Audacity

Audacity allows you the ability to record voice, edit and create podcasts.
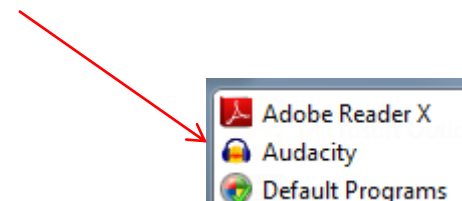
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Getting Started

Slide 1 of

- Click on the Start Button
- Click on All Programs
- Click on Audacity

Adobe Reader X
Audacity
Default Programs

NOTE: If you do not have Audacity downloaded on your computer please contact the k12itc helpdesk.

Editing Tools

Audio Track Controls
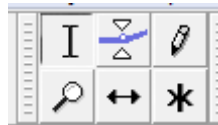
Selection Tool: This is a cursor.

Envelope Tool: Change the volume.

Draw Tool: Modify the tracks.

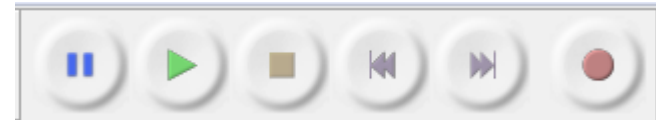**Zoom Tool:** Zoom in and out on Audio tracks.

Time Shift Tool: Adjust position of tracks – slide left or right.

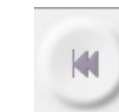**Multi Tool:** All tools access at one time.
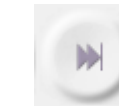
Pauses playback and recording

Begins play where the cursor is located.

Stops recording.

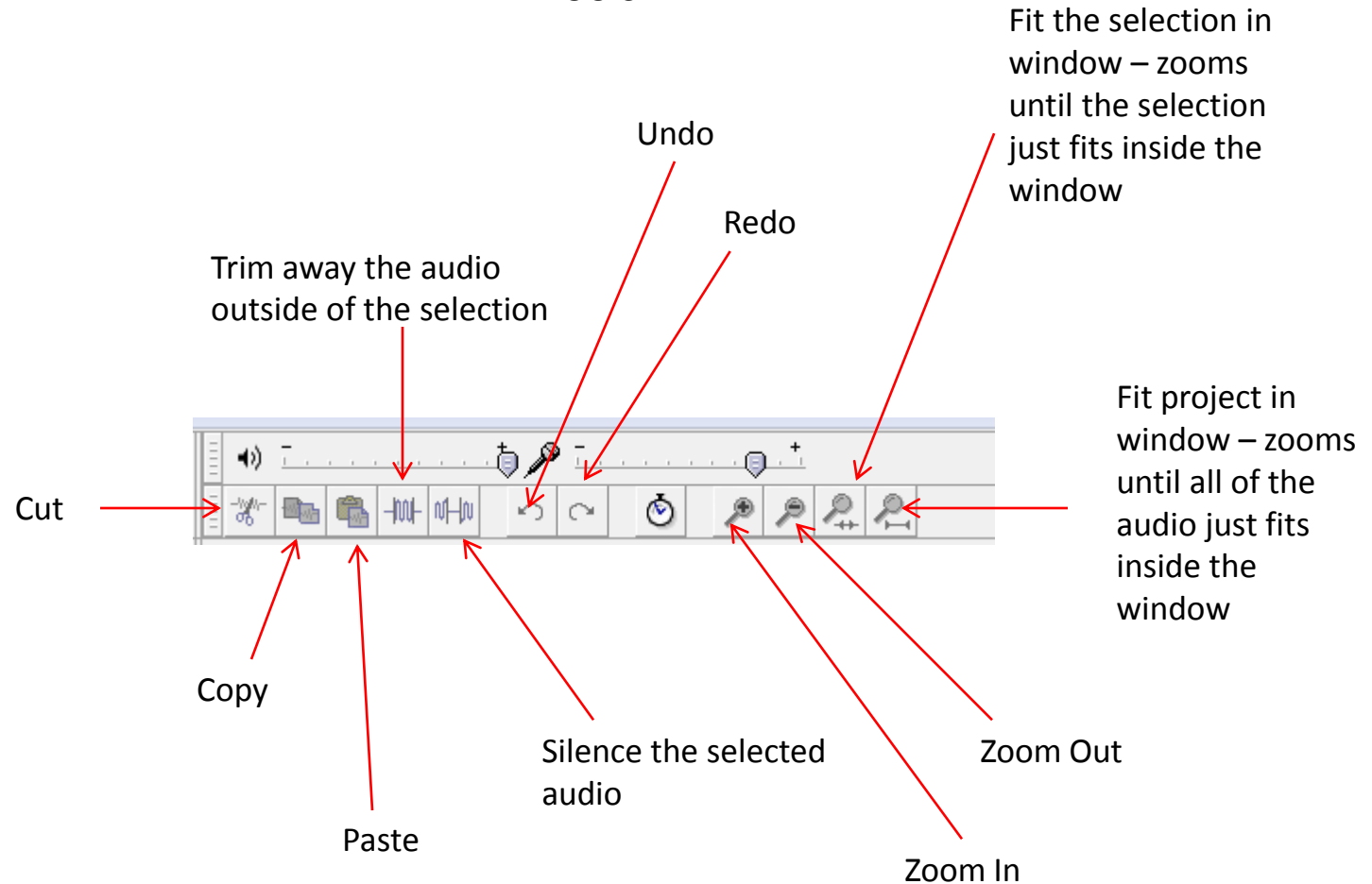Rewind to the beginning of the track.

