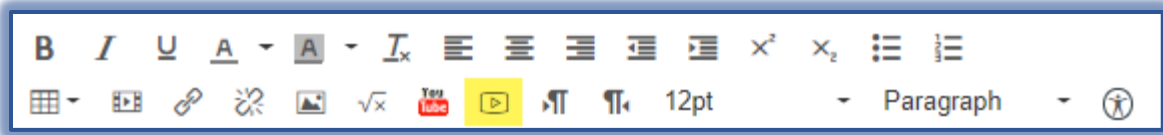


Record Audio - Rich Content Editor

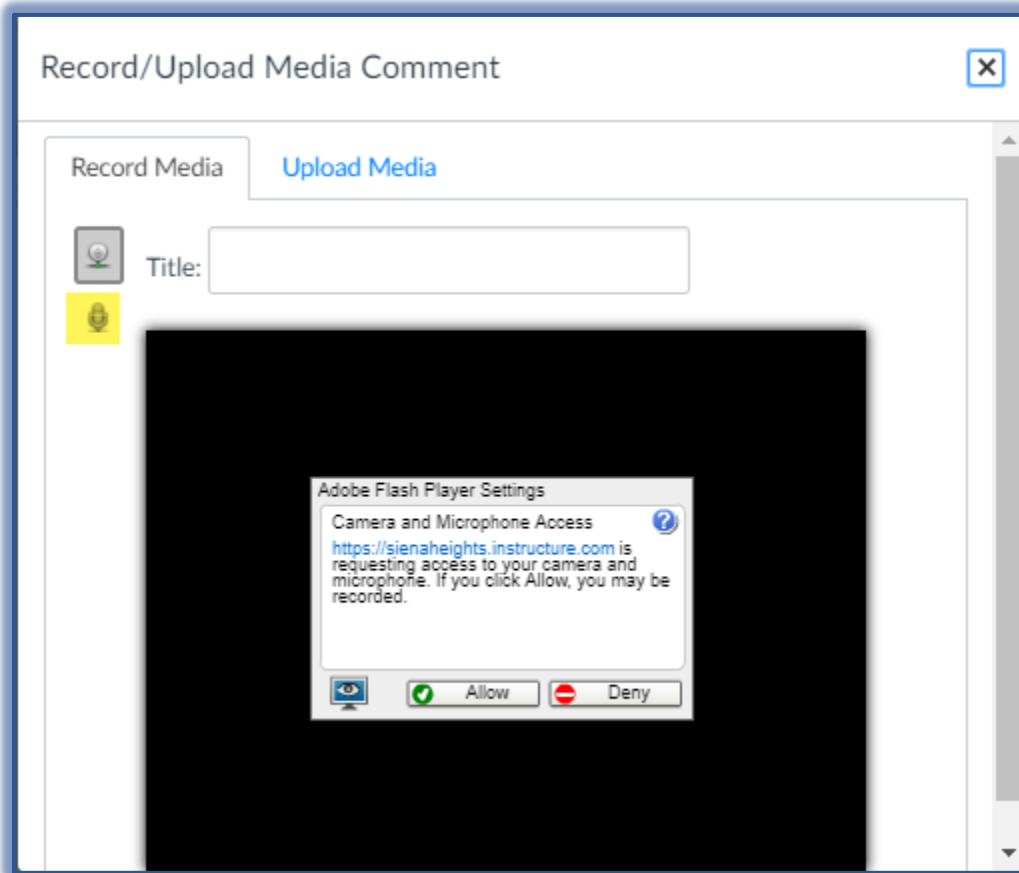
In the Canvas Rich Content Editor, it is possible to record an Audio or Video. The Audio or Video file will be added into the editor when the recording is completed. It is not possible to record you moving around the screen, but you can use a Webcam to show you recording the video.

