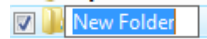
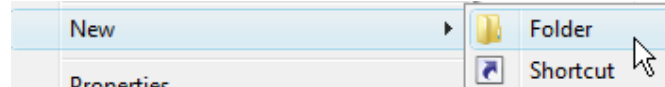


Using Audacity to Create iPod Files

CREATING A FOLDER CALLED IPOD

1. Double Click on your “My Documents” Folder
2. Go to the File menu and choose New
3. Move over to new Folder
4. This will create a new folder in your “My Documents” Folder
5. Name the folder “iPod”
 - a. It will first look like this
 - b. It will then look like this
 - c. Press enter to complete the naming process
6. This is where you will be saving your mp3 files (test questions)

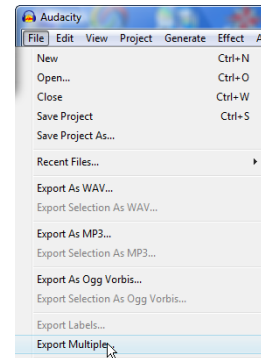
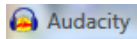


TIPS

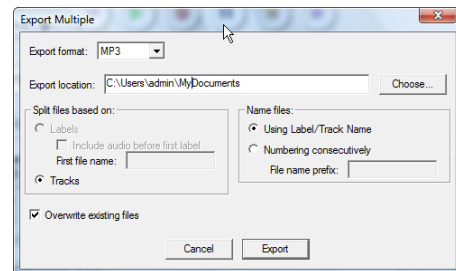
- Create your tests in advance and proofread them. Read them aloud to ensure that it makes to those listening to it on the iPod.
- Number questions in sequential order. Start with 1 and end with the last question. DO NOT start over with numbering for each section of your test. For example, if you have 10 true/false questions and 10 multiple choice these should be numbered 1-20 not 1-10 and 1-10.

TO CREATE RECORDING TRACKS (QUESTIONS, ETC.)

1. Open Audacity – make sure the sound on the computer is turned off
2. Record question #1 and answer choices if needed and then press stop
3. Press the back button
4. Record Question # 2 and press stop
5. Press the back button
6. Repeat for all the questions
7. When finished from the drop down menu select “Export Multiple”



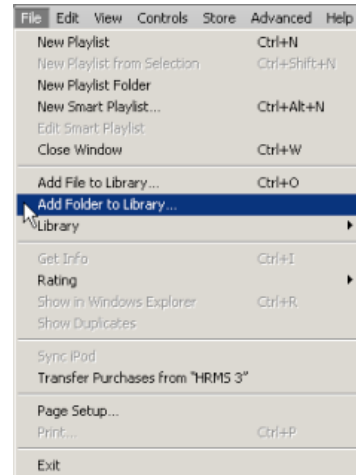
8. Export Format: MP3
9. Export Location: Click Choose...
10. Navigate to the iPod folder you created in your “My Documents” folder you created earlier
11. Click the small circle next to “Number Consecutively” and add a file name prefix of: GradeLevel-TestName (EX: 7thGrade-VocabTest1)



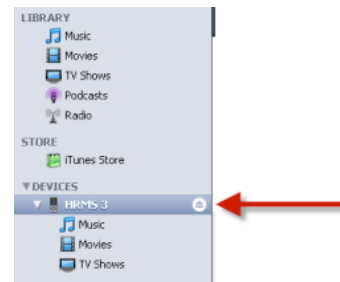
12. Press Export
13. It will now ask you to fill in the information for your tracks (Fill it in as follows)
 - Artist: Your Name
 - Album: Grade Level and Test Name
 - Year: Current School Year
 - Press OK
 Your files are created as mp3s in your ipod folder

ADDING AUDIO TO THE IPOD

1. Go to one of the designated computers to upload your audio
2. Add your folder with your recorded files to the library
 - From the File drop down menu
 - Select Add folder to Library
 - Locate your folder
3. Plug your iPod into the computer (Make sure to check manually manage files)



4. On the left hand side of the iTunes screen it will list your device. (The device in the example is HRMS3)
5. Make sure you are on **music under library**, and drag your files from the library to the device.



6. To check to see if your files are on the iPod, go to music listed under the device.
7. When you are finished eject the iPod DO NOT JUST UNPLUG IT!
 - Click the eject button and wait for the ipod to say it is safe to unplug.

