

Recording and Uploading Audio Files in Brightspace

1. To record audio or upload an audio file, click the **Record** drop-down button toward the bottom left of the assignment submission folder. Next, click **Record Audio**.

Oral Board: Audio File Test Submission ▾

Instructions

Familiarize yourself with the Record Audio feature, found in this submission area by selecting Add Attachments, Record, Record Audio.

Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

Upload Record Choose Existing

Record Video

Record Audio

Reflect in ePortfolio

2. Next, record audio by clicking the **New Recording** button.

Media Capture ✕

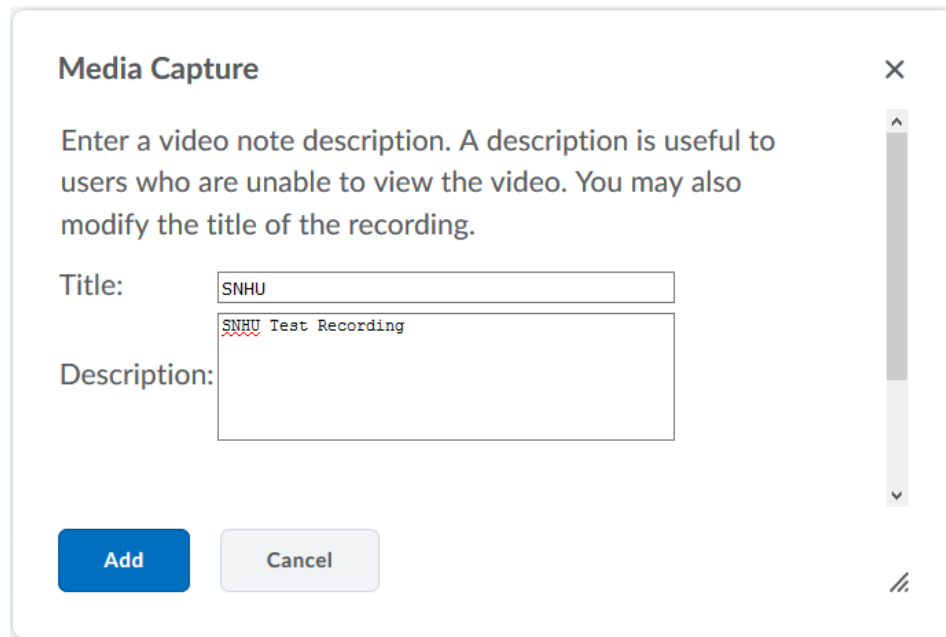
Record Audio Upload File

New Recording 00:00 / 03:00

< >

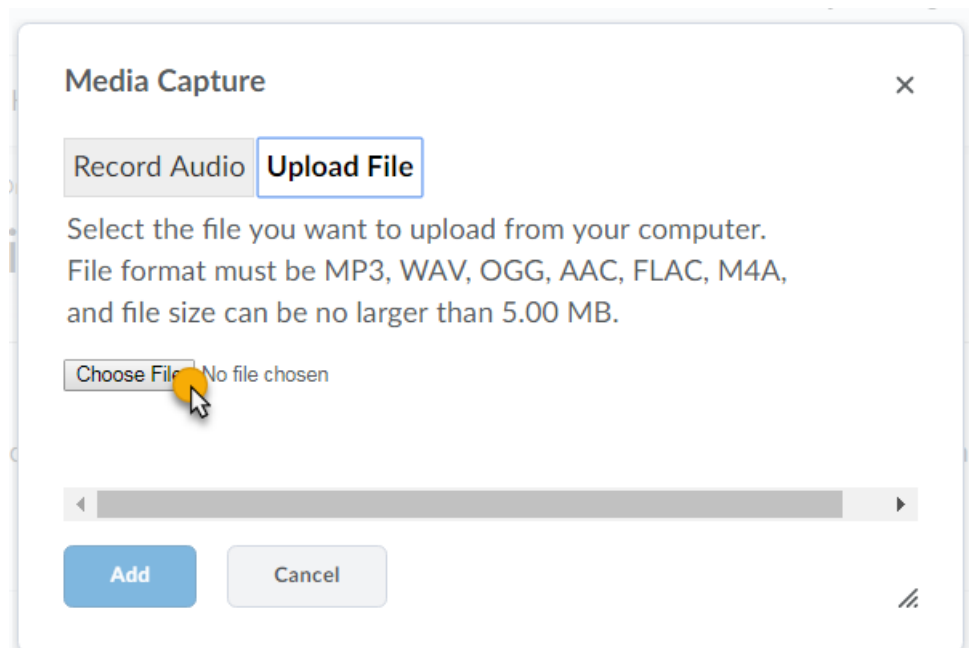
Add Cancel

- Once you have completed your recording, press **Stop Recording**. You may review your recording before submitting. Once you are ready to submit, press **Add**. The screen will prompt you to give your file a title and description. Enter your title and description, then press **Add** again.



The 'Media Capture' dialog box has a title bar with a close button (X). The main text reads: 'Enter a video note description. A description is useful to users who are unable to view the video. You may also modify the title of the recording.' Below this, there are two input fields. The 'Title:' field contains the text 'SNHU'. The 'Description:' field contains the text 'SNHU Test Recording'. At the bottom, there are two buttons: 'Add' (blue) and 'Cancel' (gray). A vertical scrollbar is on the right side of the description field.


- If you would prefer to upload your own audio file from another source (such as your mobile device) click **Upload File**, then **Choose File** to select the file you wish to upload. Be sure to add a title and description when prompted.



The 'Media Capture' dialog box has a title bar with a close button (X). At the top, there are two tabs: 'Record Audio' and 'Upload File' (which is selected and highlighted with a blue border). The main text reads: 'Select the file you want to upload from your computer. File format must be MP3, WAV, OGG, AAC, FLAC, M4A, and file size can be no larger than 5.00 MB.' Below this, there is a 'Choose File' button with a yellow cursor icon pointing at it, and the text 'No file chosen' next to it. At the bottom, there are two buttons: 'Add' (blue) and 'Cancel' (gray). A horizontal scrollbar is located above the bottom buttons.

5. Whether you recorded your file within Brightspace or with a different device, once it is uploaded, you will want to submit it by clicking the **Submit** button located underneath the “Comments” section.


Drop files here, or click below!

 Upload


Record ▼

Choose Existing



You can upload files up to a maximum of 1 GB.


 [711124_2018-6-15_1226.html](#) (502 Bytes) ✕

Comments

 ▼

B *I* ▼

  ▼

 ▼

Submit