

*H5P Training Series:*

# 27—Audio Recordings

In this tutorial, you will learn how to use the H5P Audio Recorder to create an H5P sound file or WAV file. Because web browsers often do not support all file types, this tutorial also includes instructions for creating an MVA file using Microsoft Voice Recorder in Windows.

**Note:** If your computer cannot open an MVA file, download the supporting software from the Microsoft website. For more sophisticated audio editing, you may want to download a free program such as Audacity. For more information, visit [https://youtu.be/-slhKP\\_Hi1A](https://youtu.be/-slhKP_Hi1A)

**IMPORTANT:** Many H5P activities appear differently in different browsers. The H5P community recommends Edge, Chrome, or FireFox for use with Audio Recorder. For troubleshooting tips, refer to the last section of this tutorial.

**IMPORTANT:** Be sure to abide by copyright laws when developing learning activities based on content you do not own. Please visit <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

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## 1. Overview of the H5P Audio Recorder

The H5P Audio Recorder provides a simple way to make voice or sound recordings.

**IMPORTANT:** Before creating any H5P element, turn on editing for your course site. Under the section or topic where the H5P element is to appear, click the **Add an activity** dropdown menu and choose **Interactive Content** from the list. Save your work periodically, and try out the features as you create them to help you understand how they function.

## 2. Creating a WAV file using the H5P Audio Recorder

Before you begin, make sure your computer's microphone is working. The following steps walk you through the steps for creating a sound file in H5P.

Step	Action	Notes
1.	In the <b>Name</b> field, type in a name for the H5P interaction.	For training purposes, type: Audio Recorder.
2.	In the Editor section, choose <b>Audio Recorder</b> from the dropdown menu of content types. When selecting this H5P activity for the first time, click the <b>Use</b> button.	Your editing screen may appear differently, depending on the browser you are using.
3.	In the <b>Description</b> field under the name of the activity, type in a short description of your audio file.	This step is optional. For training purposes, type: Scores from yesterday's pop quiz!
4.	For now, leave the remaining settings at their default, and click the <b>Save and display</b> button at the bottom of the screen.	The H5P Audio Recorder should appear. You may need to click to allow pop-ups before you can record.
5.	To begin recording, click the red <b>Record</b> button and begin speaking.	For training purposes, say: Congratulations! I am happy to report that everyone scored a perfect 10 on yesterday's quiz!
6.	When finished recording your message, click the green <b>Done</b> button.	You also have the option to <b>Pause</b> or <b>Retry</b> the recording. After clicking the <b>Done</b> button, a message should display letting you know you have successfully recorded your message.
7.	To listen to your audio recording, click the small triangle to the left of the progress bar. The volume control is to the right of the progress bar.	If necessary, rerecord the audio file by clicking the <b>Retry</b> button.
8.	Determine how you want to present the audio file: <ul style="list-style-type: none"><li>• To download the recording as a <b>WAV</b> file, click the green <b>Download</b> button.</li><li>• To download the recording as an <b>H5P</b> file, click the <b>Download</b> link in the lower left corner.</li></ul>	For this exercise, download the WAV file. Depending on the browser you are using, you may need to click the <b>down arrow</b> to the right of the volume control. Once downloaded, you can upload the audio file into videos, PowerPoint presentations, etc.

**IMPORTANT:** Remember the name of the WAV file and where you saved it.

### 3. Embedding the Recorder in a Web Page

You also can embed the H5P Audio Recorder in a Moodle web page by clicking the **<>Embed** button in the lower left corner of the H5P Audio Recorder. You can use the recorder to create an assignment that requires students to make an audio recording. (For example, you could check the students' pronunciation of the Latin names of plants by asking them to record themselves.) However, students will need to download the audio file themselves and submit it to the instructor either through an Assignment page or by email, because the H5P Audio Recorder does not provide a way for students to upload files.

Use the following instructions to embed the H5P Audio Recorder in a web page.

Step	Action	Notes
1.	Click the <b>&lt;&gt;Embed</b> link in the lower left corner of the H5P Audio Recorder.	
2.	Set the size for the display window (if desired, and then copy the entire iframe code).	For this exercise, copy the iframe code without specifying the size of the playback window.
3.	Return to the main course page by clicking the link in the breadcrumb at the top of the page. Under the desired topic or section, click <b>Add a resource &gt; Page</b> .	
4.	In the <b>Name</b> field, type in the name you wish to use	For training, type: H5P Audio Recorder.
5.	In the <b>Page content</b> field, click the <b>Toolbar Toggle</b> (button on the far left of the field window), and then click the <b>Edit HTML source</b> button (<>).	
6.	Paste the iframe code in the HTML source editor. When finished, click the <b>Update</b> button in the lower left corner.	
7.	Click the <b>Save and display</b> button at the bottom of the page.	The H5P Audio Recorder should appear in the page you created.