Moves to the end of the track.

Records at the location of the cursor.

Tools

Fit the selection in window – zooms until the selection just fits inside the window

Undo

Redo

Trim away the audio outside of the selection

Fit project in window – zooms until all of the audio just fits inside the window

Cut

Copy

Silence the selected audio

Zoom Out

Paste

Zoom In

Record

- Click the Record Button (the cursor track will begin to move)
- Click Stop when you are done recording.

- Note: You can press pause to take a break, but must push record or stop to end the recording after pressing pause.

Import

You can add Royalty Free or Non-Copyrighted music to your project or to have in the background of your project.

- Click on Project in the top toolbar.
- Click File
- Click on Import Audio.   Locate the file.
- Your audio should import as another track on your project. (If it is in stereo it will take up two rows)

Shift/Move Audio

- When you import audio or press stop and begin recording again you will have two lines of audio overlapping. You can move or shift the tracks.
- Click on the Time Shift Tool. ↔
- With your mouse, drag the track to the left or right.
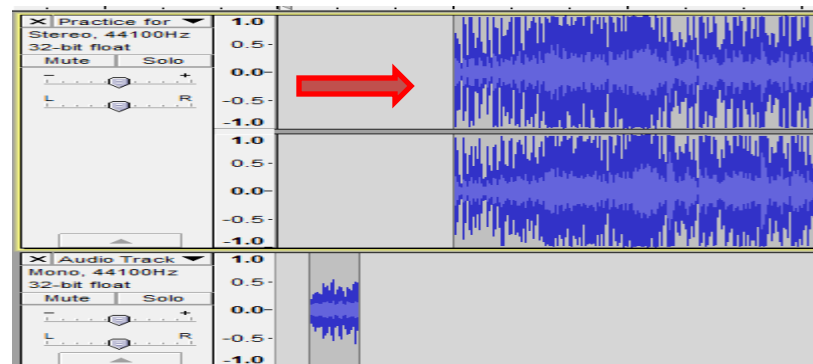
Save

You can save your project as you work by clicking Save As and then choose a file to save your project until you are ready to publish your project.

Background Music Fade

Remember to use music that is free or royalty play. Consult the Symbaloo that you received during our in-service during October.

- Choose the envelope tool
- Click on the audio track.
- Create dots that allow you to increase or decrease the amount of background music you will hear behind your voice recording.

