



cLc Learning Platform User Guides

Guide to the cLc Sound Clip Recorder

cLc v1.6 Software Release – April 08


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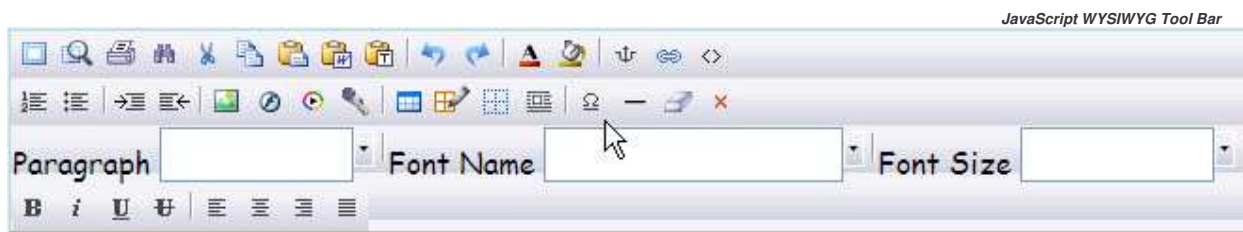
1 Objectives of this Guide

At the end of this 'Guide to the cLc Sound Clip Recorder' you will be able to:

- Switch the sound clip recorder on and off for your cLc (school).
- Record a sound clip and embed it into a page using the WYSIWYG
- Record a sound clip as an MP3 resource and publish it as a podcast/RSS feed

2 Pre-requisites to using this guide

Before using this guide, UniServity recommend that you first have an understanding of the cLc Learning Platform, the cLc Resources and your chosen WYSIWYG editor.



2.1 User access rights required to use this guide

To use this cLc guide you will need to check that you have access to view:

- **My Resources** tools within your right hand side My Panel, or the
- **Group Administration** component when viewing at least one 'sub-group Community' within your cLc learning platform.
- **User Preference Settings** (cLc Manger's only) to turn the sound recorder on or off for a cLc

My Panel > My Resources



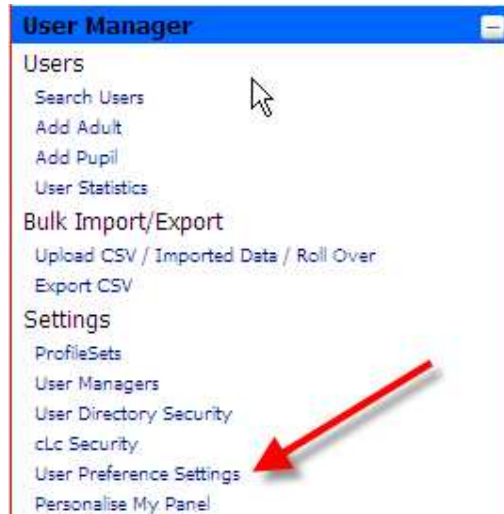
Control Panel > Group Administration > Resources



Requires the following user access rights, either:

- **Group Editor**
- **Group Owner**
- **cLc Manager** (*Super User*)

Control Panel > User Manager > User Preference Settings



Requires **cLc Manager (Super User)** user access rights

If you cannot view any of the above, or if you have any queries with regards to your access rights, please contact a cLc Manager. To learn about the different cLc user access rights levels, please refer to the '**Guide to cLc Access Levels**', or [Click here](#) to view online.

2.2 System Requirements

- The system requires that Java 1.5 or above installed on your local machine. To check to see if the sound recorder will work on your computer click on the link http://www.javasonics.com/support/check_java.html and follow the instructions. To install Java on your machine please go to www.java.com and click on the download button.
If you are encountering any Java problems the following page is available to provide assistance <http://www.school-portal.co.uk/GroupHomepage.asp?GroupID=40883>
- To record a sound clip a microphone needs to be installed on the your computer
- To listen to sound clips you must have speakers

