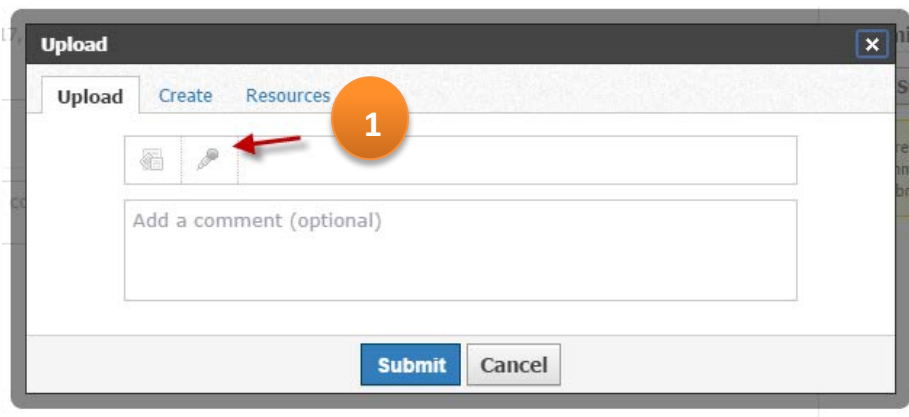Adding audio and video to your Schoology course assignments is a way to personalize the message you are sending out. You can add audio or video to a new assignment or edit an existing assignment. You can also use the Audio/Video Recording feature in other areas of Schoology including Updates, Discussion Boards, Test Questions, and Messages.

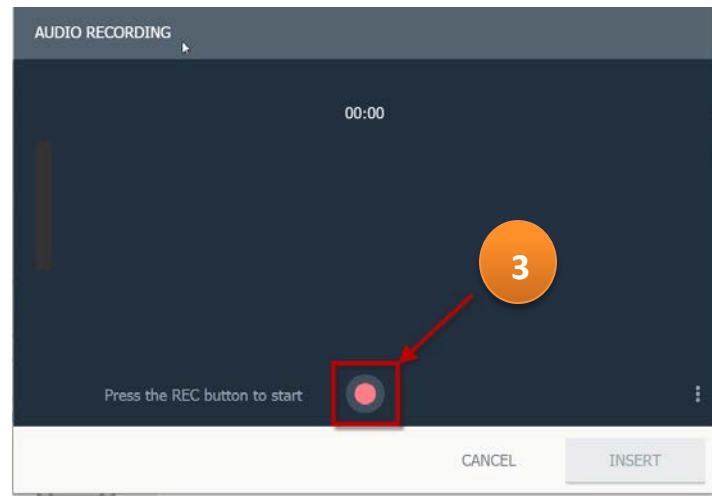The key is to look for the microphone button.

Audio Recording Settings

1. Select the **microphone** button to open the **Add Recording** pop-up.

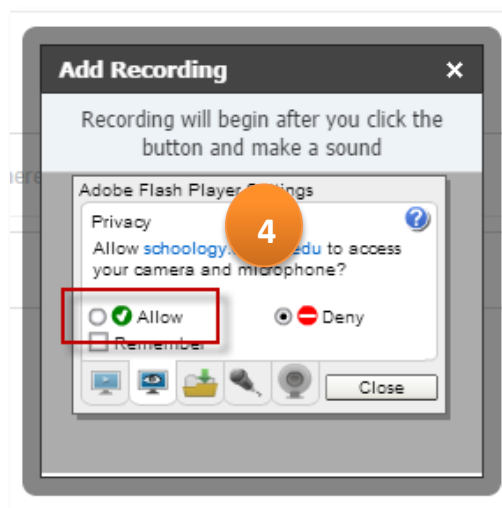2. In the **Add Recording** window, select **Audio**.

3. If Flash is enabled on your computer you should see the **AUDIO RECORDING** window with the red **REC** button. Select the **REC** button.
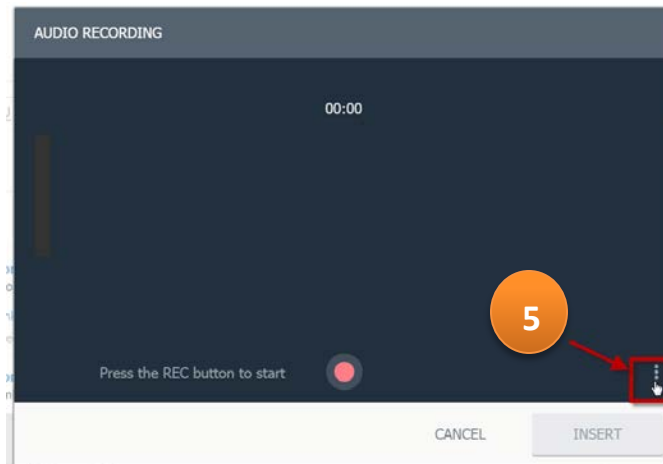

