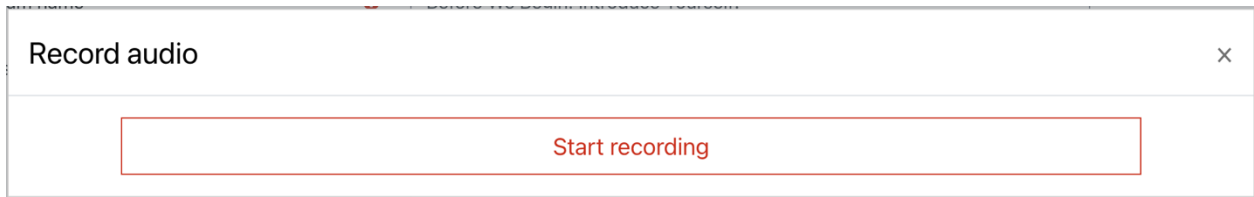


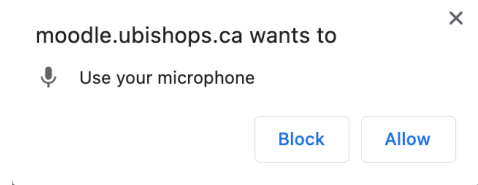
Record and Embed

Audio

1. Select the "**Show More Buttons**" button on the toolbar.
2. Select the "**Record Audio**" button that has now been revealed.
3. In the pop-up window, select "**Start Recording.**"



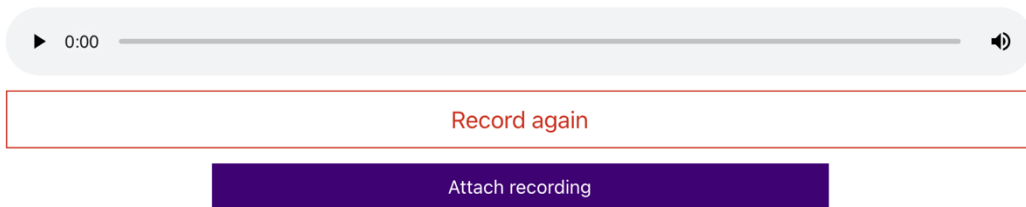
- o You may now get an additional window in your browser asking you to allow Moodle to access your microphone. Select "**Allow**" or equivalent. This will likely only happen the first time you use the function.



4. Record your audio. You will have a maximum time of 2 minutes.
5. Select "**Stop Recording**".
6. You will now have the option to review your record with the play button, "**Record Again,**" or (if you are happy with the recording) "**Attach Recording.**"



Record audio



7. You can now type your transcript directly below your recording to ensure all members of your community can engage with what you have shared.



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BUILDING CAPACITIES FOR
STUDENT MENTORSHIP
AND COLLABORATION