

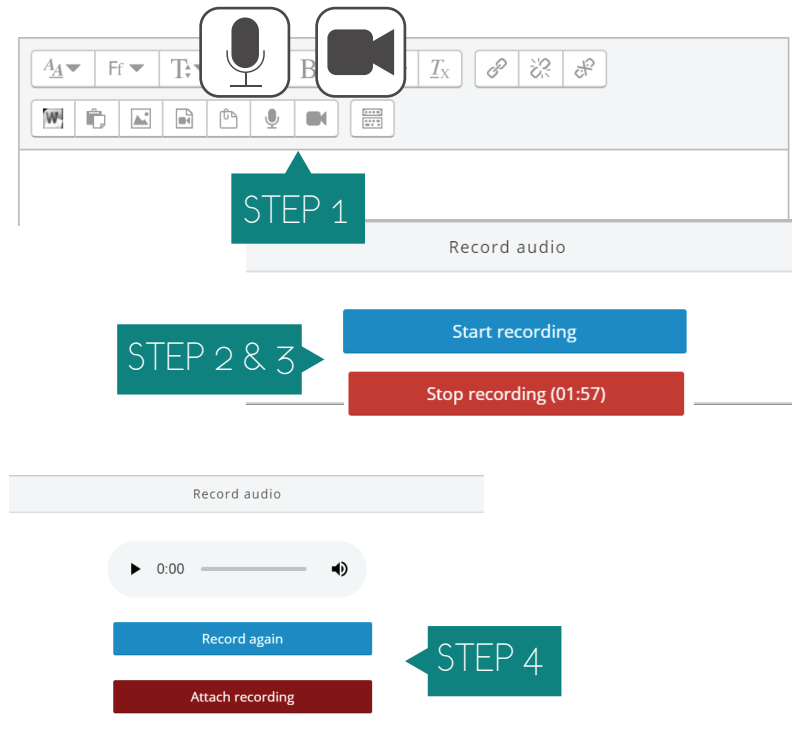
RECORDING

[record 2 minute audio and video clips in Moodle like a pro]

How do I record in Moodle?

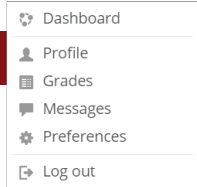
You can record audio and video in Moodle anywhere you would normally enter text -- such as in answer to an essay question, forum post, or dropbox assignment. Recordings are limited to 2 minutes.

1. Select the **audio** or the **video recording button** on the editor toolbar
2. A popup box will open. Click to **start recording**
3. A **countdown** will display how much time you have remaining. When you have finished recording, click the red **stop recording** button.
4. You can **preview** your recording, **re-record** if needed, or click **attach recording** to finish



LEE UNIVERSITY Person McPersonson

STEP 1



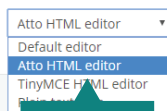
Preferences

User account

- Edit profile
- Preferred language
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Security keys
- Message preferences
- Notification preferences

Editor preferences

Text editor



STEP 2

STEP 3

What if I don't see the recording buttons?

1. Locate your name in the upper right-hand corner of Moodle and click to open the dropdown menu. Select **Preferences**
2. On the Preferences page, select **Editor Preferences** to choose your toolbar editor
3. From the text editor dropdown, select **Atto HTML editor**