

How to Create an Audio Recording In Moodle



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This guide explains how to create an audio (voice) recording using the audio button in the Moodle text editor.

WHAT YOU WILL NEED

- A computer with an Internet connection
- A set of headphones with a built-in microphone or an external microphone plugged in to the computer.

It is recommended that the computer's internal microphone be avoided. This can introduce background noise and sounds from within the computer into the recording and cause distortion or poor sound quality for the listener.

If, for any reason you are unable to use the internal audio recording function in Moodle to create your voice recording, you may be able to create the audio file using an alternative application and upload it to the activity in Moodle if the file upload function has been enabled for the activity in the site. You will need to save the file as an **mp3 file** to maintain consistency with the rest of the class.

ALWAYS START WITH A PRACTICE RECORDING

The audio recording button in Moodle is designed for short recordings of **less than 5 minutes**. Longer recordings may be cut short or interrupted.

This guide will assist you with using the audio recording function, but due to the variations in browsers and versions and the way browsers and applications manage plug-ins, this guide cannot address every scenario. It is **strongly** recommended that you **always start with a practice walk through** of the instructions from start to finish to identify and resolve any issues, and to avoid losing your work.

You can use voice recording anywhere that the Moodle text editor appears with a microphone (audio) button. Where the audio button is not visible in the text editor, voice recording is not available.

HOW TO CREATE AN AUDIO (VOICE) RECORDING

1. In the text box, click the **Toolbar Toggle** button to show the full toolbar.

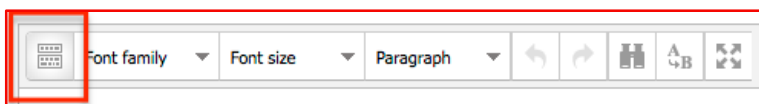


Figure 1: Toggle Toolbar button

2. Click the **audio** button.

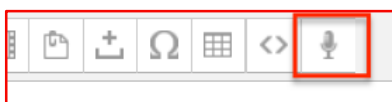


Figure 2: Audio button in toolbar

3. The **Create media file** window will pop up.

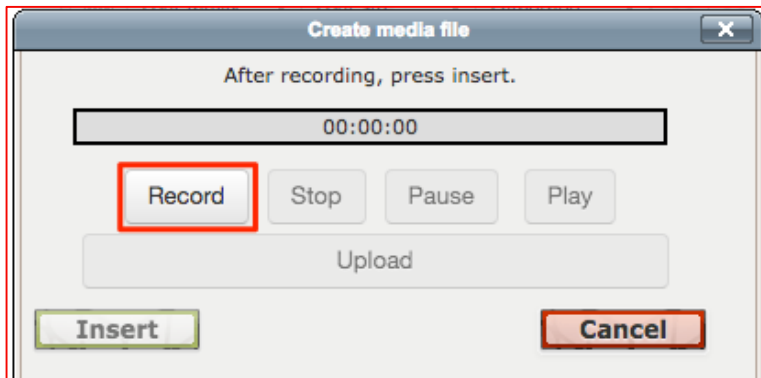


Figure 3: Recording controls

4. Click on the **Record** button.
5. Wait two seconds before speaking.

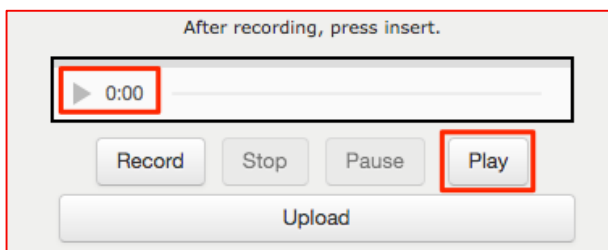


Figure 4: Audio Recording Controls

6. When you have finished speaking, wait 2 seconds and then click the **Stop** button. When you click the **Stop button**, the recorder will convert the recording to an **audio file**.
7. To check that the recording has worked, click the **Play** button and listen.
8. When you are sure the file has converted to audio, click the **Upload** button. You must **click the Insert** button to load the file into the text editor. **If you miss this step, the file will not load and you will have to start the recording again.**

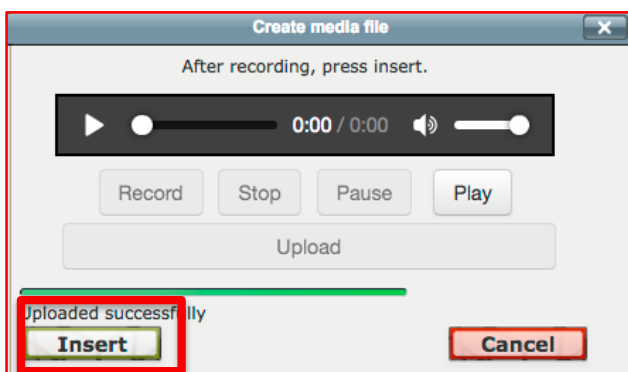


Figure 5: The Insert button loads the audio file into the text editor.

Your audio file should appear in the text box as a filename with a .mp3 file extension. This indicates that the recording was successfully converted and uploaded.

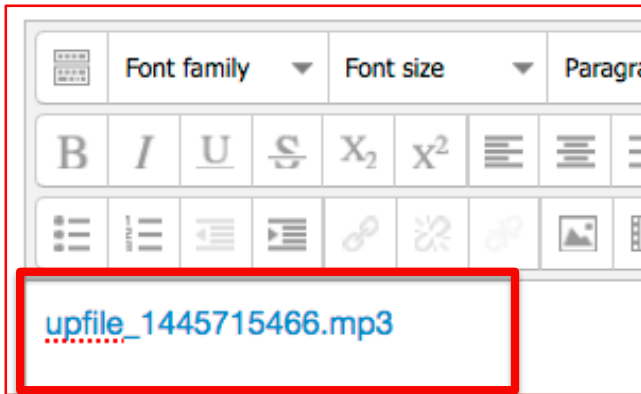


Figure 6: Audio recording appears in the text box

9. You must scroll to the bottom of the page below the editing area to **save your work**. If you don't click the **Save (or Post, or Submit) button**, your work will not be saved and you must start the entire recording process again.
10. Moodle displays the recording as an audio player bar after you have saved the page.
11. Click **play** to review the recording.

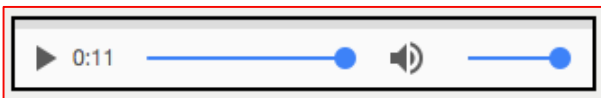


Figure 7: Audio Play Bar and Play Button

ACCESSIBILITY

For users who have a mobility impairment which prevents them from using a mouse or who are using a screen reader, an alternative needs to be provided, for example a written transcript of the audio content should be made available. For additional information and support, contact [DLO Support](http://www.uow.edu.au/student/services/ds/dlo/index.html) - (<http://www.uow.edu.au/student/services/ds/dlo/index.html>).

TROUBLESHOOTING

[General IT support information for staff and students](http://www.uow.edu.au/its/accounts-access/support/index.html)

(<http://www.uow.edu.au/its/accounts-access/support/index.html>)

[Adobe Support – Flash Player Help](https://helpx.adobe.com/flash-player.html)

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