

About SoundCloud

If you are creating audio files for your students to hear, we recommend that they be posted to a web hosting service such as [SoundCloud](https://soundcloud.com) instead of being uploaded directly to Moodle. SoundCloud enables you to record and/or upload audio files and share them publicly or privately. From there, the audio files can be linked or embedded in your Moodle course. SoundCloud lets you upload up to 120 minutes of audio for free. To upload additional files, you can delete older ones or sign up for a premium account. SoundCloud works with recent versions of most major browsers.

Creating a SoundCloud Account

Accounts are not required to listen to any files on SoundCloud. However, an account is required if you wish to upload any files or to post comments. To create an account:

1. Go to <https://soundcloud.com>,
2. Click on the **Sign up** link in the upper right corner of the page.
3. Follow the on-screen prompts.
4. Wait for a confirmation email and follow the instructions to activate your account.

Note: If you have any trouble with your SoundCloud account, go to the SoundCloud Help Page at <http://help.soundcloud.com>.



Note: You must be logged into your SoundCloud account to complete the remaining steps described in this document.

Uploading an Existing Audio File

If you already have an audio file, you can upload it to SoundCloud as follows:

1. Ensure that the file is no larger than 5GB in size and is in one of the following formats: MP2, MP3, WAV, WMA, AIFF, AAC, ALAC, AMR, FLAC, or OGG.
2. Click on the **Upload** link near the top right corner of the screen.
3. Click on **Choose file to upload**.
4. In the File Upload screen, navigate to your file, select it, and click on **Open**.
5. Enter a title, a tag (category or label) and a description for the file.
6. Choose to make the file **public** (available to everyone) or **private** (available to those with a special link).
7. Click on **Save**.

Recording and Posting a File

You can record your own audio directly through SoundCloud. A built-in microphone may be fine, but for best results, we recommend using a USB headset microphone. Be sure to plug and test your microphone before recording in SoundCloud. When you are ready to make your recording, take the following steps:

1. Click on the **Upload** link near the top right corner of the screen.
2. Click on **Start new recording**.
3. Click on the red **REC** button.

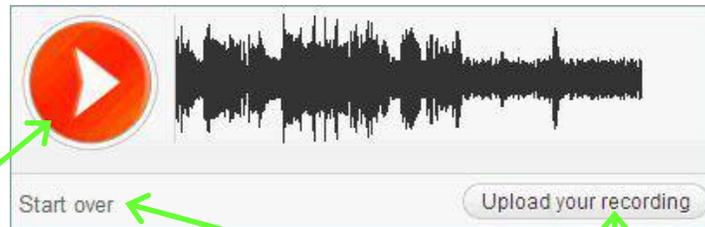


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4. If a prompt appears asking you to allow SoundCloud to access your microphone, click on **Allow**. Depending on your browser, the prompt may look like the illustration at right.

Tip: First check the **Remember** box to avoid having to repeat this step each time you record.

5. Click on **REC** and begin speaking. 
6. When you are done recording, click on the **STOP** button. 
You'll see the following on your screen.



7. Click on the **PLAY** button to hear your recording.
8. To discard the recording and start again, click on the **Start over** link.
9. To upload the recording, click on **Upload your recording**.
10. Complete the fields (such as title and description) on the Upload & Share Any Sound screen as desired. Note the following:
 - Most of the fields are optional.
 - The URL appears under the title. You can edit this URL by clicking on the pencil icon next to it.
 - To enter a multi-word tag, use quotation marks around the phrase.
 - The Quiet mode (which disables comments or makes them private) is available only with paid accounts.
 - **IMPORTANT:** If you do **not** want to file to be available to the general public, be sure to select the **Private** setting.
11. Scroll down and click on **Save**.

Opening, Editing or Playing Your SoundCloud File

After you upload a file to SoundCloud, it opens automatically on your screen. To find your files at other times, do one of the following to display a list of your tracks:

- Click on the SoundCloud icon at the top left corner of the screen. 
- Click on the **Stream** link next to the SoundCloud icon at the top of the screen.
- Click on your user name at the top right corner of the screen and select **Tracks**.

To edit settings for a track, click on the **Pencil** icon. 

To delete a track, click on the **Trash** icon. 

To play the track, click on the **Play** icon. 

To open the track in its own window, click on the title or image.

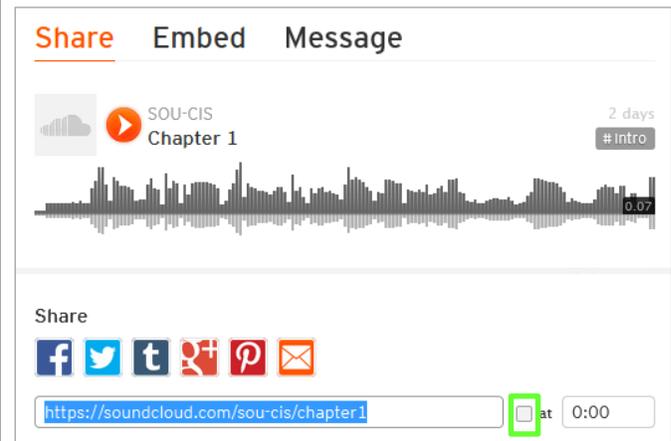
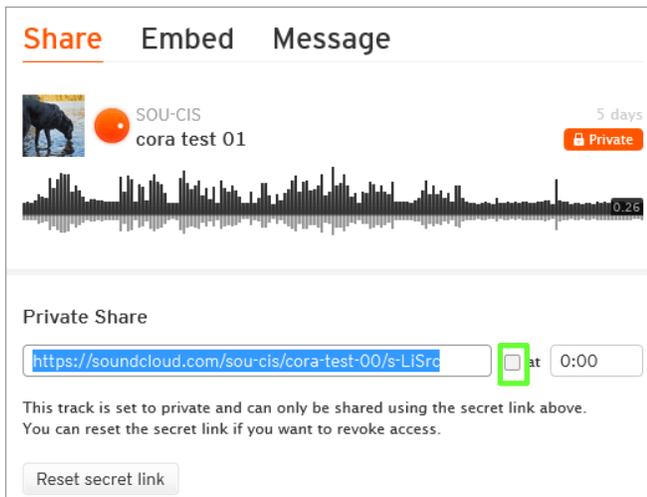
Note: If you don't see these icons, hover your mouse over the desired track to make them appear.

