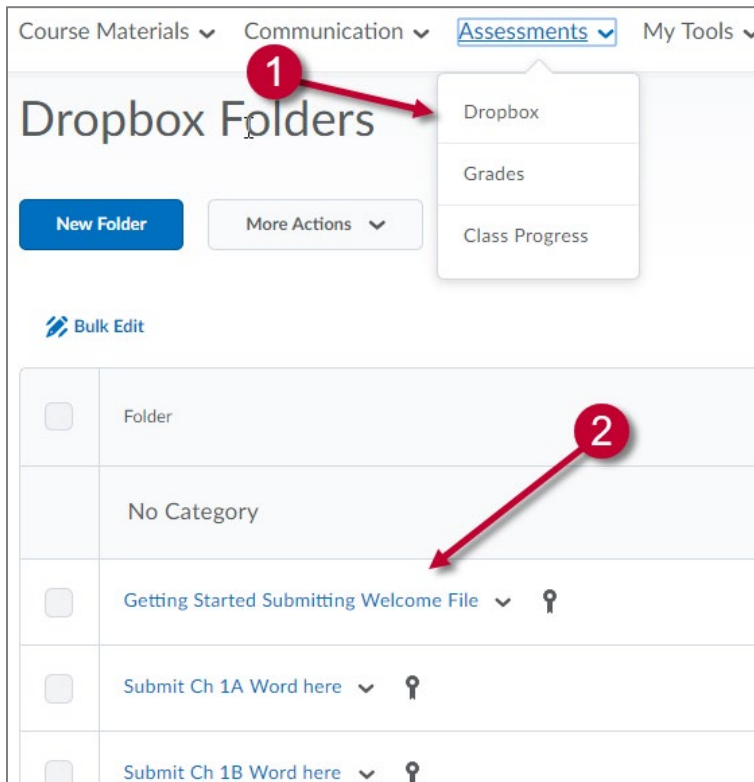


# Recording Audio in Dropbox

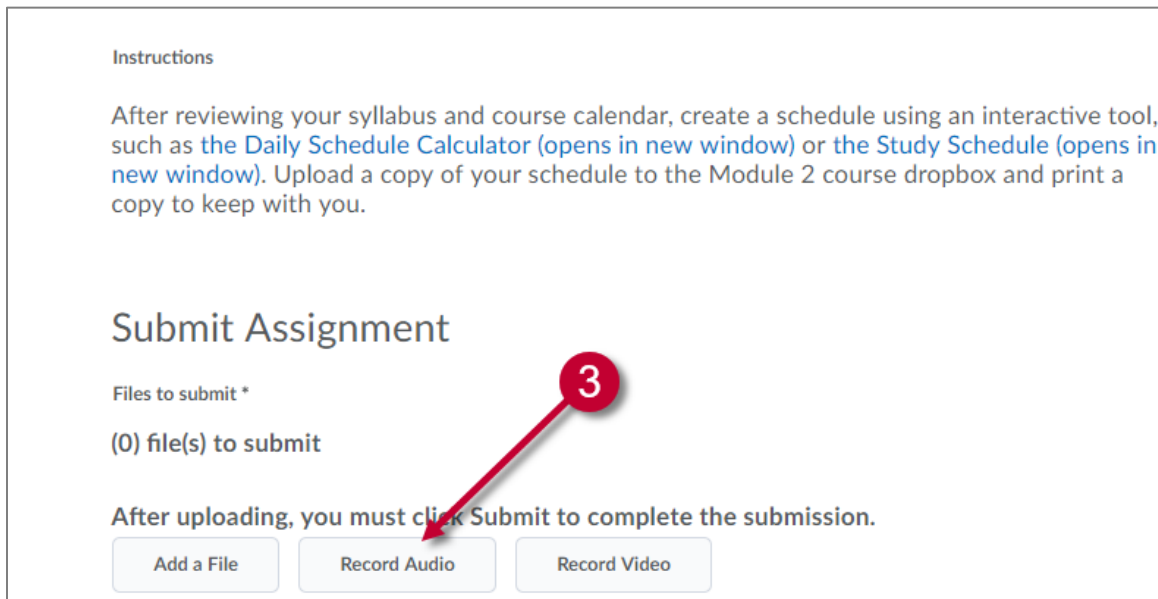
## Step 1 – 2

Select “Assessments” then click on “Dropbox” and select the dropbox item that you need to complete.



