Overview

This guide explains how to record and save audio files for World Language courses taken with Apex Learning Virtual School. Once you create an audio file, you can submit it to your instructor through the Message Center. Part 1 of this guide lists the acceptable file formats. In Part 2, several methods are shared for recording and saving your audio assignments.

To record audio, you will need a computer or laptop with a built-in microphone or a microphone that can be plugged into the appropriate jack on your device. Many headphones or earbuds have microphones integrated into them that you can use here, too. If you have a smartphone, that is another option since those usually have a pre-installed app you can use to record your voice.

> **NOTE:** If you are taking a World Language course in partnership with Middlebury, audio assignments will be completed and submitted within the Middlebury platform. Additional resources on Audio Support & Recording are available in the Help section within the ALVS platform, under System Recommendations & Troubleshooting.

Part 1. Acceptable File Formats

To ensure that your instructor can open and listen to your audio files, your audio files should be saved in one of the following formats:

- **MP3**
- **M4A**
- **WAV**

> **NOTE:** To keep file sizes small, record no more than 60 seconds at a time. If you need to record more than 60 seconds of audio, create more than one file. Maximum accepted file size is 7MB.

Part 2. Recording & Saving the Assignment

Method 1: Using a Smartphone

Using a smartphone, if available and allowed, is an easy way to record your voice.

Step 1. Open your phone's voice recording app.

Step 2. Record your audio.

Step 3. Email the recording to yourself so you can submit the file to your teacher.

Method 2: Using Default Applications on a Computer or Laptop (Windows or Mac)

If you are using a Windows device, the Windows Voice Recorder application is an easy way to record and save audio files. For Macs, QuickTime can be used for this, as well.

Step 1. Either locate your device's built-in microphone or plug your external microphone into the appropriate port on your device.

Step 2. Open the Voice Recorder (Windows) or QuickTime (Mac) application.

Step 3. Record your audio:

Voice Recorder: Click the blue **Record** button to start recording.

QuickTime: Click File > New Audio Recording. Click the Red button to start recording.

Step 4. Stop the recording and save the audio file:

> Voice Recorder: Recordings are automatically placed in Documents > Sound recordings.

> QuickTime: You choose where to save your file.

Method 3: Using Audacity (Windows, Mac, Open-Source)

Audacity is a free, easy-to-use audio recorder and editor for Windows, Mac OS X, GNU/Linux and any other operation system.
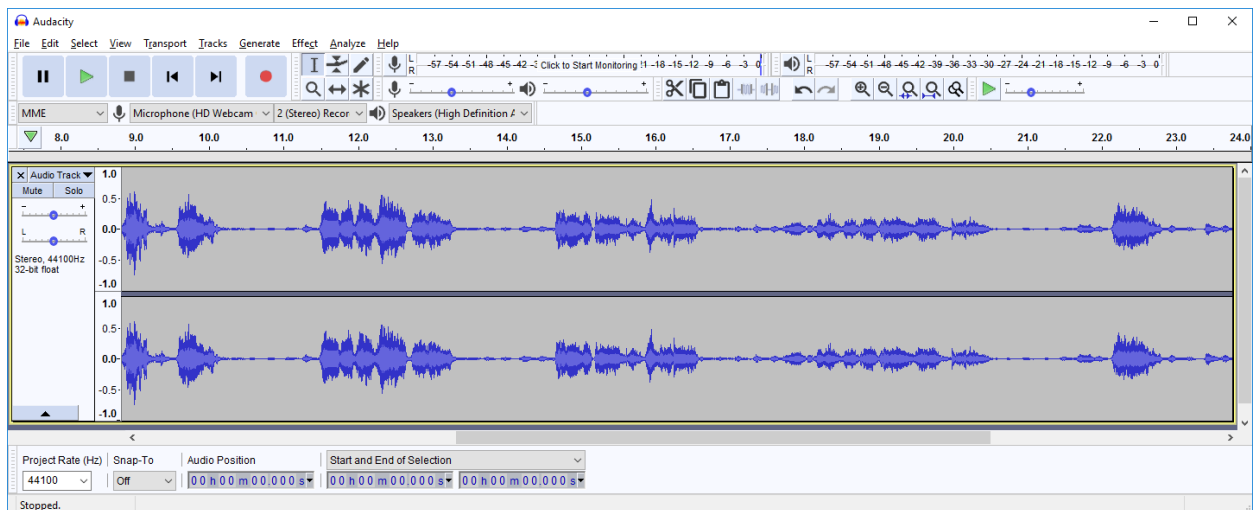
Step 1. Launch the Audacity application. (Download it here.)

Step 2. Select the correct microphone input from the dropdown list next to the microphone symbol:

**Step 3.** Click the red circle ⬤ to begin recording.

Step 4. Speak into the microphone.

Step 5. Click the gray square ⬛ to stop recording.

Step 6. Go to File > Export > Export as MP3, select a folder, type in a File name, and click Save.

Method 4: Using Vocaroo (Online voice recorder)

Vocaroo is a web-based voice recording service. It is free and does not require any account or membership to use it.

Step 1. Click 🔴 Click to Record to begin recording. You may need to allow access to your computer's microphone. Just click "Allow" when prompted to do so.

Step 2. Click ⬜ Click to Stop to stop recording.

Step 3. Click "Listen" to review your recording and click "Retry" if you would like to re-record.

Step 4. Hit "Click here to save" and then download it as an MP3 file.

Step 5. Find the saved file in your Downloads folder and move it to the folder where you keep your assignments.

> ***Questions?*** *Contact ALVS Student Services at alvs.support@apexlearning.com or 1-855-550-2547. Please allow your teacher* ***three business days*** *to submit a score for your assignment.*