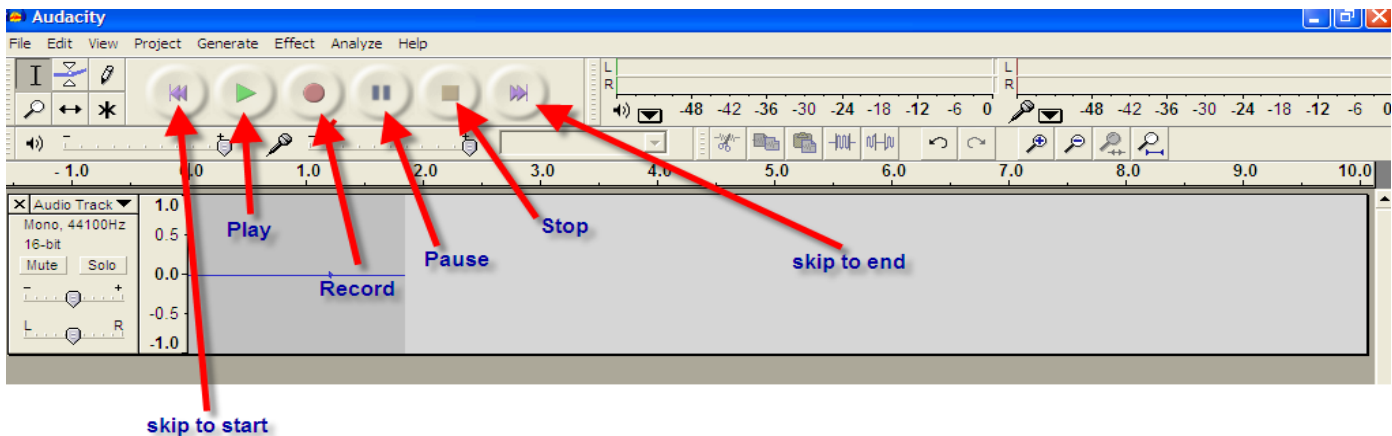


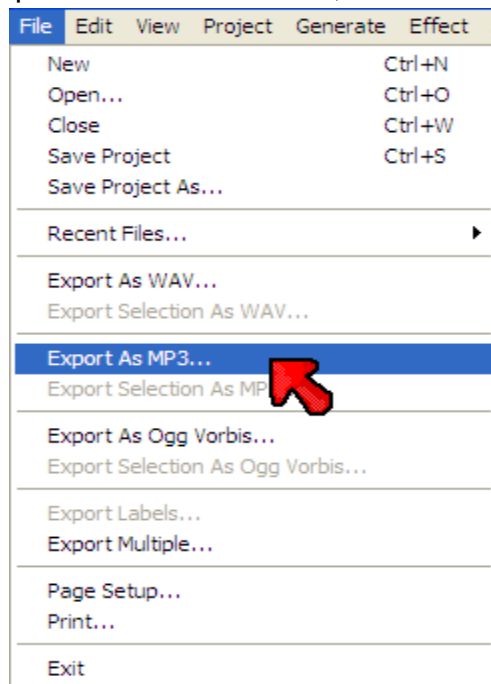
Using Audacity for recording tests.

Audacity can be used easily and quickly to record test questions (1 per file, 5 per file, etc.) and then export the recorded questions as an mp3 file to the specific folder. When questions are recorded one by one, the student has a chance to revisit each question since it is a separate file; however, this is more time consuming. Another solution is to record 5 questions at a time. The files should be labeled by the question number(s).

