

RECORDING PROCEDURES

When a student is absent on the day of an individual performance tests/quizzes, they will need to make up the test/quiz by recording at home using a phone, laptop microphone, or other recording device. The recordings will be uploaded and submitted via Canvas. It will be due the following day by midnight.

Instructions to Record on Canvas (one recording submission only)

1. Practice before you make the recording
2. Go to [Canvas](#) and go to the page for your class.
3. Go to Assignments
4. Click on the name of the Assignment
5. Click on Submit Assignment
6. Go to the Media tab
7. Click Record/Upload Media
8. Switch the setting to "Record Audio with Microphone Only"
9. Click "Allow" to allow the QuickTime media player to record audio using your microphone (if you don't already have QuickTime installed, you will need to install it.
10. Title the file appropriately
11. Start the metronome on either metronomeonline.com or by googling "metronome" for the google metronome
12. Click the record button on the recording screen
13. Then play your instrument assignment with the metronome
14. Once you have finished click on that same button again to stop the recording
15. Then click on Submit Assignment, this might take a while so wait until it is finished uploading.

Instructions to Record with Your Phone (multiple recordings allowed)

1. Practice before you make the recording
2. Open up any voice recording app on your phone like "Voice Memos" for iPhone or "Samsung Voice Recorder" for Samsung
3. Start the metronome on either metronomeonline.com or by googling "metronome" for the google metronome
4. Click the record button on your phone app
5. Then play your instrument assignment
6. Once you have finished click on that same button again to stop the recording
7. You can do as many recordings as you would like until you find the best recording to submit.
8. Once you have made a recording that you like, save it as your Full Name and the Assignment Title. If you recorded multiple files for a scale or rhythm test, please title each file separately with the line or scale you are playing in the recording. For example: "*John Smith - Rhythm Sheet #1 - Line 5*" or "*Jane Smith - Scale Test 3 - Eb Major*"
9. If you recorded by phone, email the file to yourself so that you can open it on your computer.
10. Then go to [Canvas](#) and go to the page for your class.
11. Go to Assignments
12. Click on the name of the Assignment
13. Click on Submit Assignment
14. Click on Choose File(s) to find your recording on your computer.
15. Then click on Submit Assignment, this might take a while so wait until it is finished uploading.

All recorded assignments must be recorded with the metronome at the correct tempo. The metronome must be heard in the recording as well so that I can evaluate the student's ability to keep time. If a student doesn't possess a metronome, they should use the online metronome. The link for the online metronome is found on the Resources page of this site under "Links."