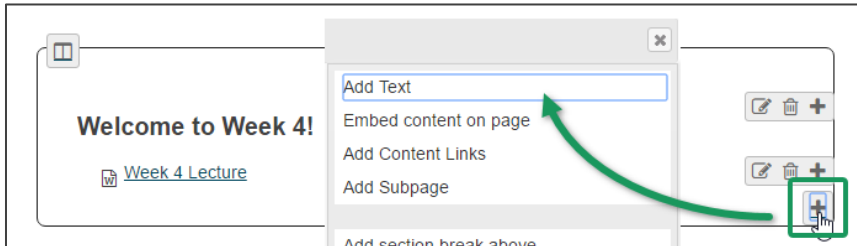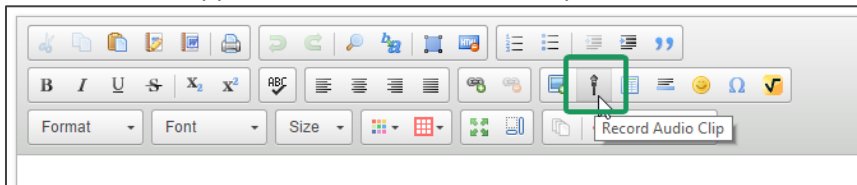# Using Sakai's Record Audio Clip Tool

Sakai's **Record Audio Clip** tool allows you to record audio up to three minutes in length. Recording an audio clip can be a quick way to provide feedback on an assignment, give students additional information about the week's activities, or it can be a quick way to introduce yourself at the beginning of the semester.
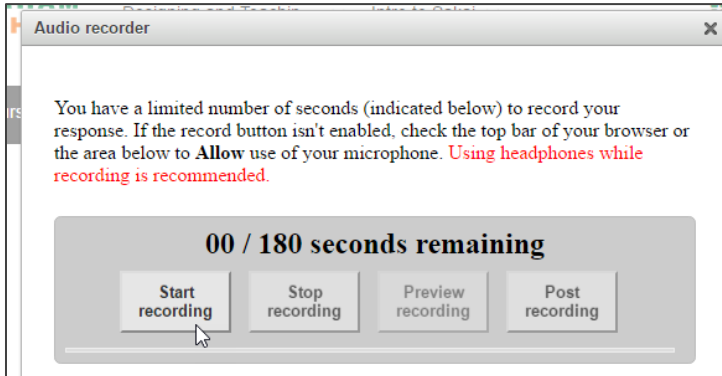
To Record with the Audio Record Clip Tool:

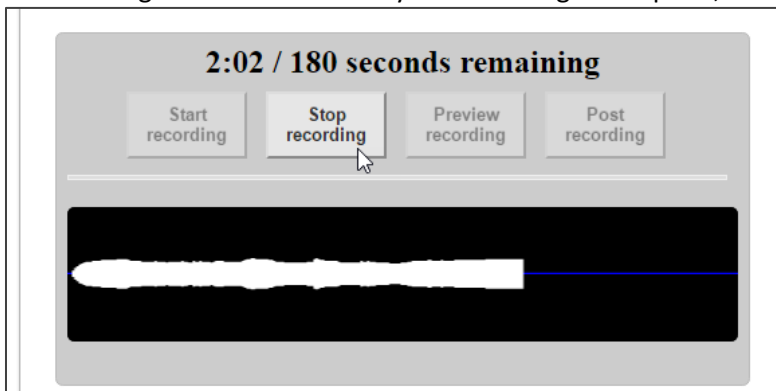1. Click the **+ button**, and select **Add Text**.

2. The text editor appears. From the editor's tool palette, click the **Record Audio Clip** button.
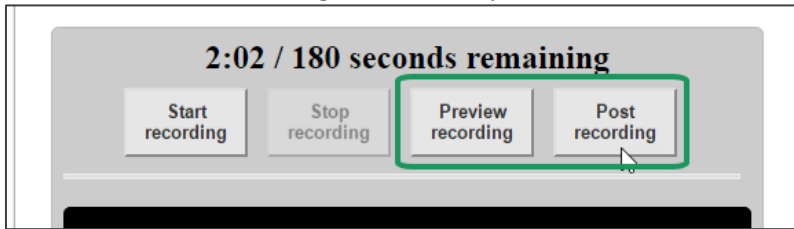

3. The Audio recorder appears. When you're ready to begin recording, click **Start recording**.

4. The tool begins to record. When your recording is complete, click **Stop recording**.
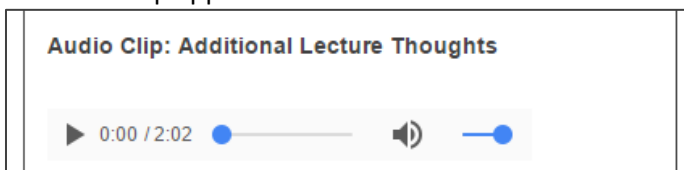
5. If you wish to preview the recording, click **Preview recording**. To upload the recording to your course, click **Post recording**. In this example, we'll click Post recording.

2:02 / 180 seconds remaining

| Start recording | Stop recording | Preview recording | Post recording |

6. The audio file appears in the text editor as **Player 1 of 2 and Player 2 of 2** (both of these files are required). If desired, type additional text in the editor. When you're done, click **Save**.
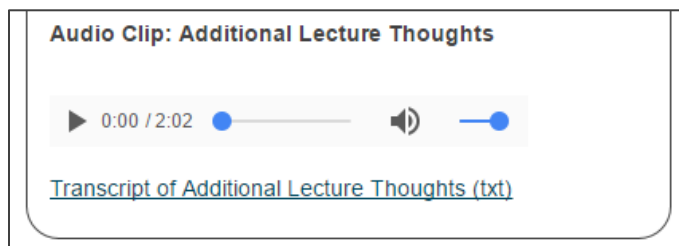
Player 1 of 2   Player 2 of 2

body h3 span   Character Count (Includes HTML for

☐ **Don't Release Item Until All Prerequisites are Completed**
Edit the groups for which this item should be shown

Save   Cancel

7. The audio clip appears.

Audio Clip: Additional Lecture Thoughts

▶ 0:00 / 2:02 ●━━━━━ 🔊 ━●━

Digital Accessibility Recommendation

To meet digital accessibility guidelines and to ensure your audio content is available to all of your students, please upload a **text transcript** to accompany your audio clips. It may be helpful to type a script before you record. This can be a useful strategy to help your audio clip remain focused, and the script can be uploaded to Sakai to serve as the audio clip's transcript.

Audio Clip: Additional Lecture Thoughts

▶ 0:00 / 2:02 ●━━━━━ 🔊 ━●━

Transcript of Additional Lecture Thoughts (txt)

Resources

- Creating a text file using Windows Notepad [http://bit.ly/text_Notepad]
- Adding a File from Resources to a Lessons page [http://bit.ly/add_resources_file]