

# How to Record a Sound Track (Dual Track)

**Equipment needed:** Computer, headset with microphone

**Software Needed:** Audio Notes Recorder, *Fraunhofer IIS MPEG Layer3 (MP3) codec*

Note: In order to export to an mp3 file, Audio Notes Recorder requires the Fraunhofer codec to be installed – it does not come with ANR. This codec is available for download from \\millie\labshare\Fraunhofer mp3 codec. Many of the newer computers already have this installed via other software programs. Most Windows XP computers already have it.

## OK, so what's dual track recording?

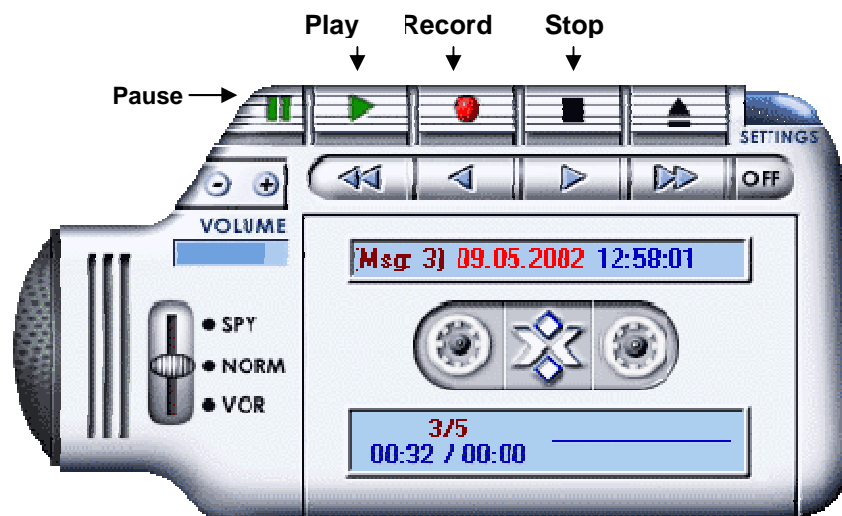
Remember the old Language Lab with cassette recorders and headsets? Students would listen to one sound track, record a response on another track, and then play it back to compare the two. That's what dual track recording is. If, for example, an instructor wanted to record a set of oral questions for the students, the process would go like this: The instructor would record the questions (ex: What is your name? How old are you?). The students would play the recording and at the end of each question, they would record a response (ex: My name is John. I am 18.). When you play back the recording you will hear, for example: (I): What is your name? (S): My name is John. (I) How old are you? (S): I am 18, etc. as one continuous recording. It looks fancy, but it's easy to do!

**Step 1:** Set your computer to record rather than playback. If you have forgotten how to do this, see the checklist called "How to set your computer to record sound." Plug in the headset with microphone attached; be sure the microphone is set to the "On" position on the cord.

**Step 2:** Launch Audio Notes Recorder by double-clicking the icon on the desktop. If nothing appears to have happened, look in the system tray in the lower right hand corner of your desktop



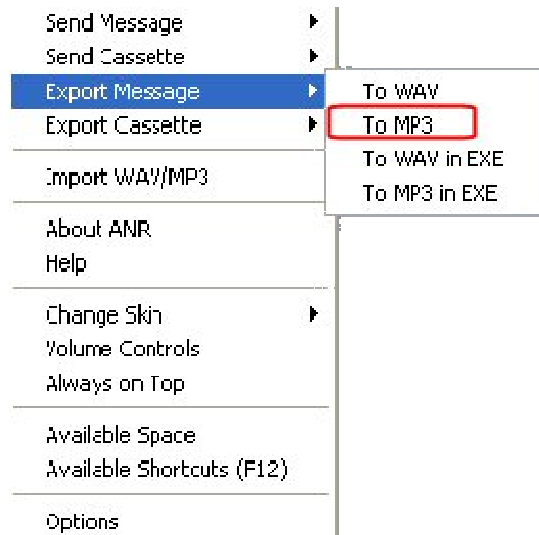
for the ANR icon and left-click once on it to bring up the recorder:



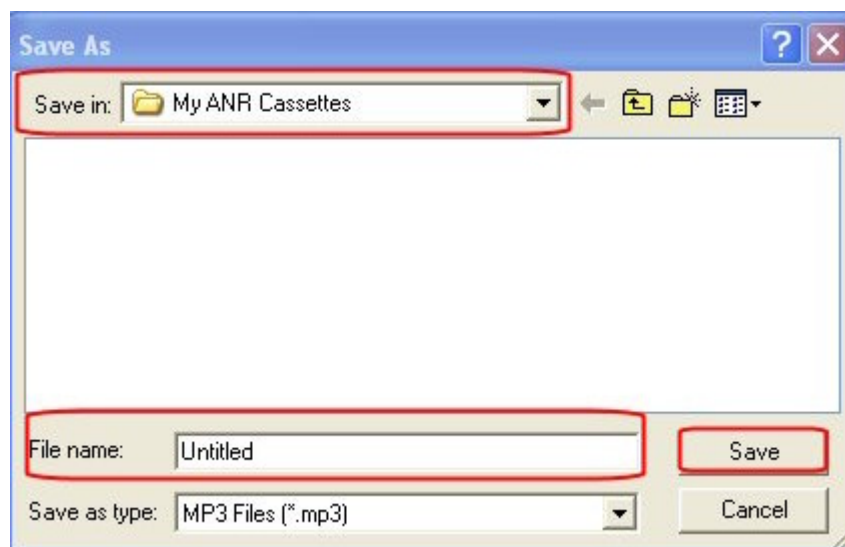
Make sure the cassette is empty by right-clicking on the scrolling message bar and selecting "Empty cassette." Name your cassette (ex: "demo") and you're ready to begin. You should now see "demo (empty cassette)" in the scrolling window:

**Step 3: Record your message.** To begin recording, click on the "Record" button. Speak clearly into the microphone and when you have finished, click the "Stop" button. To listen to what you have recorded, rewind the tape and click on the "Play" button.

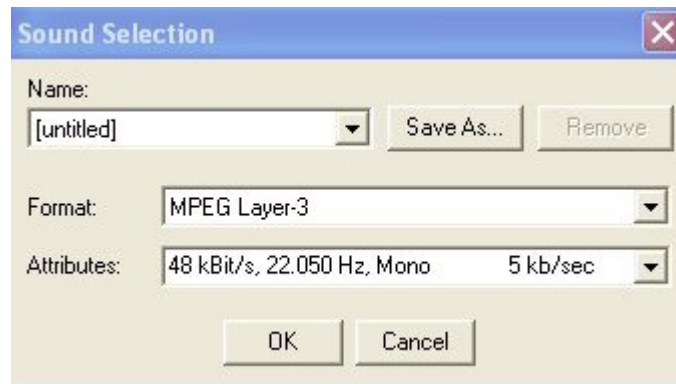
**Step 4: Export your message.** Once you are satisfied with your recording, click on "Settings" (upper right-hand corner), then from the drop-down menu, select, "Export Message," then "To MP3":



When the save dialogue box opens, name your file, select the folder where you want to save it, then click "Save." By default, .mp3 is selected as the file type (but you can change this, of course, if you want to).



When the following dialogue box opens up, just be agreeable and click "OK."



### So what's next?

Let's assume for a moment that you have just recorded a series of oral questions to which you would like to have your students respond. What do you do next?

First, you have to get the .mp3 file into the hands of your students. You can do this a number of ways:

- You can email them the .mp3 file using First Class and a class distribution list
- If you use Blackboard, you can upload the file to your class through Blackboard
- If you are in the LRC, you can use Synchroneyes to shoot the file to their desktops using the File Transfer feature

Once the student has the file and has saved the attachment to his/her computer, the next step is to load the cassette/message into Audio Notes Recorder. The students would click on "Settings," then "Import WAV/MP3). When the dialogue box opens up, they would navigate to the folder where they saved the file you sent them, select it and click "Save." The file would then be loaded into Audio Notes Recorder and the name of the file would appear in the scrolling text box.

To record the responses, the students would first plug in a headset with microphone, make sure the volume control is set for recording (see "How to Set Your Computer to Record"), and make sure the headset control for the microphone is set to the "ON" position.

Begin listening to the questions by clicking on "Play." When the student arrives at the end of the first question and wants to record a response, all he/she has to do is press the CTRL key, hold it down and click "Record." The response can then be recorded and will be inserted into the tape between question one and two. The students repeat the process until all responses have been recorded.

They would then export the message to mp3 just as you did above, then email it to you. Note that there is an option to "Send message." If they select this option, and have designated a default email program (let's assume First Class here), the email program will open up directly and they can email the message directly to you.