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 ANNOUCEMENTS
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
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.