### 4. Uploading a WAV File

Step	Action	Notes
1.	On the main course page under the desired topic or section, click <b>Add an activity &gt; Interactive Content</b> .	

Step	Action	Notes
2.	In the <b>Name</b> field, type in the name of the audio segment.	For training purposes, type: Quiz Feedback.
3.	In the <b>Editor</b> section, choose <b>Audio</b> from the dropdown menu.	When using the Audio activity for the first time, you may need to click the <b>Use</b> button.
4.	In the <b>Editor</b> section under the <b>Source files</b> headings, click the box with a plus sign in it.	
5.	Then click the box under <b>Upload audio file</b> . Navigate to the file, click on it, and click <b>Open</b> .	The WAV file should appear in the box below the <b>Source files</b> heading.
6.	Click <b>Save and display</b> at the bottom of the page.	The audio player should appear.
7.	Click the blue <b>speaker</b> button to play the audio file.	

**IMPORTANT:** Be sure to test the multimedia elements you created for this tutorial.

## 5. Creating an MVA file using Voice Recorder

Voice Recorder is an app included with Microsoft Windows. It allows users to record audio files, such as lectures or vocal notes.

### VIDEO DEMONSTRATION:

Watch this 5-minute video to see a demonstration of completing this task.

<https://youtu.be/qw95UFPapTo>

**NOTE:** Video demonstrations were not created by Oklahoma CareerTech.

The following steps walk you through the process of creating an audio file using Voice Recorder.

Step	Action	Notes
1.	Locate the Voice Recorder. In the lower left corner of a Windows computer, type in “Voice Recorder” in the search menu.	You can also click the Start button and scroll through the list of apps on your computer. Voice Recorder should appear in the list.
2.	Click on the <b>Voice Recorder</b> title to launch the application.	If the Voice Recorder app launches properly, you should see a blue, round microphone icon.

Step	Action	Notes
3.	Click the blue <b>microphone</b> button to record your audio when you are ready to begin talking.	As you talk, circles pulsate around the blue <b>stop</b> (square) icon. This gives an indication that the microphone is working.  For training purposes, say, “Welcome to the class!”
4.	Two small icons display below the <b>stop</b> icon. One is a <b>pause</b> icon and the other is a <b>flag</b> icon. Clicking the flag icon places a marker in the audio in places that may need editing later or certain points in the presentation that may need emphasis.	Placing a flag marker in the audio recording does not affect the audio quality.
5.	To end recording, click the <b>stop</b> icon in the middle of the screen.	The titles of the saved recordings will appear in the left column of the Voice Recorder window. To delete a recording, right click on the title, and then click <b>Delete &gt; OK</b> .  Right clicking on the title of a recording also allows you to share the audio file to Facebook, Outlook email, or OneNote, or to rename the file.
6.	In the bottom right of the window, you will see icons to <b>share</b> (circle with three dots), <b>trim</b> the audio by dragging dots and clicking the checkmark, and <b>rename</b> the recording.	To edit the audio, use the <b>trim</b> icon and drag the circles to select only the portion of the audio you wish to use.
7.	When finished editing, click the <b>checkmark</b> in the lower right corner of the screen.	You can click options to <b>Update the original</b> or <b>Save a copy</b> .  <b>Tip:</b> Clicking <b>Update original</b> deletes the portions of the original audio you edited out. For this reason, you may want to choose <b>Save a copy</b> in case you need to reedit the original audio file at a later time.
8.	To locate the recordings on your computer, click <b>Documents &gt; Sound recordings</b> . The files are saved as M4A format.	

## 6. Troubleshooting Tips

If your microphone doesn't work, right click the **Speaker** icon in the lower right corner of your Windows computer screen, and then click **Recording devices**. Make sure the microphone shows that it is working and the volume is on. Check the properties for the sound levels.

In the lower left corner of the Windows computer screen, click the **start** icon, and then click the **gear** icon for **Settings**. Click **Privacy > Microphone**, make sure **Let apps use my microphone** is switched to **On**. Also make sure the **Voice Recorder app** is switched to **On**.

For additional troubleshooting tips, see <https://youtu.be/ncO8vekrfao>.

*The Oklahoma Department of CareerTech offers many other free H5P tutorials, as well as an extensive series on how to use various Moodle plugins. Look for them on ctYOU.org.*