



# Voice Recording and Digital Portfolio Creation

## Project Steps

In these steps, you'll first record a reading sample using the Voice Memos app on iPod touch. You'll then copy the audio file to iTunes, add the text of the sample and other data to the recording, and create a playlist to use as a digital portfolio for this and other reading samples. Finally, you'll sync the file back to iPod touch.

### Preparation

On your Mac, locate the Mars Reading Sample file in the Create This folder. You will use this sample to record. You will also copy this text and add it to the file of the recording in iTunes later in the steps.

### Using Voice Memos to Record a Reading Sample

- 1 Connect your Apple Earphones with Mic to your iPod touch. You will need to use the built-in microphone.
- 2 Press the Home button on iPod touch. Tap Voice Memos.



Voice Memos

- 3 Tap the Record button (the red button) to start recording your reading sample. The button at the bottom right becomes a Stop button. Tap the Reading Paused Record button to stop the recording.
- 4 Tap the "Go to voice memos" button (with the horizontal lines) at the bottom right to hear your recording.
- 5 Tap Done and then press the Home button.



## Copying to iTunes, Adding Data, and Creating a Portfolio

- 1 Connect iPod touch to your computer.

iTunes opens.

- 2 If a dialog appears that asks if you want to copy your recording to your iTunes library, click Yes.

Your voice recording is saved in a Voice Memos playlist under Playlists at the left of the iTunes window.

- 3 Click the Voice Memos playlist to view your recording, which is selected.

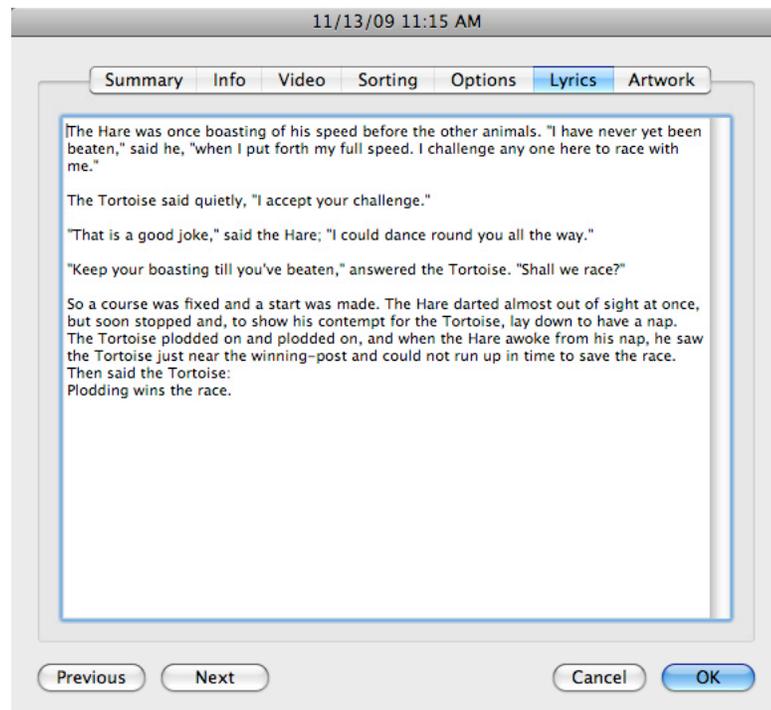
- 4 Choose Get Info from the File menu.

An information window appears for your recording.

- 5 Click Lyrics at the top of the window.

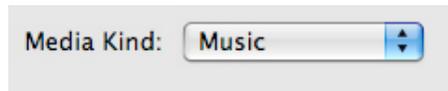
- 6 On your Mac, select the text of the reading sample that you located earlier and then choose Copy from the Edit menu.

- 7 Return to iTunes and then choose Paste from the Edit menu to add the text to the Lyrics section of your recording.

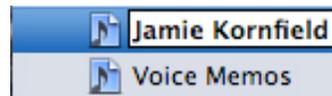


- 8 Click Info at the top of the information window.
  - a. In the Name field, type the name of the book that your reading sample came from.
  - b. In the Artist field, type your name.
  - c. In the Comments section, type "Reading fluency practice" and today's date.

- 9 Click Options at the top of the information window. Choose Music from the Media Kind pop-up menu. Click OK to close the information window.



- 10 To create a new playlist to use as your digital portfolio, click the Add (+) button at the bottom left of the iTunes window.
- 11 In the new playlist that appears, type your name as the name of the playlist.



- 12 Click the Voice Memos playlist, then drag your recording from this playlist to the playlist with your name.

## Syncing and Listening to Your Recording

- 1 In the Devices section at the left of the iTunes window, select your iPod touch. Click Sync. Your recording is copied back to your iPod touch.  
**Note:** To learn more about syncing to iPod touch, see the insert that was included with the iPod touch box.
- 2 When iTunes displays the message that iPod sync is complete, disconnect iPod touch. Quit iTunes by choosing Quit iTunes from the iTunes menu.
- 3 Disconnect your iPod touch from your Mac.
- 4 Your recording can be found in the Music section of your iPod touch. Tap Music, tap the playlist with your name, then tap your recording. As you listen to your recording, tap the screen to view the text, if it isn't already displayed.