Delete Audio

- Click on the Selection Tool

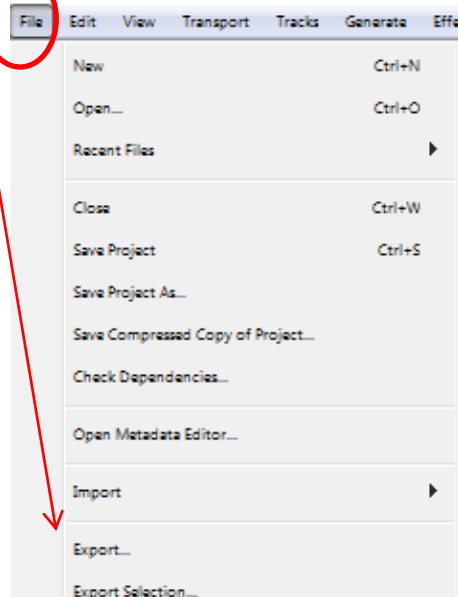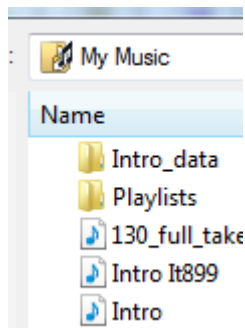- Highlight the section you want to delete
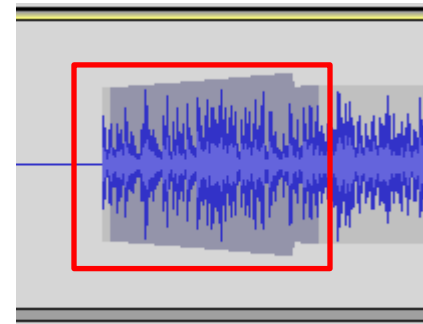
- Press Delete on the keyboard
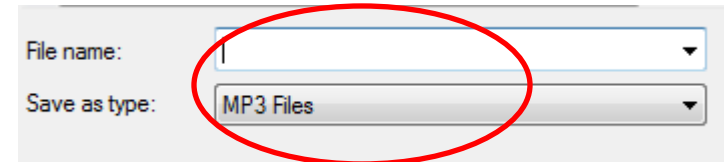
- You will remove the audio selection

Export your Podcast

When you have completed the project you are ready to export the final project so others can listen to your podcast as an mp3file.
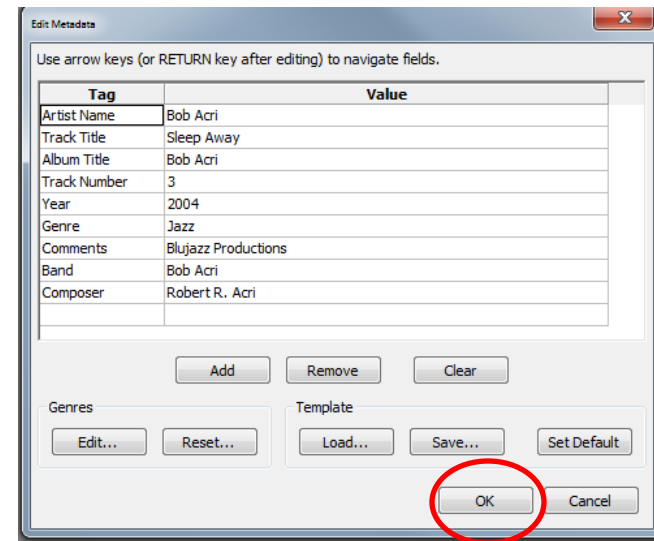
- Click on File
- Click on Export
- Open your My Music Folder

- Type in a file name and make sure the file type shows MP3

- Click on Save

- Click Ok when this box pops up

School Center Set-Up – Doc Manager

- Login to School Center
- Go your Site
- Create Document Manager to Host your Podcasts
- Click on Edit Page
- Click on Select Page Settings
- Check the box next to Enable Podcasts