3 What is the Sound Clip Recorder ?

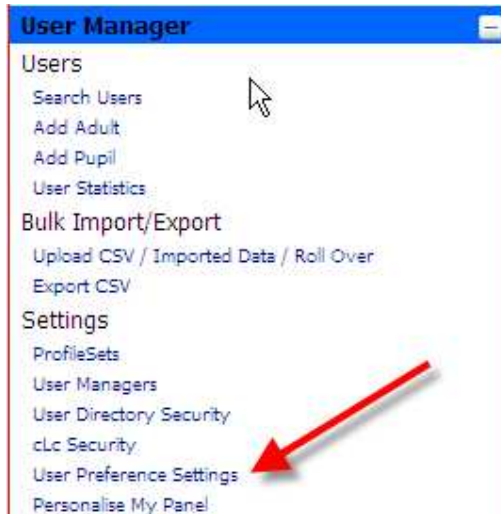
The Sound Clip Recorder allows users to record a one minute sound clip that can be either embedded as content in a page or saved as an MP3 file that can be published as a podcast/RSS feed

4 How to? Guides

4.1 How do I switch on the sound recorder in the cLc?

Sound clip recording can only be switched on by a cLc Manager (Super User).

1. Navigate to Control Panel -> User Manager -> User Preference Settings




2. Select 'Use Sound Recorder' under 'Set use of the Sound Recorder for ALL users' and click 'Update Sound Recorder'



3. The number of people for which the sound recorder is available is displayed at the top of the page under 'Sound Recorder'

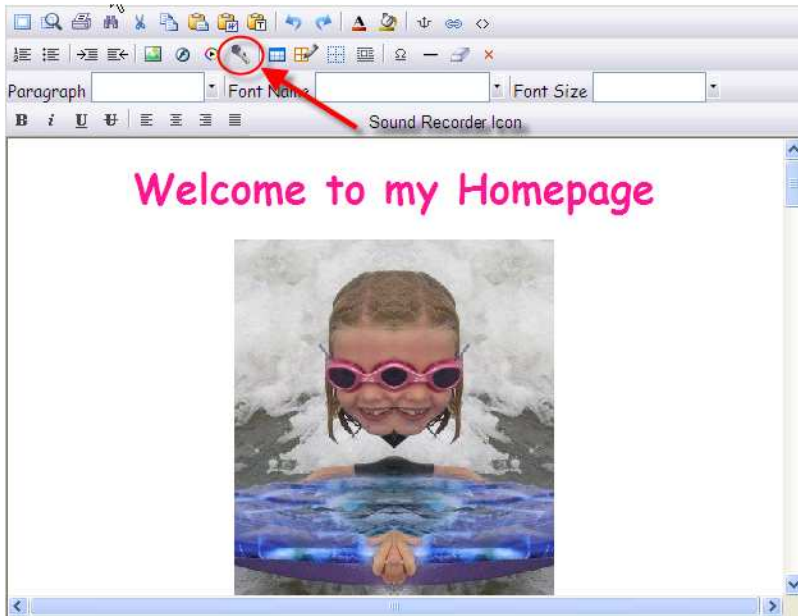



Users will now have a microphone icon  in the WYSIWYG and resource toolbar which will enable them to record, edit and save sound clips.