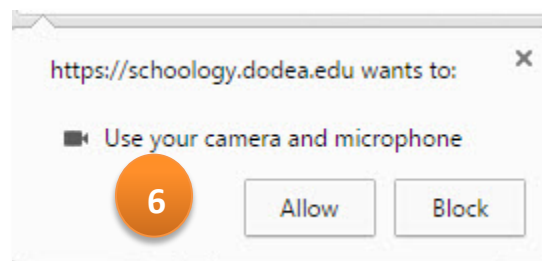**NOTE:** If you do not see the **Add Recording** window after you select the **REC** button, proceed to step 5.

4. When you select the **REC button**, the **Add Recording window** should appear. Select the radio button in front of **Allow** to enable the computer's camera and microphone. Select the check box in front of **Remember** so the computer will save this information and you won't have to go through this process again on this computer. Proceed to Step 7.
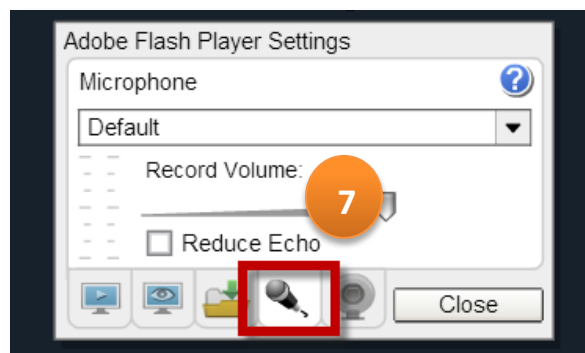
5. If the **Add Recording** window does not appear, select the three dots in the lower right corner of the **ADD RECORDING** window.

6. A pop-up will appear asking if you want Schoology to use your camera and microphone. Select **Allow** to continue.
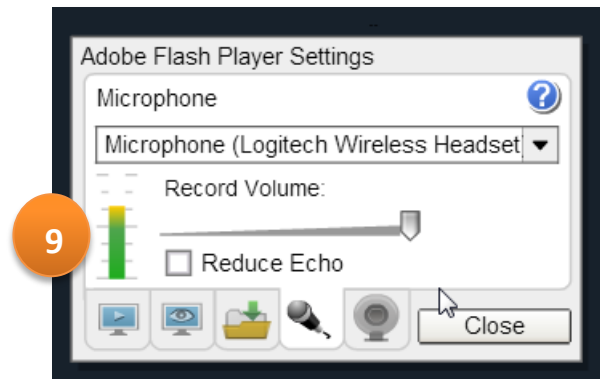

7. Select the **Microphone** tab.

8. Use the **drop down arrow** to display a list of microphones and make sure your microphone is selected.

NOTE: Your list of microphones will be different than what is shown and will list the microphones that are available on your computer.

9. After you select the correct microphone when you speak you will see that your voice is being picked up by the **feedback bars**.

NOTE: If you are not sure which microphone to select from the list, choose one and then speak and you will see the feedback bars picking up your voice.
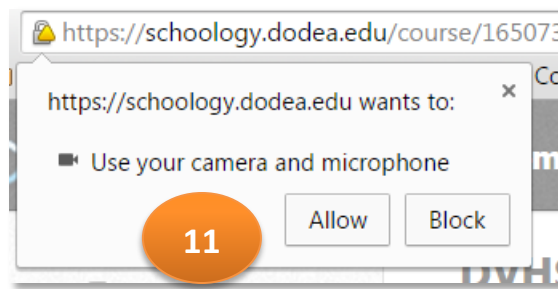

You may be required to do step 10 or 11 if you are unable to start recording.