- Click Done
- Select Podcast Settings in the Tool Bar

- Type in description
- Owner Name
- Owner Email
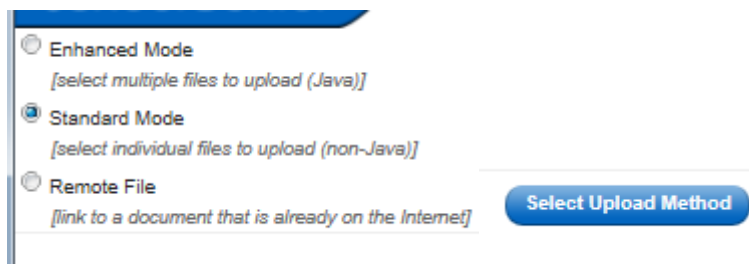- Other fields are optional
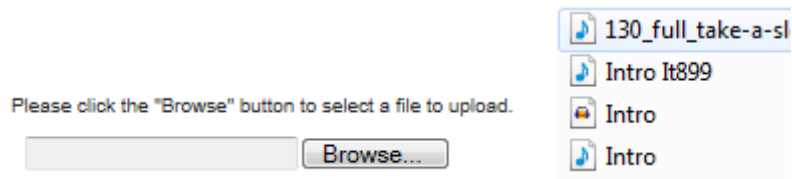- Click Done

Upload Podcast to School Center

- Select new Document from toolbar at the top
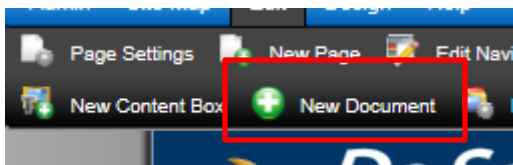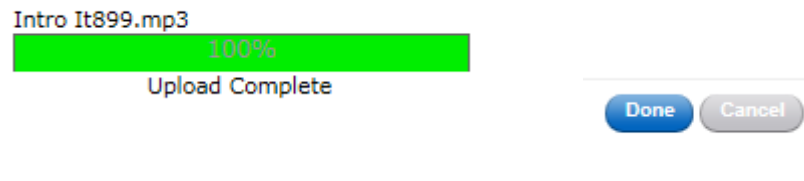
- Choose Standard Mode and Click Select Upload Method

- Click Browse and select the file to upload

Please click the "Browse" button to select a file to upload.

Browse...

Upload Complete – Click Done

Please click the "Browse" button to select a file to upload.

Intro It899.mp3

100%

Upload Complete

Done Cancel

Change the name of your File and Select Category

Filename

First Grade Podcast

Click Done   Done Cancel
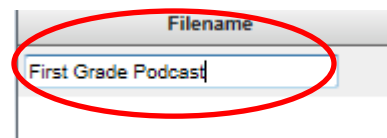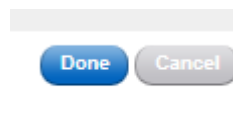
You will see the file with MP3

First Grade Podcast   (0) 18.10 MB Today 3:08 pm Support Documents
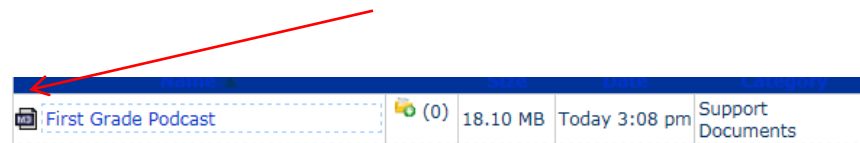
Lesson Plan Ideas

- Practice Reading Fluency – students read for 2-3 minutes then listen to their recording and evaluate their own reading
- Creating Songs – Students create songs to teach about concepts in the classroom
- Record Stories for Younger Readers – read stories and put download them to a shared file for students to listen to and hear model reading
- Record Directions – Record directions for students who need repeated direction on assignments
- Record Book or Movie Reviews
- Make an audio/radio announcement – this could be a radio show, persuasive argument, commercial, etc.
- Retell Stories – Record their retell and the teacher can listen to see if students understood story elements

- Record test accommodations for students who need to hear questions and start and stop as needed.
- Podcast – Record student stories and then upload them to your website so parents can hear their students reading. You can also upload their recordings to Movie Maker and put in pictures of work from their classroom.