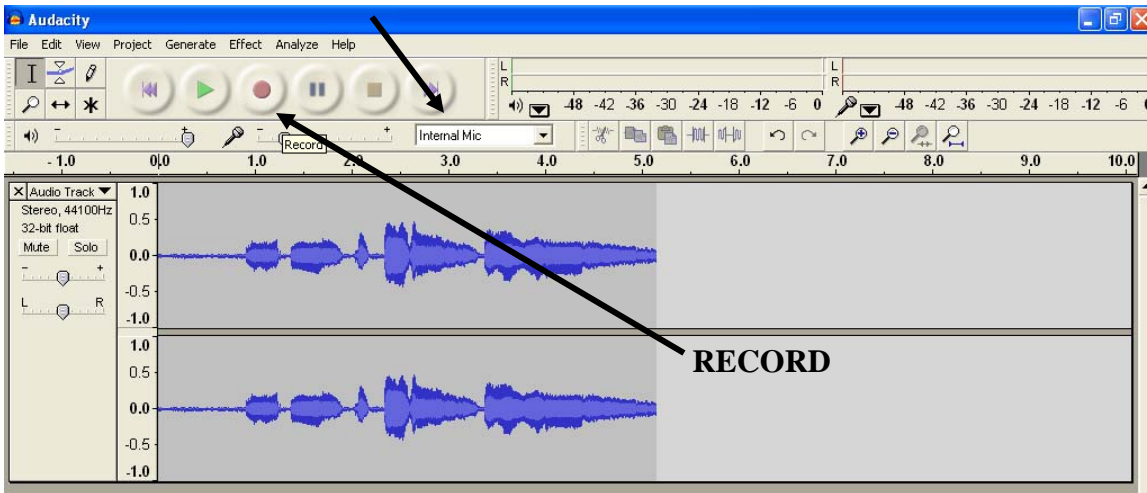# Classroom Recordings

Here's a "no bells and whistles" very fast way to record your students performing on the spur of the moment!
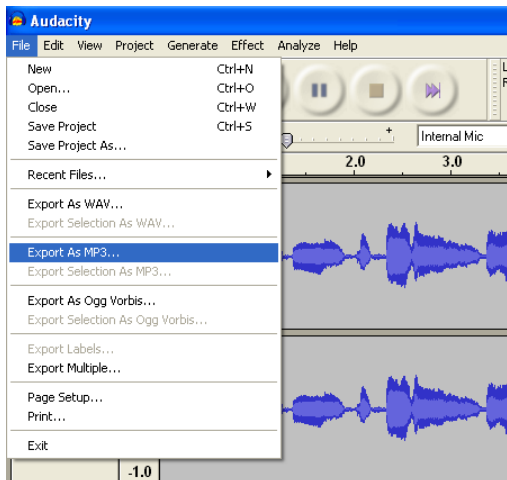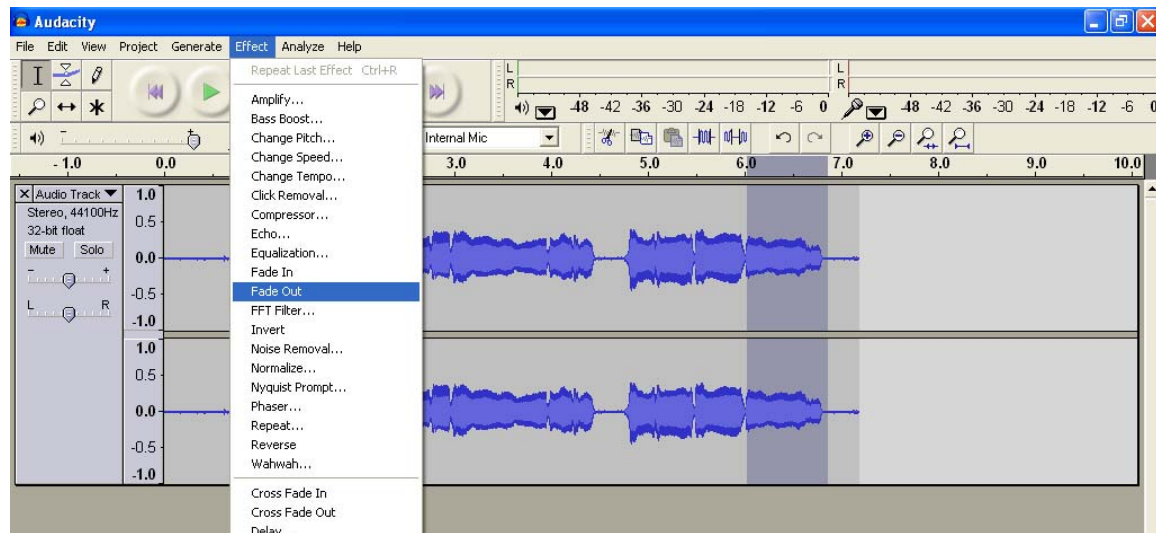
1. Set input to "Internal Mic".

RECORD

2. Press the Record Button and press Stop when you're done.

3. Delete any sound at the beginning or the end that you don't want by highlighting the part you want to get rid of and pressing the delete key on your computer keyboard. You cannot delete if you have the controls on Pause.

4. You can make it a bit nicer by fading in at the beginning and/or fading out at the end. Highlight a small portion at the beginning or end of your recording. Then go to **Effect** at the top and choose **Fade In** or **Fade Out.**
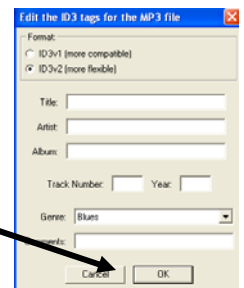

5. Go to **File** and **Export as MP3** or **WAV**.
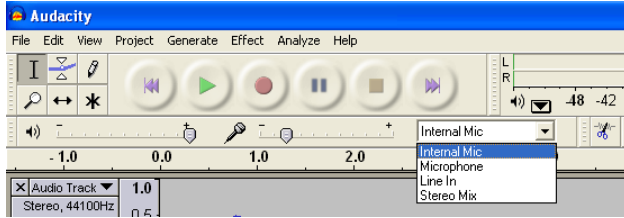
6. Call it something and save it somewhere!

7. Just say **OK** here unless you want to fill in the blanks.

YOU ARE DONE ☺

Note: If your computer doesn't have an internal mic, you'll need to plug one into your microphone jack or use a USB mic (I like the Griffin iMic.)

Plug in the microphone before opening Audacity. Choose Microphone from the drop down box.

If using an iMic, plug it into one of your computer's USB ports before opening Audacity. (Plug your microphone into the correct port on the iMic.)
Then go to **Edit** and **Preferences**.
Choose the appropriate equipment under **Recording**.