

Topic: Record Audio

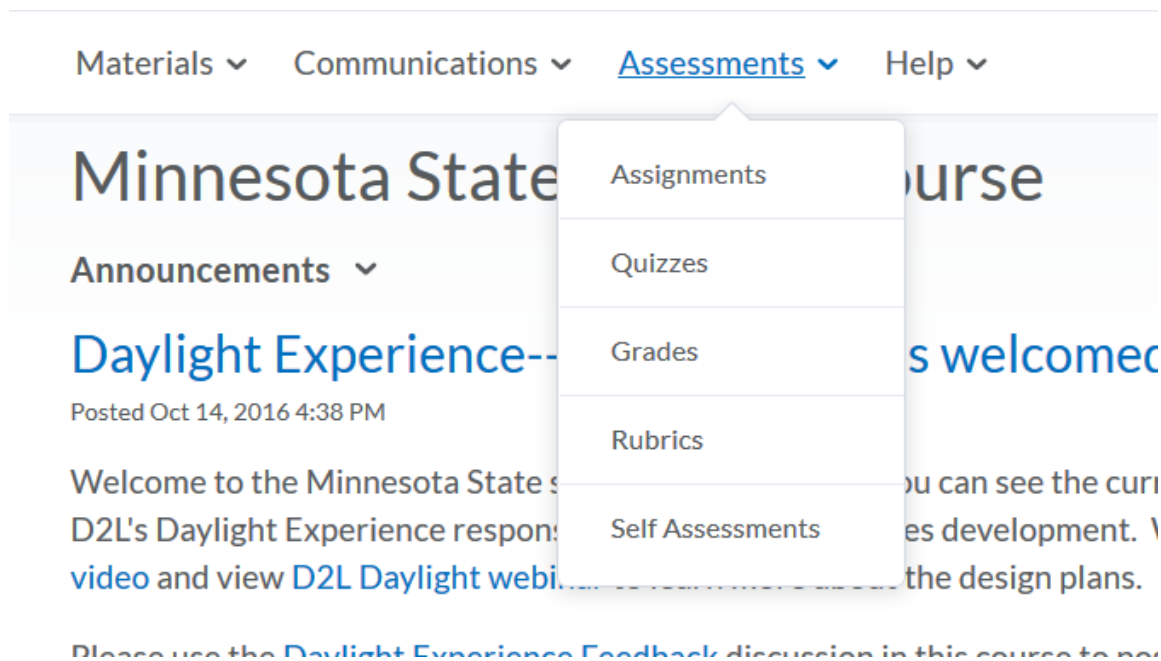
You can record up to a five minute audio message in D2L Brightspace in two locations: when submitting to Assignments and while composing a Discussion post.

You can add a file to the Assignment and, if you wish, record an audio message to your instructor regarding the assignment. For some assignments, your instructor may have you only submit an audio file without an attached file. You can use the Record Audio feature to supplement a discussion assignment.

The first steps for creating an audio recording are slightly different depending on which tool you are using in D2L Brightspace.

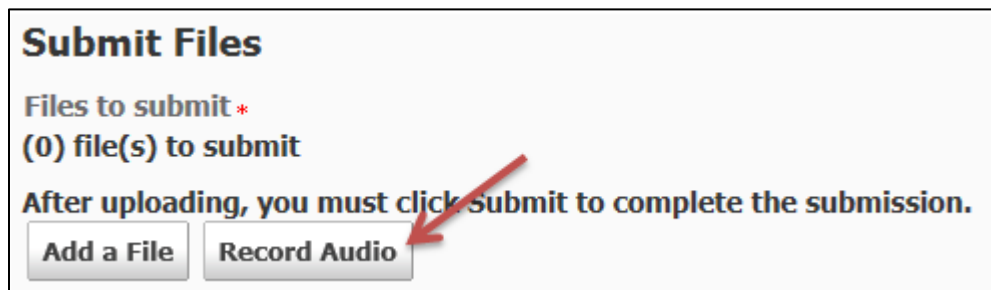
Begin an Audio Recording in an Assignment

1. Go to **Assessments + Assignments**.



2. Open the selected Assignment folder.

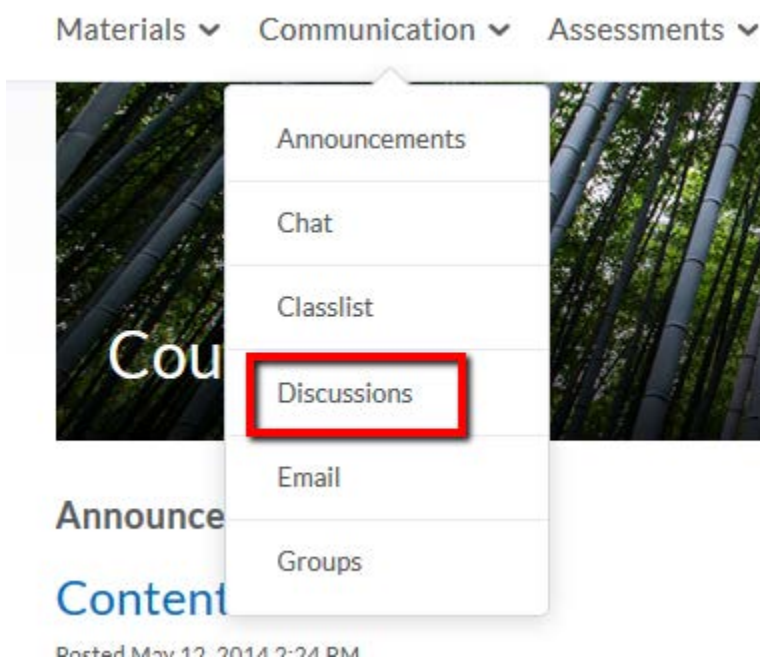
The **Record Audio** button is located under the Submit Files heading.



