

Making and Storing your Interactions

1. If using the white rectangular voice recorder choose folder **B**. Do this by pushing the small silver folder index button.
2. Record
3. When you are happy with your recording plug the recorder device into the computer.
4. Find your recording on the device. You will need headphones to listen to it. If you have used the white rectangular device your recording will be in the **B** folder. All the dates on the files are wrong so the only way to find your recording is to listen to it.
5. Copy the recording by using the CUT editing button. This is important because that way it is also deleted off the voice recorder
6. Go to S/LANGUAGES/SPANISH/STUDENT DATA
7. Choose your level group and the year and open that folder
8. Choose the folder with your name on it
9. PASTE your recording into that folder. If this doesn't work, keep your folder open, go back to the voice recorder and do the CUT/PASTE again.
Sometimes it doesn't work if there have been too many in-between steps
10. Rename your recording, eg. task 1
11. Check it has worked
12. Store another copy in a safe place for yourself, either onto a memory stick or onto your user drive.
13. Check the original recording has been deleted from voice recorder
You could also use your own recording device, eg. cellphone or ipod and download it into your folder on S drive as detailed above

For your own protection you MUST keep your own copy of your recording. The S drive is not totally safe and we are only using it so that I can have access to your recordings to give you feedback.