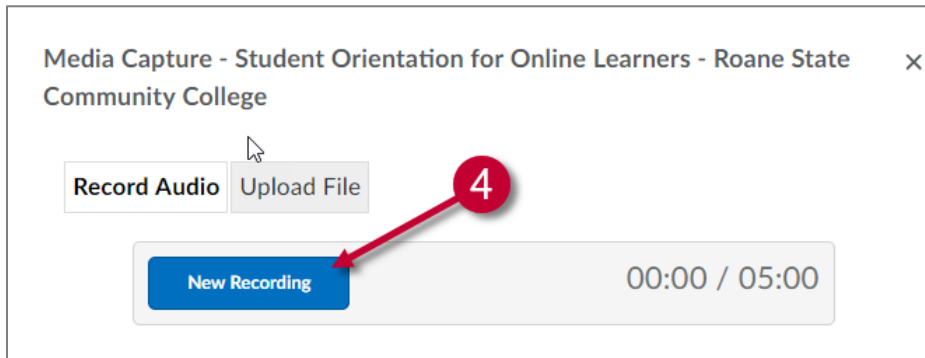
## Step 3

Read all of the directions carefully and scroll to the bottom of the page to record your audio file. Click on the “Record Audio” button.



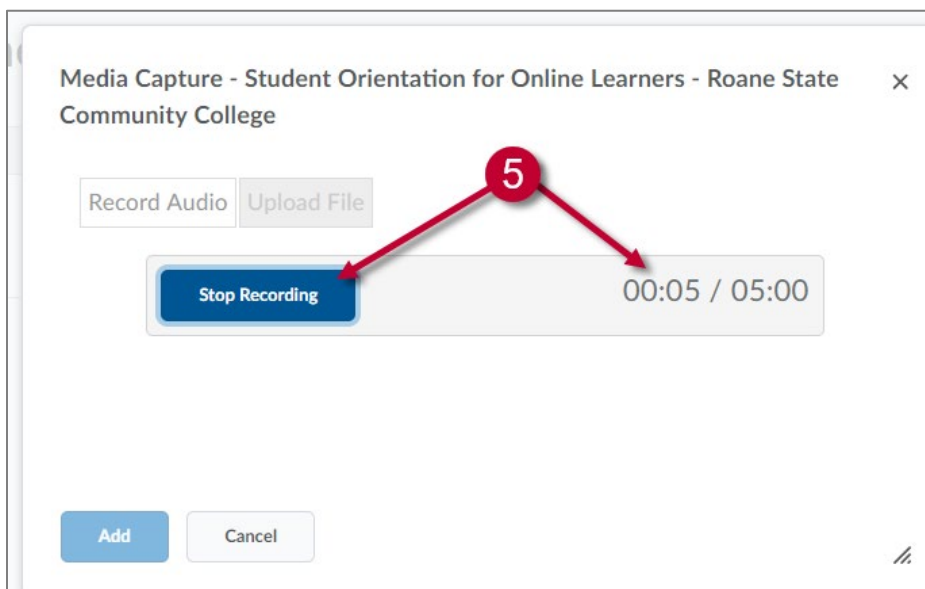
#### Step 4

Please be aware when you choose “New Recording” it will begin recording immediately. Click on “New Recording” to begin your recording.



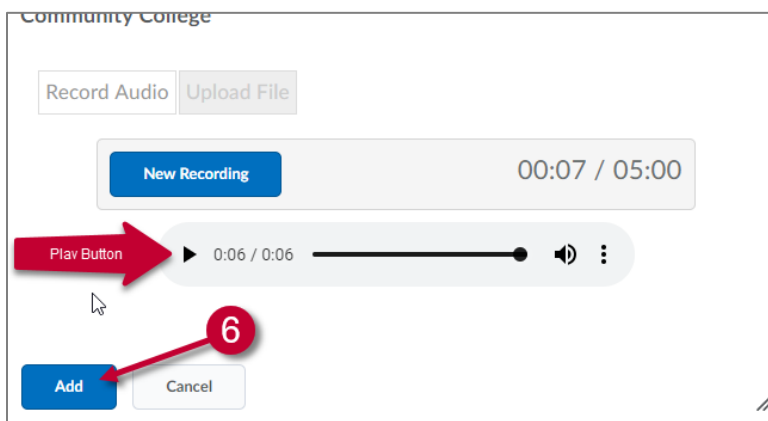
#### Step 5

Notice that the clock will begin, indicating that you are recording. Select “Stop Recording” when you are satisfied with your recording.



#### Step 6

You can listen to your recording by clicking on the “play” button. If you are not satisfied with your recording, select “New Recording” to record a new file. If you are satisfied with your recording then click “Add” to add the audio file to the Dropbox assignment.



## Step 7

Give your submission a "Title" and a "Short Description" then click "Add" to submit your audio file.

### Media Capture - Student Orientation for Online Learners - Roane State Community College

Enter a video note description. A description is useful to users who are unable to view the video. You may also modify the title of the recording.

Title:

Description:

**7**

## Step 8

You will see that the file has been added. You can add a comment for your professor in the comment section but it is not required then click on "Submit"

### Submit Assignment

Files to submit \*

(1) file(s) to submit

After uploading, you must click Submit to complete the submission.

Source: Audio Capture

Comments

**8**

For further assistance with adding audio recordings to Dropbox, please contact your instructor or CTAT.  
Email: [ctatmailbox@roanestate.edu](mailto:ctatmailbox@roanestate.edu); Phone: 865-882-4556.