3. Click **Record Audio** to open the Record an Audio File window.
4. Go to the next section titled [Creating Your Audio Recording](#).

Begin an Audio Recording in Discussions

1. Go to **Communication + Discussions**.



2. Open the discussion forum that you wish to use.
3. From within a new thread or a response to another's discussion post, click the **Add Attachments** link to display the Record Audio button.



4. Click **Record Audio** to open the Record an Audio File window.



5. Go to the next section titled [Creating Your Audio Recording](#).

Creating Your Audio Recording

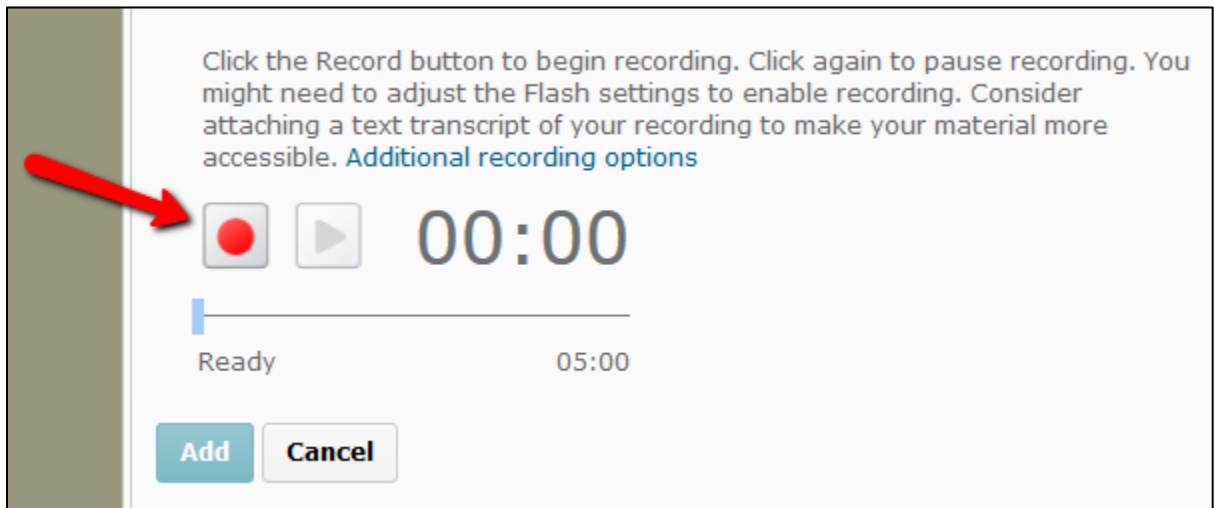
After clicking the **Record Audio** button, an Adobe Flash Player Settings pop-up window may appear. If it does not appear, go to Step 2 below.



1. If the Adobe Flash Player Settings pop-up displays, complete the following steps:
 - Select **Allow**.
 - Select the **Remember** check box.
 - Click [**Close**] to give your permission to record the audio.
 - Go to Step 2.

Note: Once you complete the steps above, the Adobe Flash Player Settings pop-up should not appear again when recording audio for Assignment submissions or Discussions.

2. Click the red **Record** button to start recording your audio.



The message "Recording..." will appear as you are recording your audio file. The current length of the audio displays to the right. It will count up to 05:00 minutes, which is the maximum length of the audio recording.

3. Click the red **Record** button to stop your recording.



4. When you are done recording, you can listen to it by clicking the play button.



If you are unhappy with your recording, click **Clear** to delete it and try again.

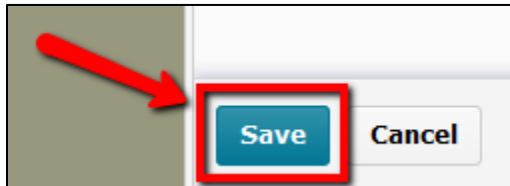


5. If you are okay with your recording, click the following button to save it:

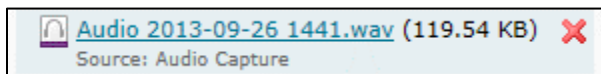
- **Add** button if submitting to an Assignment folder.



- **Save** button if saving to a Discussion.



Once you successfully submit your recording it will be listed below the **Record Audio** button.



If you are unhappy with your recording, click the red X to the right of it to delete it. You can then create another recording till you are happy with it.

6. Upload your file to the assignment or add your text to the discussion post, if necessary.

7. If you are ready to submit your assignment, click the following button:

- **Submit** button if submitting to an Assignment folder



- **Post** button if submitting to a Discussion.




Playing your Audio Submissions

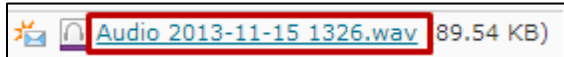
When you submit an audio recording, your recording will be submitted with the file(s) you added to the Assignment folder or saved to your discussion post or reply.

To listen to submission recordings in Assignments:

1. Go to the Assignment where you have submitted an audio file and click the number in the Submissions column.

Folder	Score	Submissions
Concert Field Trip		
Group 1: Concert Field Trip group project 	- / 25	 1

2. On the Submission History page, click on the audio file to play it or download to your device.



For More Information

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