

## Voice Recording

### Overview

---

A brief, instructor voice recording is a great way to add presence to an online course for module introductions, and course announcements.

### Uses

---

#### MODULE INTRODUCTIONS

Record a brief introduction for each module in your course. Consider including .. goals and an outline of the module; additional details on assignments or areas where students typically need guidance.

#### COURSE ANNOUNCEMENTS

Record a brief course announcement to add an active presence to the course. Consider including .. a summary of the prior week's activity, goals for the week ahead, details on an upcoming or ongoing project, etc.

### Best Practices

---

#### PLAN YOUR VOICE RECORDING

Consider reusability (avoid dates, term info); create an outline; write a script

#### PREPARE THE RECORDING ENVIRONMENT

Find a quiet place; position yourself close enough to the microphone

#### SET YOURSELF UP FOR SUCCESS

Be mindful of your voice (tone, rate of speech); be prepared with your script nearby; record and playback a brief, test recording to practice

## Voice Recording with CaptureSpace

---

#### PREREQUISITE: INSTALL CAPTURESPACE

1. Visit [video.kent.edu](http://video.kent.edu)
2. Login (Flashline username/password)
3. Click *Add New > CaptureSpace*
4. Follow the install prompts

#### RECORD WITH CAPTURESPACE

1. Launch CaptureSpace > VOICE.
2. Choose RECORD.
3. Conduct and complete your webcam recording.
4. Double-click the CaptureSpace icon, and click DONE.
5. Edit as needed with TRIM (shorten beginning/end) and/or CHOP (select/remove portions).
6. Click DONE.
7. Click UPLOAD.
8. Add the recording to your Blackboard course via *Build Content > Kaltura Media* or within any Blackboard text editor via *Mashup > Kaltura Media*.

### Tips & Tricks

#### PRESENCE, NOT PRESENTATION

Content is typically best presented alongside supporting visuals. Therefore, instructor voice recordings are not the ideal format for online lecture-type presentations.

#### BREVITY IS KEY

Try to keep voice recordings for module introductions and announcements brief; one to two minutes is ideal.