Linking to a SoundCloud File

You can post a link in Moodle to take your students to the specified sound file or track in SoundCloud. If your track is public, you can simply open the track and copy the URL into Moodle. However, if your track is private, be sure to use the following steps to post a link in Moodle.

1. Click on the **Share** icon for the track.  **Share** (If you are on the Tracks page and don't see this icon, click on the track name to open the track in its own window.)

The illustration on the left (below) shows the Share screen for a private track. The one on the right shows the Share screen for a public track.) For public tracks, the URL in the Share box (highlighted in blue) will match the URL in the address bar of the browser. Private tracks have a special code added to the URL.



2. To start the track at a particular point, check the **box** next to the URL and enter the time in the next box (for example, 0:05 to start playing at 5 seconds). Otherwise, leave this unchecked.
3. Make sure the URL in the Private Share box is highlighted in blue. If not, click in the box to select the URL.
4. Press **[Ctrl]+[C]** or **[Command]+[C]** on your keyboard to copy the URL.
5. In Moodle, turn editing on and click on **Add an activity or resource > URL > Add**.
6. Enter a title in the **Name** field.
7. Place your cursor in the **External URL** field and press **[Ctrl]+[V]** or **[Command]+[V]** on your keyboard to paste the URL.
8. Scroll down and click on **Save and return to course**.

Embedding an Audio Link in a Moodle Page

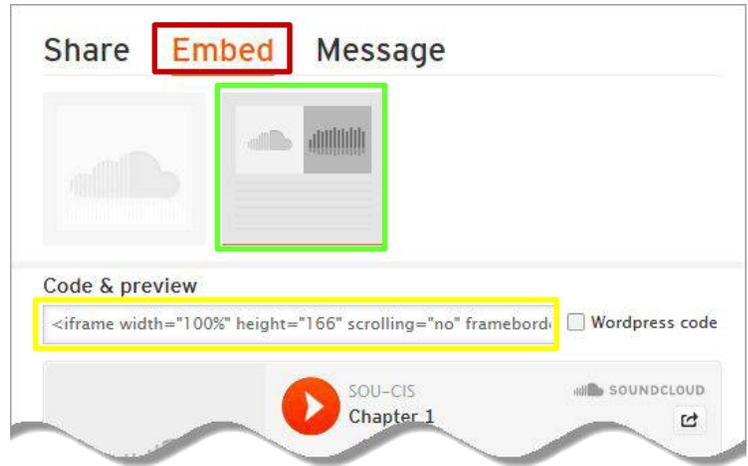
Embedding a track in Moodle allows you and your students to play the track directly in a Moodle page without going to the SoundCloud website. This is especially useful if you want to include instructions or other information along with the track or if you want to avoid sending your students to an external site. Embedding is a two-part process:

Part 1: Copying the Embed Code

1. Click on the **Share** icon for the track.  **Share** (If you are on the Tracks page and don't see this icon, click on the track name to open the track in its own window.)
2. Click on **Embed** (see illustration below)

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3. At the top of the **Embed** screen, choose a layout for the embedded track. We recommend the side-by-side layout (highlighted in **green** in the image at right).
4. Click in the Code box (highlighted in **yellow**) to select the embed code.
5. Press **[Ctrl]+[C]** or **[Command]+[C]** on your keyboard to copy the code.



Part 2: Transferring the Embed Code to Moodle

The SoundCloud track can be embedded in the text box that accompanies most Moodle items, including pages, assignments, books and forum descriptions. To embed the code:

1. Create a page, assignment, etc. (or open an existing page or item for editing).
2. In the content box, enter any text that should accompany the embedded track. Then press the **Enter** key to start a new paragraph.
3. On the editing toolbar click on the **<>** (**Edit HTML Source**) icon.



4. When the HTML text box opens, insert your cursor at the end of the HTML code (after `</p>`). Paste the embed code that you previously copied into the text box using **[Ctrl]+[V]** or **[Command]+[V]** on your keyboard.
5. Click on the **Update** button to return to the normal view of the text box.
6. Scroll down and click on **Save and display** to test the link. It should look something like the following example.



Additional Instructions

This document covers the basics of using SoundCloud. For more information, see the SoundCloud help page at <http://help.soundcloud.com/>. You can browse through various topics and common questions or enter a search term at the top of the page. Happy recording!