

Tips for Recording Audio

Description: Audio recordings can be linked in Moodle, then downloaded and listened to at the convenience of the audience.

Best Practices:

- Limit audio recordings to 30 minutes
- Segment lengthy topics sub-points to record separately
- Write a script for prepared content
- Determine key points; deliver them succinctly and concisely
- Extend longevity for lecture content intended for reuse by avoiding: references to current events, dates, page numbers, the weather, etc.

Examples of Use:

- Course lecture content
- Narrate Slides (e.g., PowerPoint or Keynote)
- Guest Speakers
- Interviews
- Discussions
- Weekly communication
- Summaries of forums, assignments, blog posts, wikis, etc.
- Audio contributions to assignments or forums by students

Apps:

- [Audacity](#) (File > New > Record > Export > Export as WAV)
- Audacity Tutorials: [Audacity Overview](#) | [Basic recording and editing](#) | [Linkedin-Learning - Learning Audacity](#)
- [Windows Voice Recorder](#)
- Mac Quicktime Player (File > New Audio Recording > Record > Save or Export)
- iOS smartphone: Voice Memo App
- Android smartphone: Recorder App

Microphones

- Use an external USB microphone to record on a computer, when possible
 - e.g., Blue Snowball Mic available for checkout from the BU library
 - a microphone on a headset (even earbuds) is better than the internal mic on a computer
- Use an audio recording app to record on a smartphone (e.g., Voice Memo on iOS, Recorder App on Android)
 - The microphone on a smartphone is better than the internal mic on a computer
 - a microphone on a headset (even earbuds) will improve the sound quality
 - an external mic can be purchased for a smartphone, which will improve the sound quality

Locations:

- Faculty may reserve the Voice Over Booth (ANC265) using this [calendar link](#)
- [Bethel Podcast Studio](#) (HC300A)

Recording Tips

- Drink water before recording to avoid mouth noises
- Silence all devices
- Keep microphone a few inches away from mouth
- Make sure audio quality and levels are good by recording a quick test and listening back to it through headphones

Tips for Recording From Home:

- Find a quiet room to record in
- Record during a quiet time of the day or night
- Avoid other voices, traffic noises, barking dogs, kitchen noises, etc.
- Mute phones and other devices with alarms or audible signals
- Select a room that has a significant amount of "softness" which will reduce echos. This includes items like:
 - carpeting
 - drapes
 - furniture upholstered with fabric
 - bedding
 - clothing
 - pillows

How to do it yourself:

Step One

- Write an outline or script
- Record a short segment and play it back to check the sound quality
- Record yourself
- Save your file as an .mp3, .m4a, or .wav

Step Two

- Choose Your Deployment Method - place in Moodle (audio files that are less than 50MB), or share via Google Drive (audio files greater than the 50MB Moodle file limit).
 - If uploading into your Moodle course: use the "File" resource, or link to the file in a label, page, assignment or forum
 - If sharing from Google Drive: use the URL resource, or link it in a label, page, assignment or forum. [Upload a Google Drive File to a Moodle Forum or Online Assignment](#)