10. If an additional pop up window displays asking you for Camera and Microphone Access, select **Allow**.
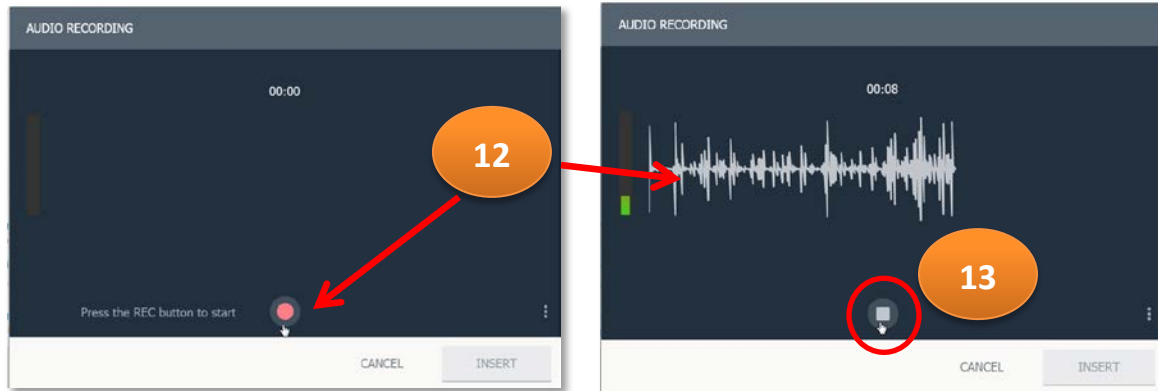

11. A pop-up may appear under the address bar that has two buttons. Select **Allow** to go to the recording screen.

NOTE: This pop-up is not obvious and may not grab your attention, so be sure to watch for it if you are unable to start recording.
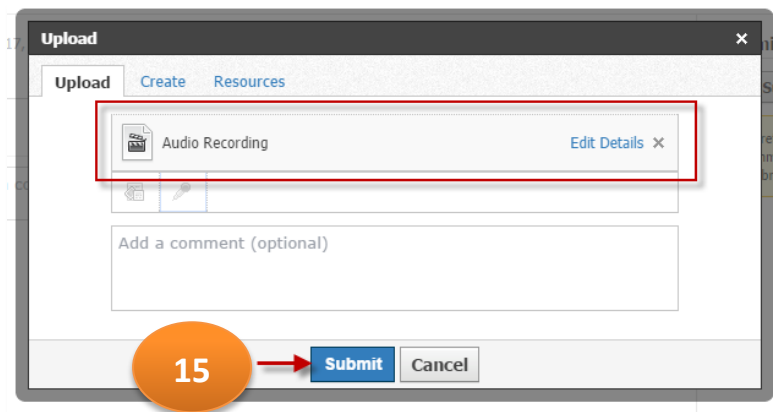
Start Recording

12. To begin recording, select the **REC** button**.** Once it begins recording you will see the audio bars.
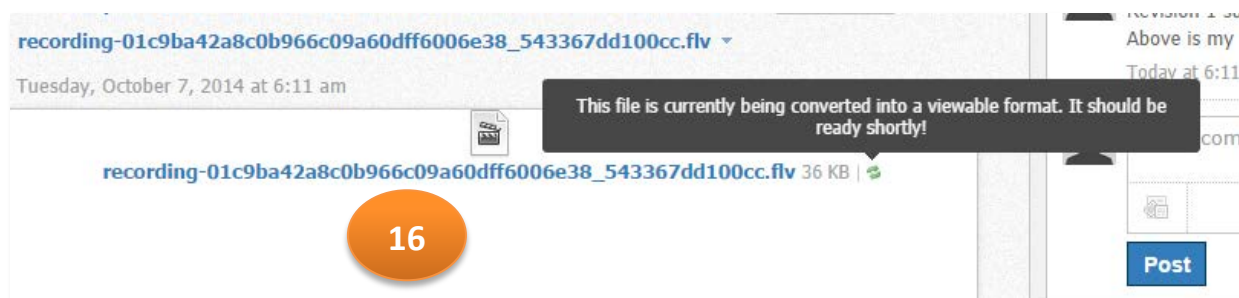13. When you are finished, select **stop**.

14. You now have the option to **play back** the recording, **start over**, or **Insert** it into the assignment.
    It is highly recommended that you listen to your recording before attaching it.

15. When you have inserted the recording, you return to the assignment screen which now shows your **Audio Recording**. You can also **Add a comment** in the text box, if desired. Then select **Submit** to upload the audio.