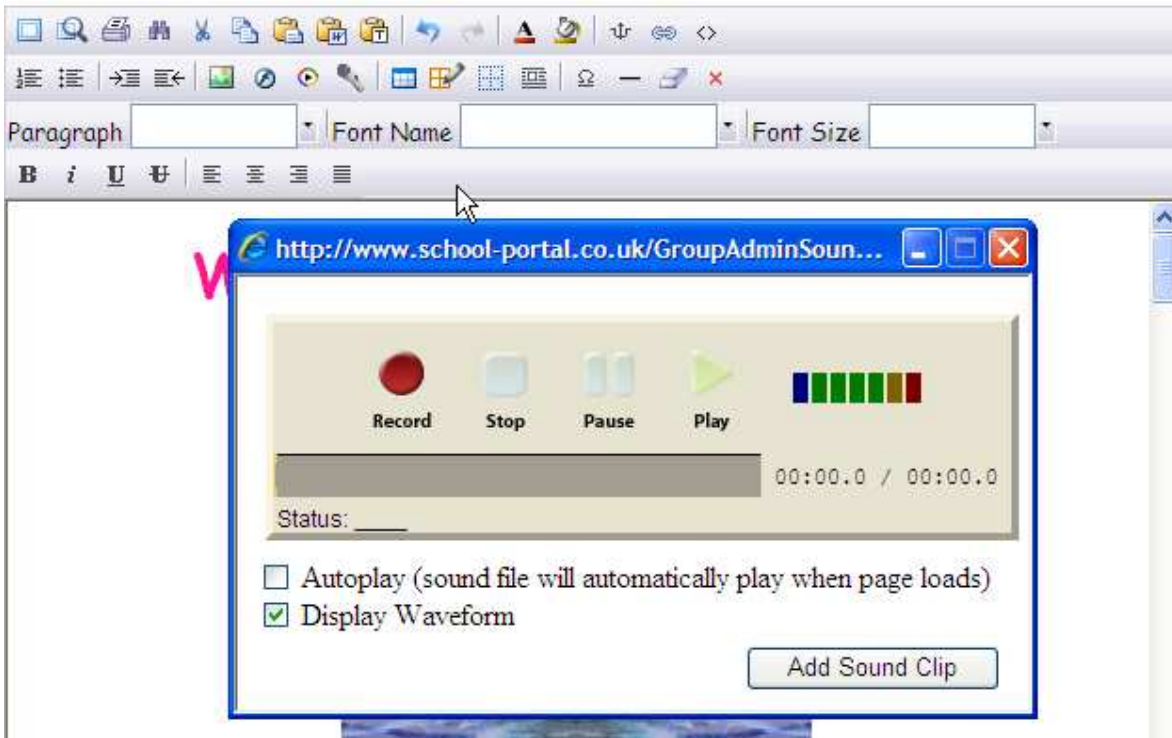
4.2 How do I record and embed a sound clip in a page?

A sound clip can be embedded into a page anywhere a WYSIWYG editor is available. To illustrate how this is done we can follow an example of adding a sound clip to a user's ePortfolio homepage. The process works in exactly the same way for group homepages, custom pages, blogs etc

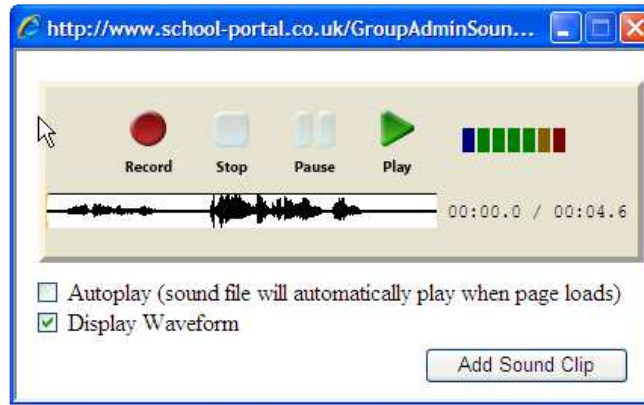
1. Navigate to your homepage and click edit, this will bring up your chosen WYSIWYG. If sound clip recording has been enabled you will see the icon highlighted in the diagram below.



