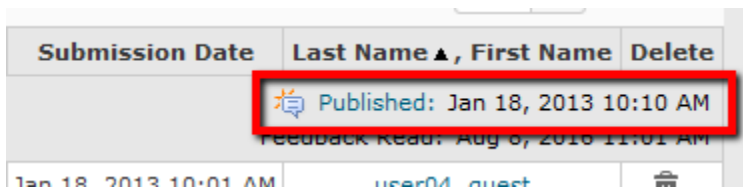


Topic: Record Audio

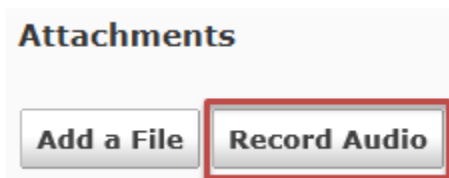
D2L Brightspace allows instructors to **Record Audio** in a variety of locations. It can be found in **Discussions**, **Assignments**, and **Announcements**. This tool may be useful when you want to record audio for an assignment, announcement, discussion, or to give students feedback on their work.

In the **Assessments** tool, click on a **Submission Folder**, then click on **Published** on the right side of the screen

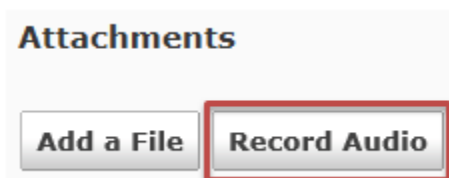


Submission Date	Last Name ▲, First Name	Delete
		Published: Jan 18, 2013 10:10 AM
		Feedback Read: Aug 8, 2018 11:01 AM
Jan 18, 2013 10:01 AM	user04 guest	

On the right side of the screen, scroll down and below **Feedback** is the **Record Audio** button.



In the **Announcements** tool, the **Record Audio** button is found under **Attachments > Record Audio**. (Scroll down from New Announcement.)



In the **Discussions** tool, click the **Add Attachments** link when starting a new thread. Then click **Record Audio** just below.

An Adobe Flash Player Settings window will pop-up and you want to click **Allow** and then **Close**.

NOTE: You may need to click "flash settings" to enable audio recording and to choose an input device. If you are unable to access flash settings, you may need to update your flash software through the Adobe website.



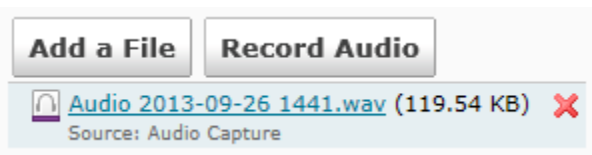
After the pop-up closes, you can begin recording by pressing the **Record** button (red circle).

- Clicking the record button is also how you stop the recording. You are allowed up to one minute of recording time.



Once you have finished recording, you can play the recording to ensure it is correct. If you need to re-record, click record after pausing playback, and record over the audio previously recorded after that point in playback.

When done, click the **Add** button at the bottom of the window. The recording will then show up as an attachment.



NOTE: Before using this feature, make sure you know your students and do not provide auditory feedback for students with hearing issues.

For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.