

Nombre: _____

HOW TO RECORD USING SOLOIST and upload in Padlet

I. Recording your Voice

A. To Record Your VOICE—

After logging onto a computer,

1. Open Sony Soloist.
2. When you are ready to record your voice, click the RED CIRCLE. The clock will start counting how many seconds you are recording. **Include every part of the description of the picture in your one recording.** Hit the stop button when you are done.

B. To SAVE your recording—

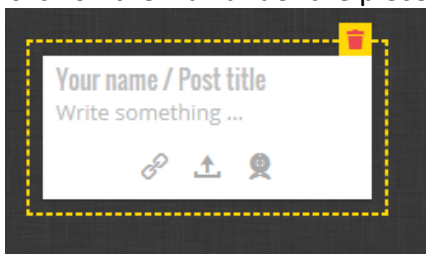
~~~~~**You must save the recording of each piece of art to the FL server:**

1. Click on the CLOSED FOLDER. It asks you if you want to save before closing. Choose YES.
2. Save under **Student Work** → **Fitch** → **yourclassperiod** → **Cap2A** → **folder with your name** →
3. Name each recording the name of the piece of art you described, but if the artist's name contains an accent, DO NOT include the accent in the file name.

### **II. Uploading into Padlet**


-Go back to the padlet website where the painting is posted.

-Double click on the wall under the piece of art that matches your recording. This should



appear:

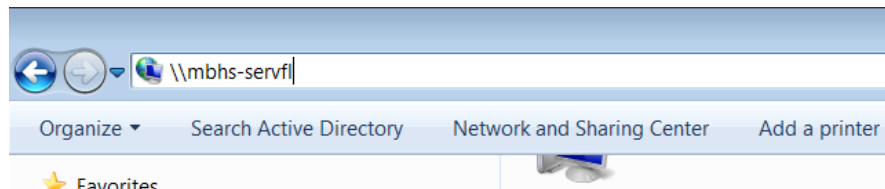
-Type your name.

-Click on the  to upload your recording.

2. Put the cursor in the dropdown box and hit backspace until it lets you type in the box.

3. Type this in starting with the **backslash (UNDER THE BACKSPACE KEY)**. [\\mbhs-servfl](http://mbhs-servfl)

4. Hit Enter.



1. To open your recordings, click on **Recordings**  
→ **Fitch** → **yourclassperiod** → **Cap2A** → **folder with your name**  
→ **file you want to upload**

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