Download Audacity

- Go to: http://audacity.sourceforge.net/

- Click on: Download Audacity (Select MS Windows or MAC)

- Then select Audacity installer and Audacity will open with the auto install wizard.

*Make sure to install LAME from this site as well. LAME will allow you to export/save these files as .mp3 files.

How to Record

- Open a new file in Audacity

- Click the Record Button (the red circle , it is the 3rd button from the left on menu bar)

- Speak (record what you would like to say)

- Click the Stop Button (the yellow square, it is the 5th button from the left on menu bar)

  NOW YOU NEED TO EXPORT THE FILE

- Go to File: and select Export as MP3

- Enter name and then click on save

- A form will appear, Complete the form (It will have the following fields shown below)
  - Title
  - Author
  - Album
  - There will also be other fields, and all of these fields are optional

- Finally, Click OK

How to Load Audio in BB:

Now that you have recorded and saved your file in an mp3 format, this is a very simple process.

Here are the steps:

1. Select the content area in which you would like to be able to add an audio file
2. Scroll over the Build Content button and select create item (you may also select audio, but add item as it will allow users default audio player to open the file)
3. Next, fill in the Name and go to the Attachments(#3) and click "Browse My Computer"
4. Once you click on this button, an window will pop up to choose your file. Go and select your audio file.
5. Select that file (double click on it)
6. Hit Submit, Then Hit OK
7. The file has now been loaded into your course as an mp3 file and is easily accessible by most default audio players. You will notice that Blackboard automatically creates a audio menu bar for the file as loaded in the course.