16. After submitting the audio, you may see the first screenshot as Schoology works with your recording to make it playable.
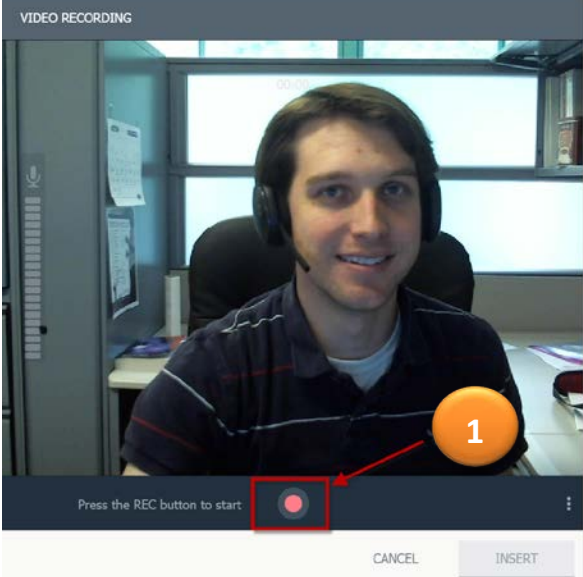

17. Once it is finished processing your recording, you will see the second screenshot. You can return to any submitted assignment and listen to your recording. If you can hear it correctly, then other people will also be able to hear it correctly.

Video Recording

Video recording follows the same steps as audio, but includes a video. Make sure your webcam is selected in the same settings area you chose your microphone.

1. Select the **REC** button to start recording.	2. The screen will show a flashing **REC** in the corner. Select the **stop** button to stop the recording.

3. You receive a message that the video is uploading. Once it is completed you can preview your video by selecting the **play** button or if you want to redo the video, select **start over**.
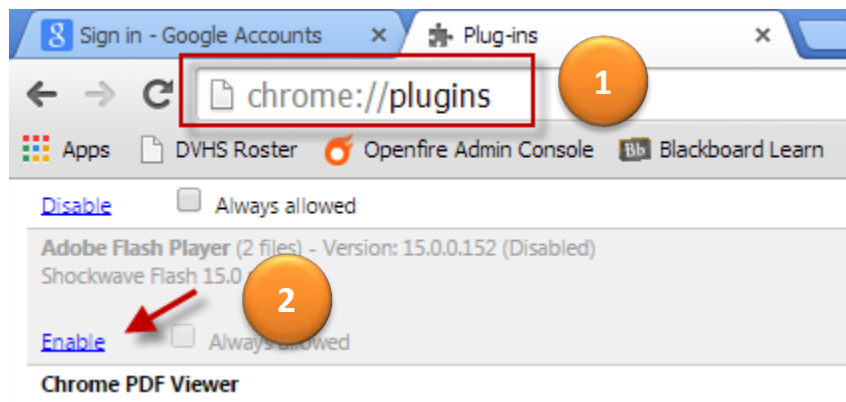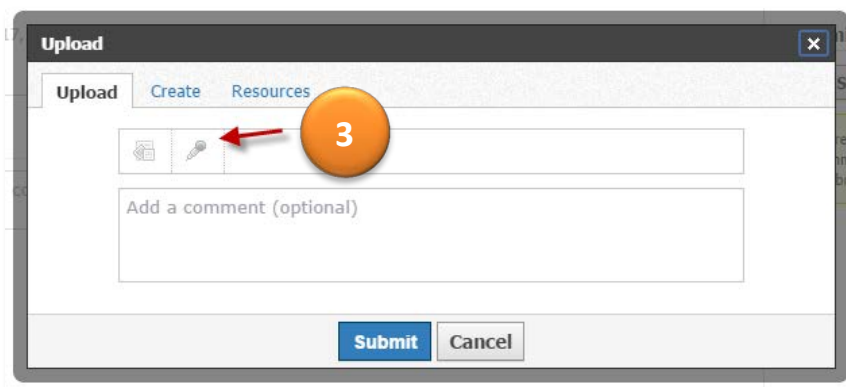
Problems Recording?

The first thing to check when you run into problems recording in Schoology is the **Flash plug-in**.

1. To do this, open **Chrome** and type "**chrome://plugins**" into the address bar.

2. Go to **Adobe Flash Player**, and make sure it is **Enabled**. If it looks like the screenshot below, select **Enable**.

3. Navigate in your Schoology course to an assignment that has the option to record a response. Open the assignment and select the **Submit Assignment** button. In the Upload window, select the **microphone** button to open the recording pop-up.

4. In the **Add Recording** pop-up, select **Audio**. Complete your recording following the steps starting on page 1.