Course Content – Audio – Record Audio and Share via Office 365 OneDrive

This handout will walk through creating an audio recording using the VoiceMemos app on the iPhone – which is part of the Apple ecosystem and available by default on iPhone and Mac. Once the audio file is created the file will be uploaded to OneDrive and shared inside a course. These same general steps can be done (creating an audio file, uploading to OneDrive, and sharing) with a variety of different recording applications/devices.

The following steps will utilize:

- VoiceMemos on iPhone
- OneDrive application on iPhone
- OneDrive and Blackboard on a computer browser

Part One: Creating Audio File with VoiceMemos

1. Locate and open Voice Memos on your IOS device.



- 2. Tap the red record button to begin recording.
- 3. As you record, the app displays a timer and sound waves.



- 4. Tap the red Stop button when recording is complete.
- 5. Edit the voice memo title by tapping and entering a new title.

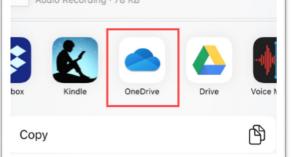
Part Two: Upload File to OneDrive (from iPhone)

- 1. Select the voice memo to upload to OneDrive.
- 2. Tap the three dots at the bottom left to open the actions menu.

Voice Memos					
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3. Tap Share and locate OneDrive

Audio Recording - 78 KB	×
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Share	Û
Audio Recording · 78 KB	×



4. Tap your OneDrive account name (college email) and then Upload to OneDrive.

Part Three: Get Link from One Drive and Share via Blackboard

Copy the File Link

- 1. Access <u>MS Office 365¹</u> using college network login credentials.
- 2. Navigate to the file to be shared.
- 3. Check the radio button next to the file that will be shared.
- 4. Select Copy Link

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Files									
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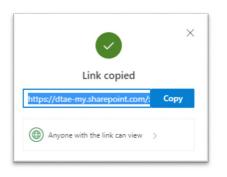
5. Select the statement: Anyone with the link can edit

¹ <u>https://login.microsoftonline.com</u> Revision Date: 04/28/2020

6. Uncheck Allow editing and select Apply

	Link settings
.ink created Nake sure you copy the link below.	Who would you like this link to work for?
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	People in Technical Coem of Georgia with the link
Anyone with the link can view >	People with existing access
	(R) Specific people
	Other settings
	Allow editing
	Set expiration date ×
	A Set password
	Apply Cancel

7. Select Copy



Blackboard: Adding a Link to a Blackboard Course

- 1. Navigate to a Blackboard course
- 2. Choose a content area and select Build Content then Web Link

Build Content 🗸	Assessments 🗸	Tools → P
<i>Create</i> Item File	New Page Content Folder Module Page	r
SoftChalk ScoreCenter SignUp List Qwickly Upload Cloud C	Maahuna	esentation
Web Link Learning Module Syllabus	YouTube Video)
Course Link Content Package (SCOI	RM)	

3. Enter a name for the link. The link name can be different from the file name.

4. Paste the web link to the URL text box

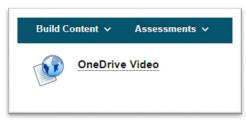
WEB LINK INFORMATION	
× Name	OneDrive Video
<mark>∦</mark> URL	https://dtae-my.sharepoint.com/:v:/g/personal/astead For example, http://www.myschool.edu/

- 5. Enter a description (optional)
- 6. For Web Link Options, keep the default setting of Open in New Window. WEB LINK OPTIONS

Open in New Window

Yes No

- 7. Complete any date restrictions (optional)
- 8. Select Submit



Once completed students will be able to access the audio recordings from their computer system or mobile device using the Blackboard App.