

Recommendation for purchase of Mp3 recorder:

Find an Mp3 recorder that automatically records the audio as an Mp3 file to avoid any need for conversion. Current recommendations include: Sony ICD PX720

Recording a lecture using the Sony ICD PX 720:

1. The new Mp3 recorder can now detect sound from across the room and therefore placement of the recorder itself is best on the lectern, or nearby table, not too close to the lecturer or hung from their neck.
2. Press record and deliver lecture and press stop.

Download audio file to your computer

1. Install Mp3 recorder software provided upon purchase with a CD (one time only)
2. Plug Mp3 recorder into computer with USB cord provided
3. Launch software from desktop or in “Programs” folder. Audio file will automatically be downloaded from Mp3 recording device to a folder in “My documents”.

Uploading Audio File to Sakai website

For audio files less than 50 megabytes:

1. From the resources folder in your Sakai course website click on the “Add” button next to the folder you wish to upload the file to.
2. Select Upload Files from the Drop down Menu
3. Select Browse server and navigate to “My Documents” selecting the audio file.
4. Select Upload File
5. Now you may link this file anywhere on the site. Typically in course materials you will link the audio document to the appropriate weekly module for the lecture.

Audio files larger than 50 megabytes must be uploaded through a webdav folder.

1. Log into your Sakai site and click on **Resources** and then **Upload Download Multiple Resources** button located at the top of the resources page.
2. Follow instructions for setting up access to the site resources folder directly from your desktop.
3. Move the Audio file into the Webdav folder on your desktop
4. Now you may link this file anywhere on the site. Typically in course materials you will link the audio document to the appropriate weekly module for the lecture.