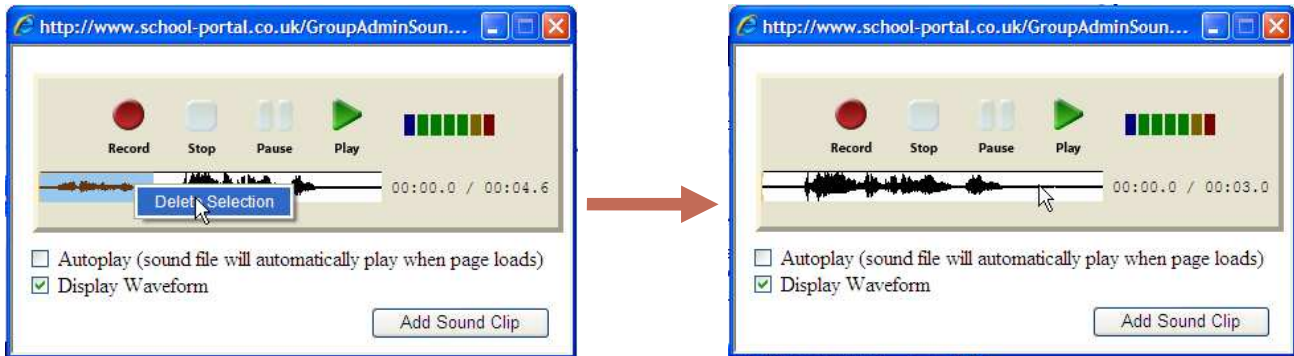
2. To add a sound clip, click on the location in the WYSIWYG that you would like the sound clip to be positioned and click on the sound recorder icon  to bring up the sound recorder.





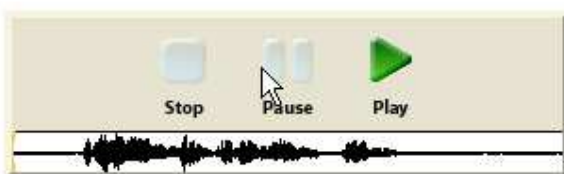
3. Click the "Record" button and to start recording a sound clip. Click the 'Stop' button when complete. To listen, click on the 'Play' button.



- It is possible to perform simple editing on this clip. Highlight the area you wish to edit by pressing and holding the left mouse button on the waveform where you want to start editing. Drag the mouse and highlight the area you wish to select. Right mouse click the area and click "Delete Selection" to remove this section.




- A couple of options are available to determine how the sound clip will appear and behave in the page once it is saved.
 - The 'Autoplay' option causes the clip to play each time the page is loaded.
 - The 'Display Waveform' option will determine whether the sound wave is displayed in the page when the clip is played.
- Click 'Add Sound Clip' to add the clip to the page.
- The clip can be re-edited by clicking the microphone image  in the WYSIWYG and click on the microphone icon  in the toolbar to bring it up and edit as described in points 3 and 4.
- Once editing is complete, the page can be saved and the clip is available for users to play.



4.3 How do I record an MP3 resource and use it to create podcast/RSS feed?

A sound clip can also be recorded and stored as an MP3 resource that can be published as a podcast/RSS feed.

1. Navigate to any Group or My Resources. The sound recorder icon  will be available in the resources toolbar providing your cLc Manager has enabled sound recording within your cLc.



2. Click on this icon to take you to the 'Record sound clip' page.

Record audio clip


i How do I record, edit and upload audio?

Connect a microphone to your soundcard mic input (or use your laptop's inbuilt microphone).
Press the red **record** button and record your content.
You can press the **pause** button at any time and press record to continue.

If you want to delete an unwanted part of the audio, drag your mouse over the unwanted section and right-click your mouse. You should then be presented with 'delete selection'. Click on this.

Type the name you want to give the audio file into the file name box below and then click **Upload Sound Clip** to upload the file.

Title*


Sound Clip* 

i Creating a podcast from this clip

If you tick the **Save As Podcast** check box below you can create a podcast for this sound clip.
You can either type the name of the podcast or select from an already existing one below.

3. Enter a title for your sound clip, choose the security level (if editing group resources) and then record, edit and listen to your sound clip as described in the section above 4.2 How do I record and embed a sound clip in a page

Title*

Sound Clip* 

4. An option is available to save your clip as a podcast. Clicking this checkbox will bring up options to create a new podcast or add it to an existing podcast.

Creating a podcast from this clip

If you tick the **Save As Podcast** check box below you can create a podcast for this sound clip. You can either type the name of the podcast or select from an already existing one below.

