

## Why Do This

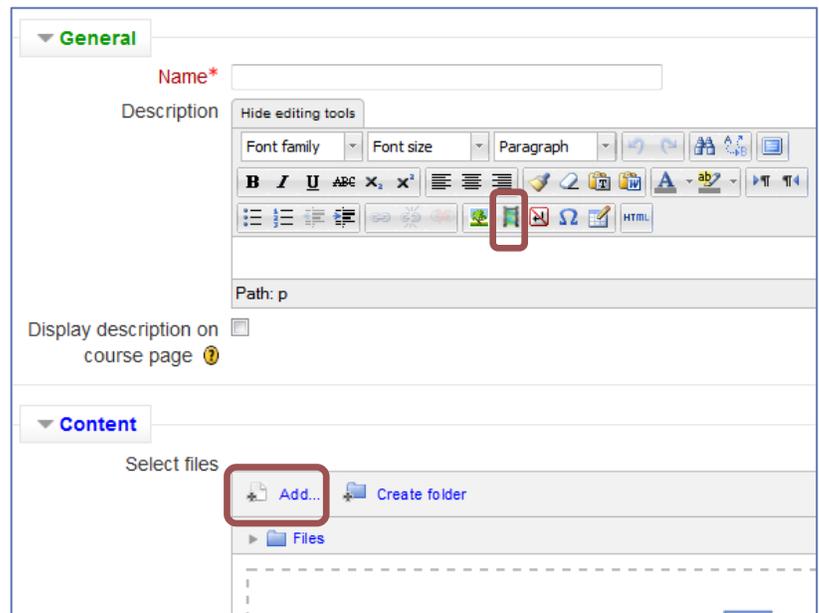
The PoodLL voice recorder, video recorder and whiteboard give you the capability to add this media anywhere you can access the file picker, including add a file, including assignment instructions, forums, wikis, pages and files. With a microphone and camera connected to your computer (not required for whiteboard), you can add voice prompts, short video instructions, sketches, musical notation, quick illustrations – the list is practically endless.

## Setup

1. If using an external microphone and/or camera, connect these to your computer before proceeding.
2. Check/ adjust your computers settings to ensure the attached devices are set as the default for recording.

## Access the file picker

3. Depending on your purpose, access the file picker from:
  - the “**Insert Moodle Media**” icon in the HTML text editor 
  - use the **Add** file function in add content areas (e.g. Files, pages)

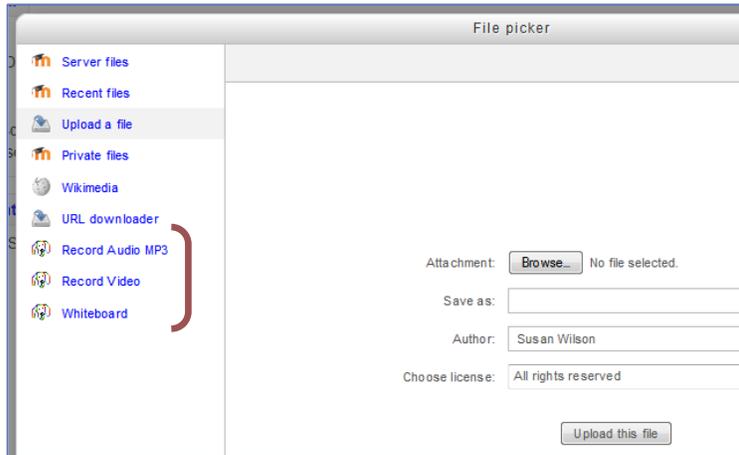


4. If accessing from the HTML text editor the Insert Moodle media window opens. Click **Find or upload a sound, video or applet...** to access the File picker.



- In the File picker window click the desired media:
  - Record audio MP
  - Record Video
  - Whiteboard

See detailed instructions for each in the following sections.

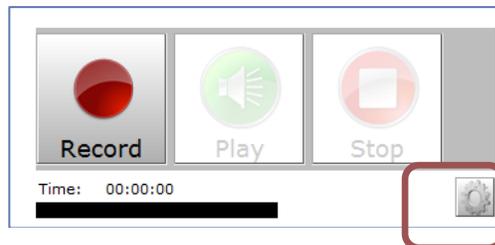


### Record Audio MP3

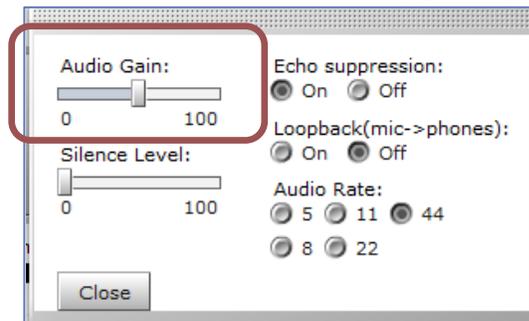
- Click **Allow** button to permit Cougar Courses to access your microphone.



- Click **Settings** button.



- Check **Audio Gain** is set at the midpoint. (Adjust after testing recording if necessary)
- Leave remaining settings at default.
- Click **Close** button.



- Click Red **Record** button and begin recording your message.
  - Timer will display the length of your recording.



12. Click **Stop** when done.



13. Click **Play** to review your recording.

- If satisfied, click **Next** button.

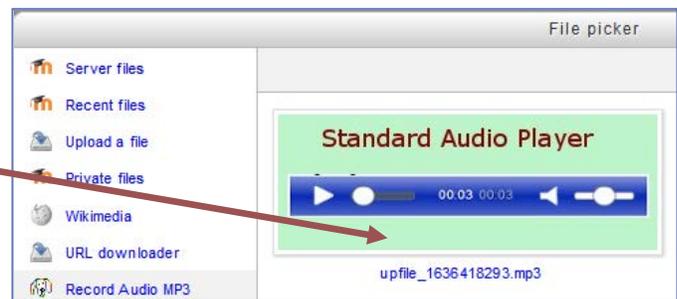
Or

- Click **Record** button to try again. Click Next when you are satisfied with your recording.



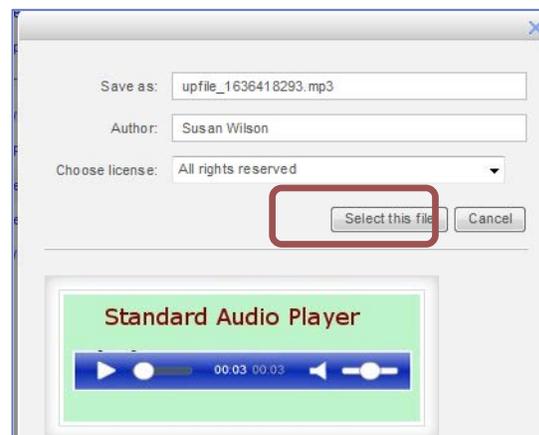
*Your recording and the Standard Audio Player will appear in the File area of the file picker.*

14. Click the file.



15. *Save as:* rename file if desired (do not delete .mp3 from the end)

16. Click **Select this file**.



*Your file will now appear.*

17. If you recorded from the HTML editor Insert Moodle media option, you will see a small Player in the preview window.



a. Click **Insert**.



18. If you recorded from the Add Content area, you will see your file in the content upload area.
19. Scroll to the bottom. Click **Save and return to course**.

