


Recording Audio in a Discussion Forum

This file explains how to insert audio into a forum posting.

Subject* **1. Type a subject for the new posting**

Message*  **2. Click on the Media button**

Insert media ✕

Enter URL

Browse repositories... **3. Click on the Browse repositories... button**

Enter name

Insert media

- Server files
- Recent files
- Upload a file
- Private files
- Wikimedia
- Badge repository
- Courseware
- F2f Training Courses
- Glossary Repository
- PBLA Repository
- SCORM Repository
- Record Audio** **4. Click on the Record Audio link**
- Embedded files

5. Select "Allow" (if prompted)

(Select "Remember" to skip steps 5 and 6)

6. Click the "Close" button

7. Click the Record button to record audio

Audio record level

8. Click the "Stop" button to end recording

9. Type the file name

10. Click the "Save" button

Play button to listen to recording

11. Click the "Upload" button



News forum

General news and announcements

▼ Your new discussion topic

Subject*

Message*

my_new_recording.mp3

The file name appears

Post to forum

13. Click the "Post to Forum" button