

Instructions for making and submitting a sound recording

Candidates for Teaching Associate are required to submit a short recording of their voice, so that their proficiency in Spanish and English may be assessed.

Please create a short recording of approximately one minute describing what you hope to gain from the experience of teaching Spanish at Fresno State. Please provide the same statement in both Spanish and English.

To create and save a sound recording:

Find the sound recording device that comes installed on your computer, or other sound recording software that you have installed on your computer. You may also use a digital voice recorder that can be attached to a computer. Record your statement and make sure to **SAVE** the document with your name as the file name. If you need to make two recordings, number them in the file name: JoeApplicant1.wav, JoeApplicant2.wav, etc. The most common sound files are .mp3 and .wav files.

Sound recorders that come installed on PCs vary, but a very common one is called Sound Recorder, and looks like this:



On many PCs the Sound Recorder can be found in Start → All Programs → Accessories → Entertainment. You may need to run a search for it on your hard drive by going to Start → Search → because programs may vary, you should enter “sound”, “sound recorder”, “voice” or similar search terms.

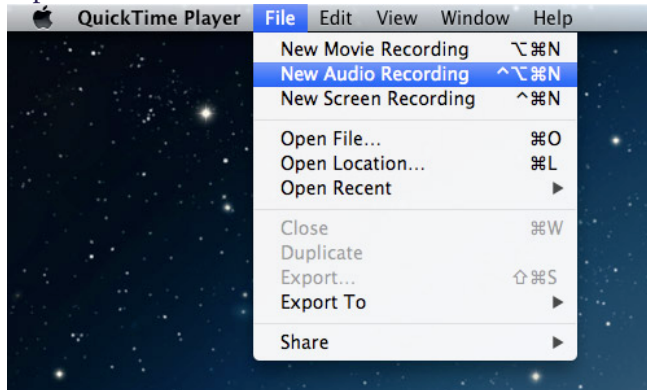
If you use the Sound Recorder described above, you save by clicking on File → Save As → Give your file a name and save it. It will be saved as a .wav file.

Because recorders vary, you should familiarize yourself with whatever kind of recorder your computer has. Mac computers have entirely different recording capabilities than PCs. Remember, you can also use a hand-held digital voice recorder as long as you can connect it to your computer so you can upload your recording.

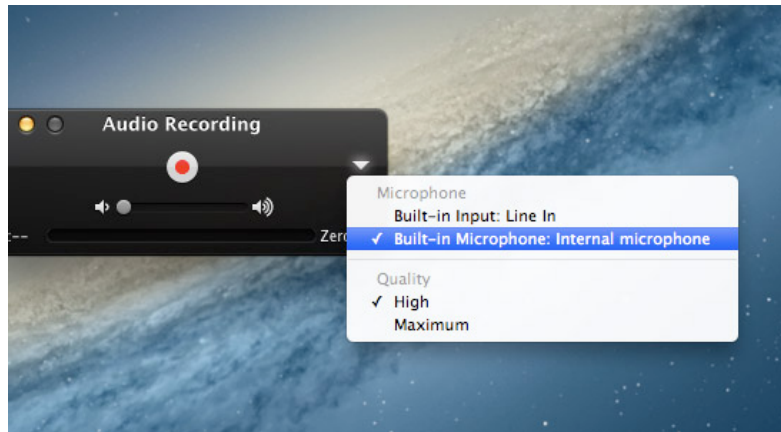
Recording Audio in iOS

If you have Mac OS X 10.6 (Snow Leopard) or later, you may use the built in QuickTime 10 player.

1. Open QuickTime Player.
2. Open the file menu and select **New Audio Recording**.



3. You may click on the down arrow to select the microphone input, quality, and save destination. Microphone volume is adjustable with the slider under the record button.



4. You may now press **REC** and begin your recording.
5. Once you're done, go to **File**→**Export**→**Audio Only** and you'll end up with a MPEG audio file, which can be played in any audio apps across platforms.