Save As Podcast

Podcast Name

or Select Podcast

5. Add category or description information and click 'Upload sound clip' to create the resource. Depending on the chosen option, the sound clip will be added to an existing podcast/RSS feed, create a new podcast (shown below) or placed as a MP3 file in the standard resource area.



6. If you choose not create a podcast from your clip, the resource will appear with an additional icon, to create the podcast at a later date.



7. Clicking on this icon will create a new podcast/RSS feed with the same name of the file.

5 Additional Help & Support on Downloads

Further help and support on how to set-up your cLc is available via:

- a. www.cLcSuccess.com – cLc knowledge hub
- b. cLc Help Component
- c. Contacting the UniServity support team (*Nominated cLc Support Contacts Only*)

a. www.cLcSuccess.com :

cLc success is an online knowledge hub that provides UniServity cLc users with the resources, content, user guides and best practice examples to enhance teaching and improve learning outcomes. It is also the gateway for schools around the world to join groundbreaking collaborative projects.

cLc Success is available to cLc Managers and cLc Group Owners only via:

- i) www.clcsuccess.com (*Please enter full username and password to access content*)

When logged into your cLc:

- ii) cLc Help component of the Control Panel (*see next page*)
- iii) My Panel, under the UniServity drop down category

b. cLc Help Component:



All cLc users who have been granted permission to edit their cLc will have access to the cLc Help component at the bottom right hand side of the screen underneath their My Panel. This will contain some or all of the following options, depending on their access permission level:

1. **Email Support** - Nominated cLc support contacts will see a '**Contact UniServity Support**' option within the cLc Help component. Selecting this option will display an online email form that can be completed and sent directly to the UniServity support team.
(*Please ask an existing cLc Manager to email a request to UniServity if you want to create any new nominated cLc support contacts – for more information on Nominated cLc support contacts please [click here](#)*).
2. **Online Help** – This option is available to all cLc users who have been granted permission to edit their cLc, and provides a link to the online cLc User Help Manual.
3. **Creating Accessible Content** – This option provides a link to cLc accessibility help pages, providing assistance on how to create content that is accessible to all internet users.
4. www.cLcSuccess.com – All cLc Managers and Group Owners will have access to a link to the cLc knowledge Hub customer portal.

(*Please note: This also appears within their My Panel, under the UniServity drop down category*)








c. UniServity support team contact details:

- **UniServity Support Helpline:** 0845 6751151
- **Email:** Support@uniservity.com

Please note: These contact details are only available to Nominated cLc Support Contacts. In order to contact the UniServity support team you will need to quote your support password. For more information on how to set-up your support password please [click here](#)

6 Next Steps

Once you are confident with using the cLc Downloads, UniServity recommend reading the following help guides:

Guide	Overview
 Guide to cLc Podcasts (GA 1b Podcasts)	A Folder of Resources that allows the end user to subscribe to be updated when new resources are added.
 Guide to cLc Tasks (GA 1b Tasks)	A Resource with instructions and downloads, that can be directed to an individual or group of individuals. Also enables the end user to send completed resources back to the Task via their ePortfolio>My Resources
 Guide to cLc Forums (GA 1b Forums)	A Resource which facilitates discussion area. Great for encouraging debate, questioning and reasoning on a download
 Guide to cLc Surveys (GA 1b Surveys)	A form building Resource which facilitates user feedback/Assessment.
 Guide to cLc Custom Pages (GA 1b Custom Pages)	A Resource which enables the creation of Web Pages
 Guide to cLc Links (GA 1b Links)	A Resource which allows you to create Hyperlinks. Useful to point to other web pages that support the download
 Guide to cLc (SCORM) Learning Resources (GA 1b SCORM)	A Resource which allows the uploading of SCORM compatible learning content

7 Feedback to this Guide

At UniServity we are always looking to continue to improve our cLc support. Please feel free to send us feedback on how useful you found this cLc guide, or if you think there are ways that it can be improved, by emailing support@uniservity.com and quoting the reference number at the bottom of the page.