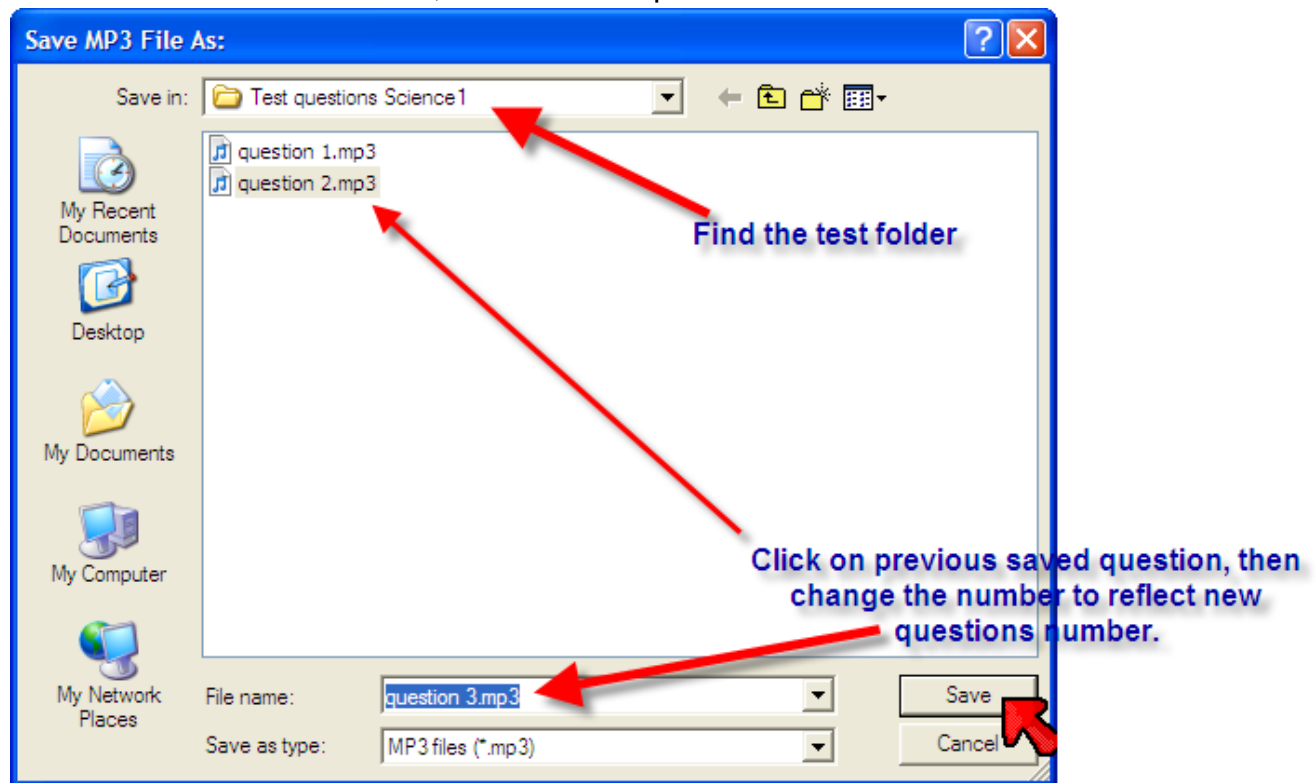
1. Create a folder in which to save the test questions, and label it according to WHAT TEST it is.
2. Set up the microphone and Open Audacity. Initially, there will be a new file.
3. Click on the RECORD icon (red circle) and read the question(s). When finished, click on the STOP icon (yellow square). If you wish to preview the recording, click on the PLAY icon (Triangle).