Record Audio File

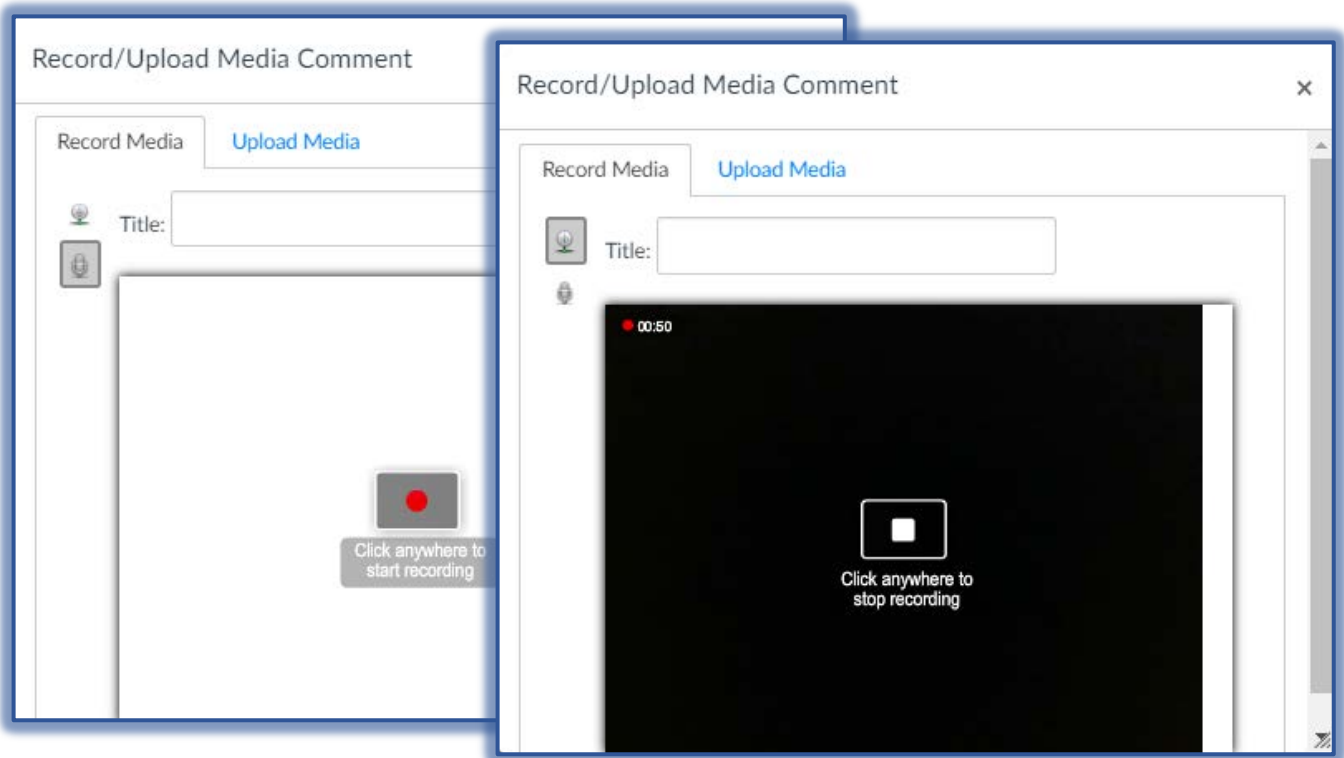
- Access the course where the audio file is to be recorded.
- Click on the **Content Item**, such as an Assignment or Discussion, for which the audio is to be recorded.
- Click the **Record/Upload Media** (yellow highlight) button on the Toolbar.



- The **Record/Upload Media Comment** window will display.



- Click the **Record with Microphone Only** (yellow highlight) button.
- Click the **Allow** button to grant Camera and Microphone Access.
- The screen to record the message will appear.
- Click the **Red Record** button.
- When you have finished recording click the **Stop Recording** button.
- The Message will playback.



- If the Message needs to be changed, click the **Record** button again and re-record the message.
- When the recording is finished, click the **Save** button.
- The **Audio Recording** will appear in the **Rich Content Editor** window as shown in the illustration below.



- Click the **Save and Publish** button for the **Content Item** to save the changes and publish the course at the same time.
- Click the **Save** button to save the **Content Item** without publishing it.
- The **Recording** will appear in the window as shown in the illustration at the right.

