

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

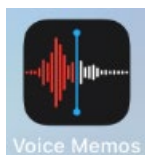
This handout will walk through creating an audio recording using the VoiceMemos app on the iPhone – which is part of the Apple ecosystem and available by default on iPhone and Mac. Once the audio file is created the file will be uploaded to OneDrive and shared inside a course. These same general steps 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:

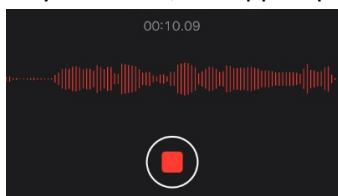
- VoiceMemos on iPhone
- OneDrive application on iPhone
- OneDrive and Blackboard on a computer browser

Part One: Creating Audio File with VoiceMemos

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



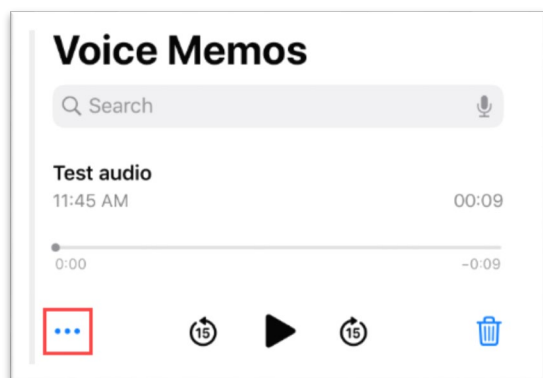
2. Tap the red record button to begin recording.
3. As you record, the app displays a timer and sound waves.



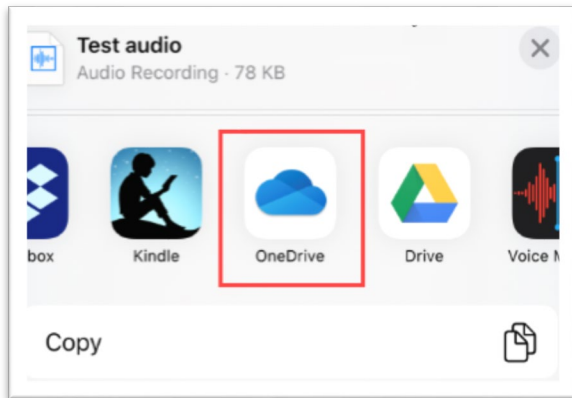
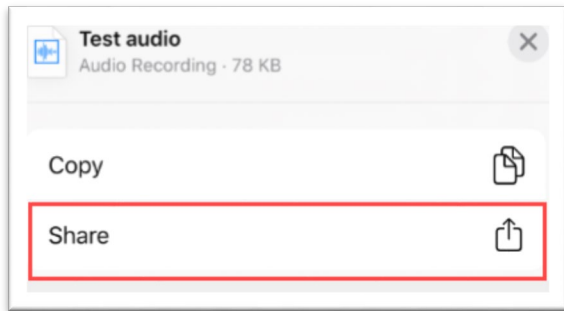
4. Tap the red Stop button when recording is complete.
5. Edit the voice memo title by tapping and entering a new title.

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.



