rather than “Course A journal 1.mov”).

2. Changing the sound input

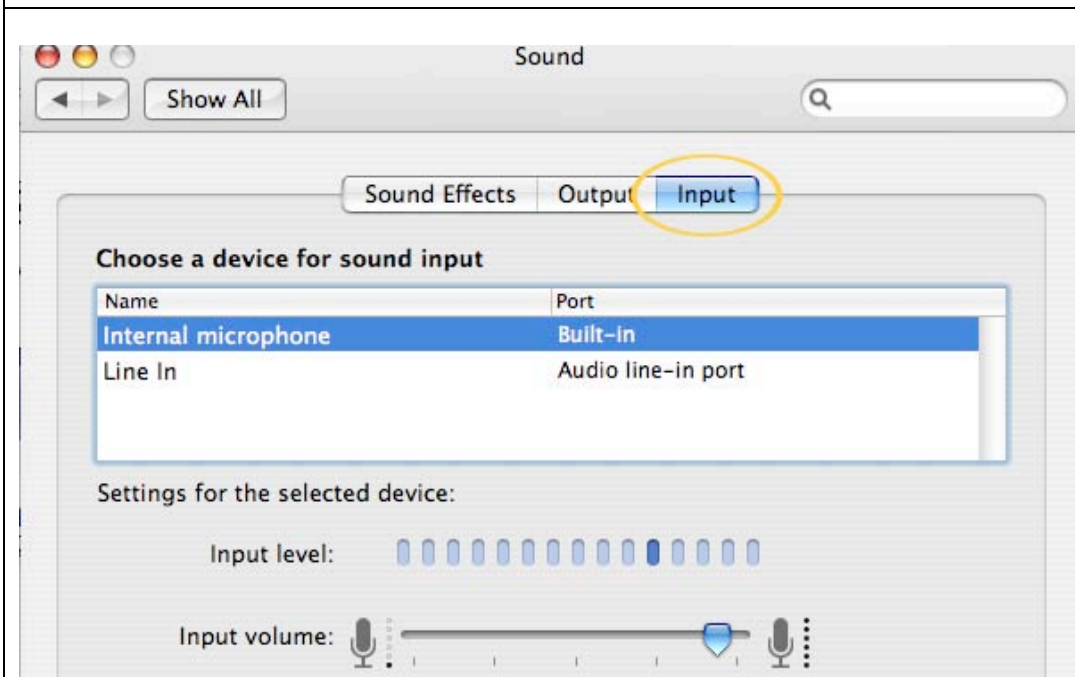
If you recorded successfully using Quicktime, go to step 3.



To change the sound input, you need to access the system preferences. Click on the apple from the top menu bar and choose “System Preferences”



From the panel, click on the “Sound” icon and you will get the following screen.



Click on the “Input” tab and click the “Internal Microphone” option. If you speak, you should see the Input level signal react. If not, make sure the Input volume is not set to zero (all the way to the left). When done, close all windows and try a new recording.

3. Uploading the audio file in a Blackboard course

In most instances, you will be asked to upload your audio file as an assignment in a Blackboard course.



Since you are using a Mac, it is advisable to use Firefox as a browser when working in Blackboard.

You can log into Blackboard via your portfolio or directly at blackboard.wesleyan.edu

A screenshot of the Blackboard 'Assignment Materials' upload form. The form has a header '2 Assignment Materials'. Below it is a 'Comments' field containing the text 'journal assignment'. Underneath is an 'Attach local file' section with a text input field containing the path 'mycomputer:desktop:audio_journal1.mov' and a 'Browse...' button circled in yellow. Below the input field is a 'Currently Attached Files:' section with an 'Add Another File' button.

After choosing “assignments” from the course menu, click on the appropriate assignment and you will be taken to the upload form. Item 2 has a “Comments” field which you can ignore. Use the “browse” button to find the file you want to upload. When you’ve found the file, click “open” and the path will show in the window next to the button.

A screenshot of the Blackboard 'Submit' form. The header is '3 Submit'. Below it is a line of text: 'Click Save to stop working and continue working later. Click Submit to finish. Click Cancel to quit without saving changes.' At the bottom right are three buttons: 'Cancel', 'Save', and 'Submit' (circled in yellow). The URL 'blackboard.wesleyan.edu' is visible at the bottom right.

You are now ready to upload the file. Click the submit button and you will get a confirmation after the file has successfully uploaded to your blackboard course.

Note: It may happen that your file does not get uploaded the first time. If this is the case, click submit again. When the file is uploaded, you will get a “success” message.

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