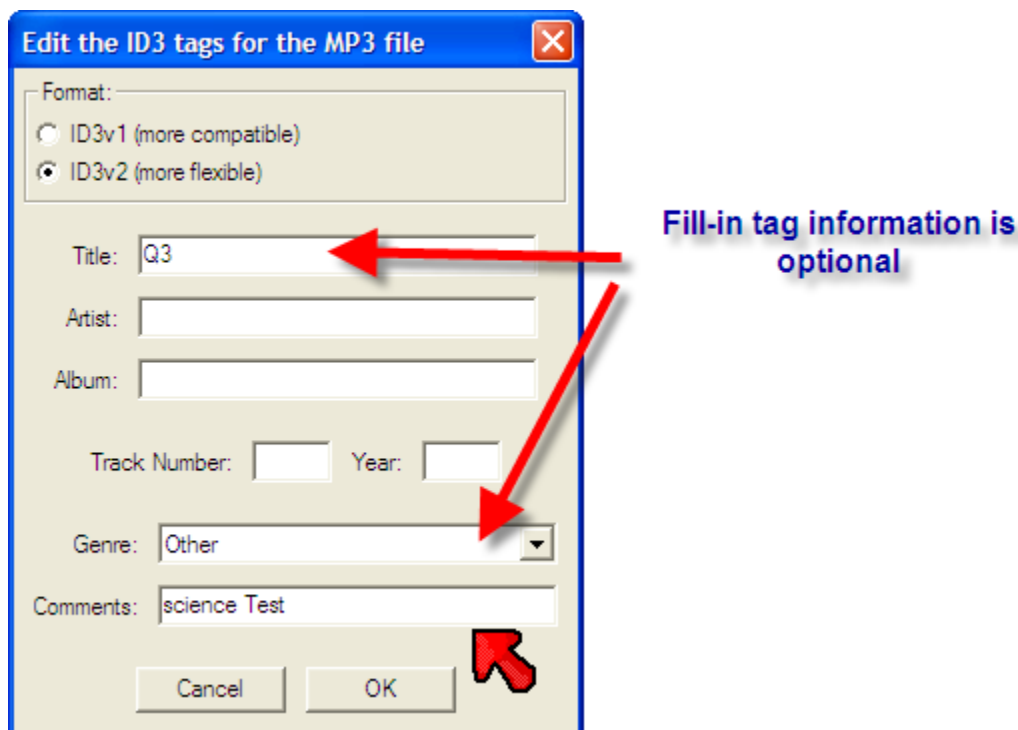
4. To save the recorded question: Click on FILE, then click on EXPORT as MP3.



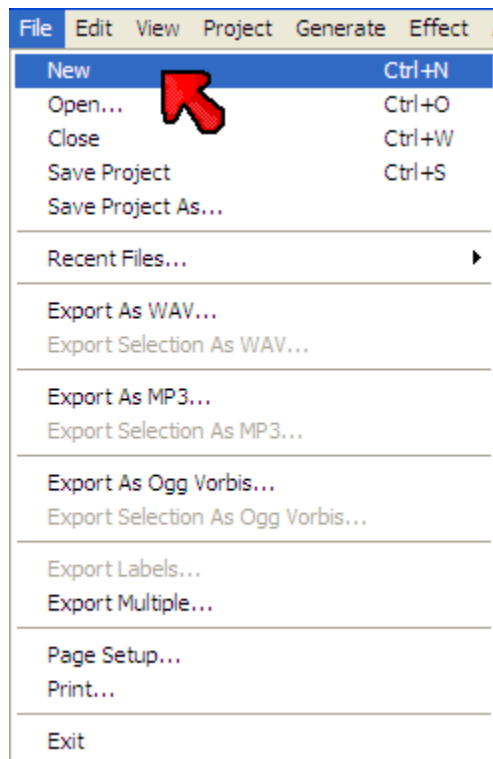
5. Browse to find the Test Folder, and save the question as a number.



6. Fill in the tag information for the question.



7. To record the next question and save it as a new file, open a new file.



To record next question,
open a new file.

There is much more to Audacity, but the above steps are all you need to record questions to mp3.

To transfer the folder to the mp3 player:

When the folder is complete, plug in the mp3, then double click on **My Computer** to view the mp3 drive letter. Open the mp3 player drive by double clicking on its drive letter. Delete or save its contents before dragging the new test folder onto the mp3 drive. You may want to place the test folder in the **Music folder** so it is easier for students to find on the mp3 player. Each question you recorded should be seen on the view window of the mp3 player, as a separate “song”.