3. Tap Share and locate OneDrive

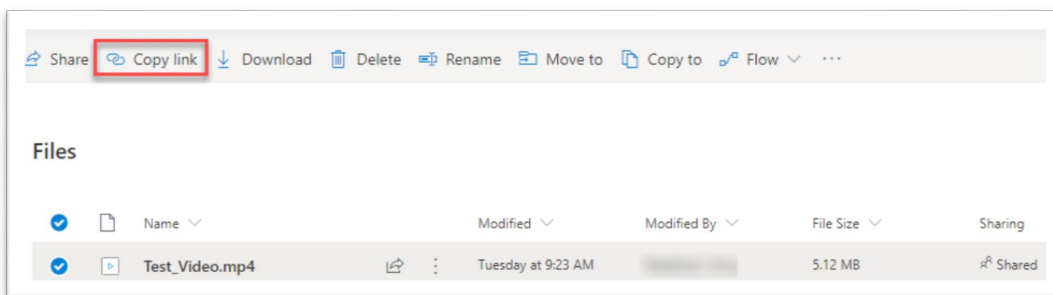


4. Tap your OneDrive account name (college email) and then Upload to OneDrive.

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

Copy the File Link

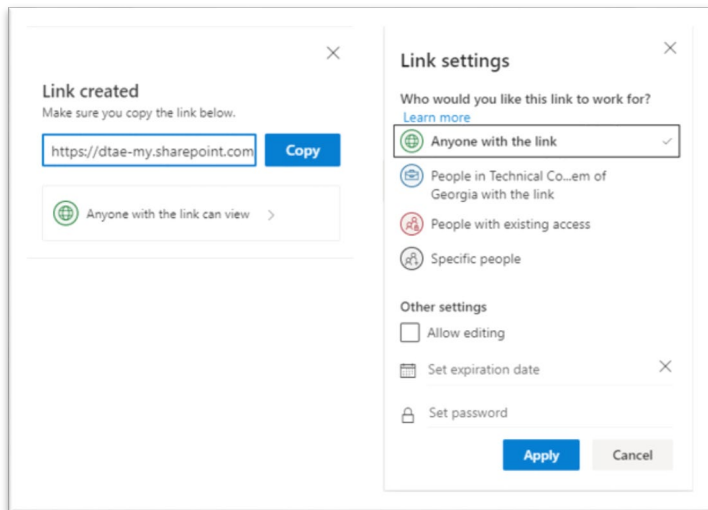
1. Access [MS Office 365](https://login.microsoftonline.com)¹ using college network login credentials.
2. Navigate to the file to be shared.
3. Check the radio button next to the file that will be shared.
4. Select **Copy Link**



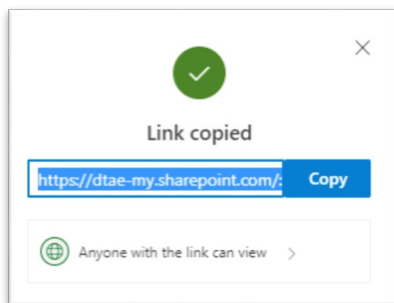
5. Select the statement: **Anyone with the link can edit**

¹ <https://login.microsoftonline.com>

6. Uncheck **Allow editing** and select **Apply**

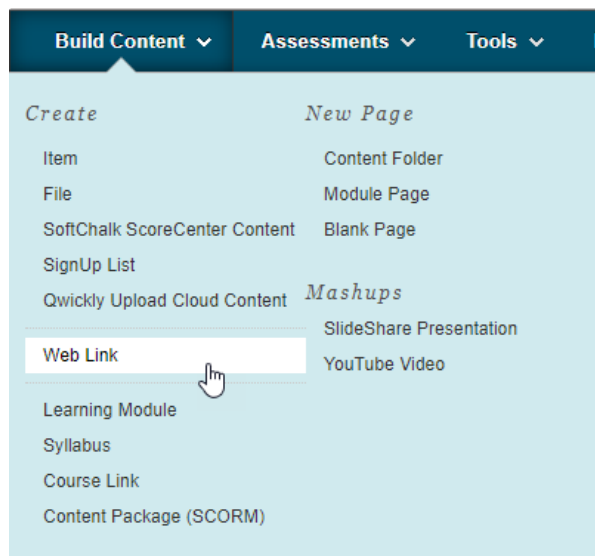


7. Select **Copy**



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**



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

*

 URL

https://dtae-my.sharepoint.com/:v/g/personal/astead

For example, http://www.myschool.edu/

☐ This link is to a Tool Provider.

[What's a Tool Provider?](#)

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**

Build Content ▾ Assessments ▾



OneDrive Video

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