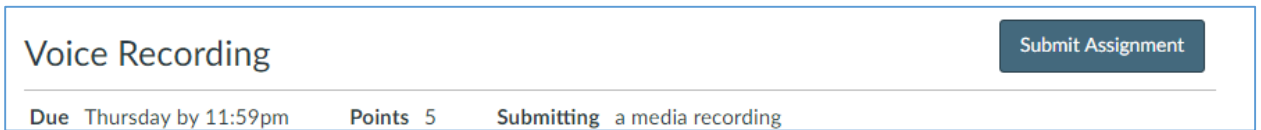



## How to Submit an Audio Recording Assignment?

1. Go to Assignment and click on the specific assignment. You would see the following. Click the "Submit Assignment" button.





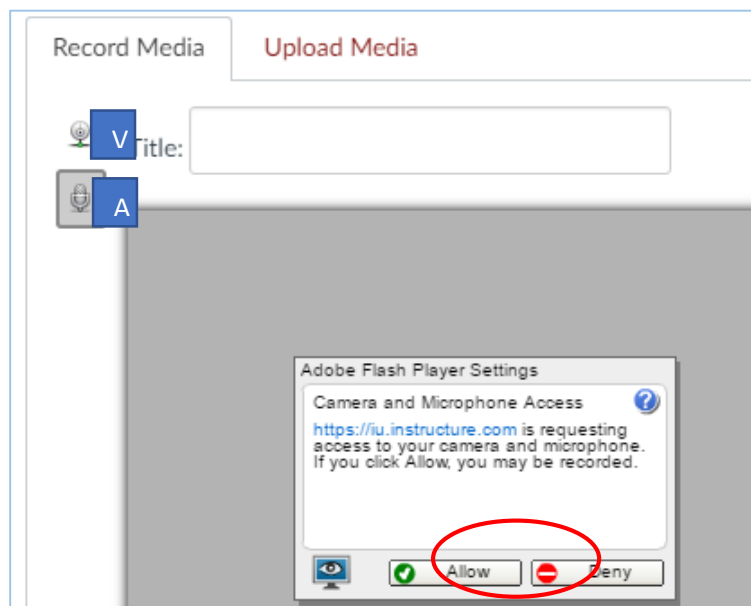
2. Read the instruction and rubric for the assignment carefully before you record.


3. Click the  **Record / Upload Media** button

4. Record or Upload audio

- a. To Record:

- i. To record audio, click the icon next to . ( is for video recording)



- ii. Click the "Allow" Button to allow Flash Player to record.
  - iii. Click on the Red round button to record  and click the white square button to stop recording.
  - iv. Your recording will be played to you once you stop recording. If you are not happy with your recording, click on the round red button to record again. Otherwise click the "save" button. (Once you save it, you won't be able to listen to it)
- b. To Upload a recorded file: select the "upload media" tab and click on "Select Audio File" to browse the file your recorded.
5. (Optional) If you have a note for your instructor about your submission, you can add it in the "Comment" area
  6. Click the "Submit Assignment" button.