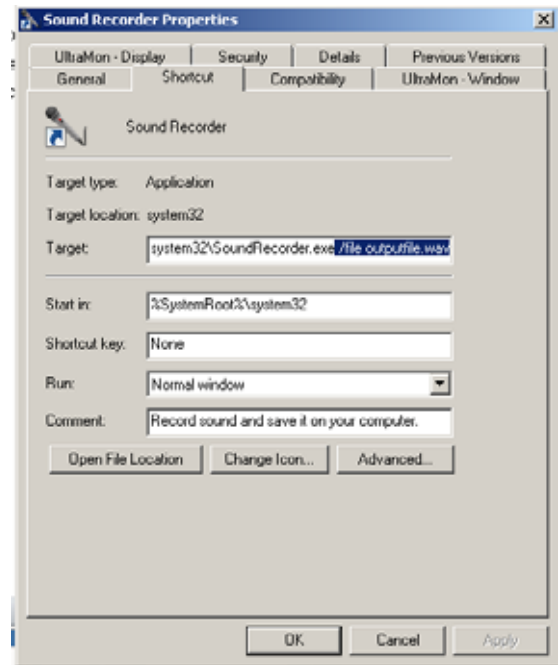


Recording Sound on Your Computer

IC Messenger with Voice

If you would like to use a microphone for recording your voice for output into **Infinite Campus Messenger**, please contact the Technology Department. We will need to edit your *Sound Recorder* shortcut to direct the program to save the file in **WAV** format instead of **WMA**.

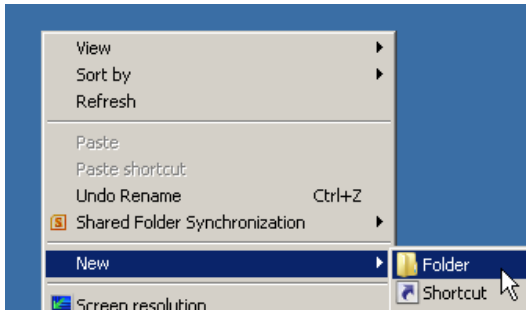


Setting up Microphone for First Use

- Plug the microphone into a USB port on your computer. Drivers will install automatically. You will notice a message in your System tray when the hardware is fully installed. (This may take a few minutes.)

Setting up Folder for Saved Recordings – First Use

1. Right mouse click on your desktop and choose **New Folder**.



2. Name the folder **Voice Recordings**.



← This is where you will save your voice recordings that you will later upload when you create a new call.

Best Practice for Naming Files

- Name each recording starting with the date (with hyphens) along with an indication of what the call concerns.
 - Example: **07262012-No School**

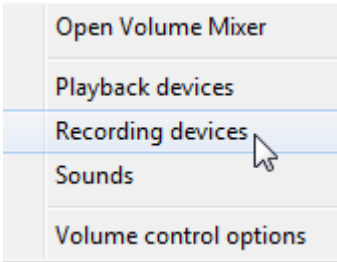
- Make sure you put a zero in front of months for those not October-December.

Check Microphone Setting

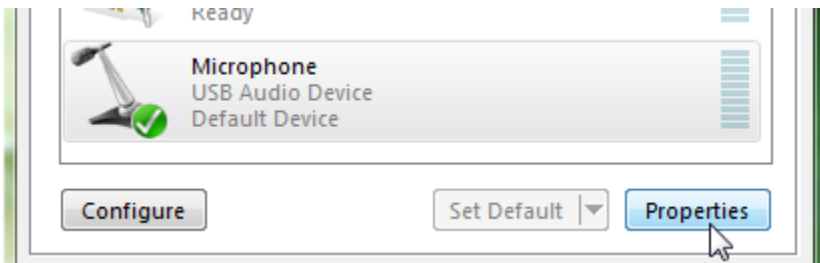
- Right click on the microphone in the system tray on the bottom right hand side of your screen



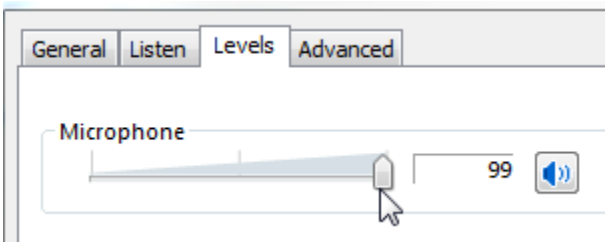
- Click on Recording Devices



- Click on the microphone with the green check and then click the properties button



- Click on the Levels tab and move the microphone level up



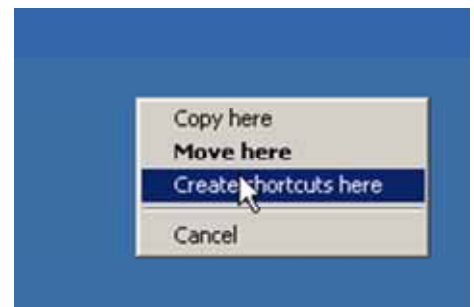
- Click OK. Click OK again.

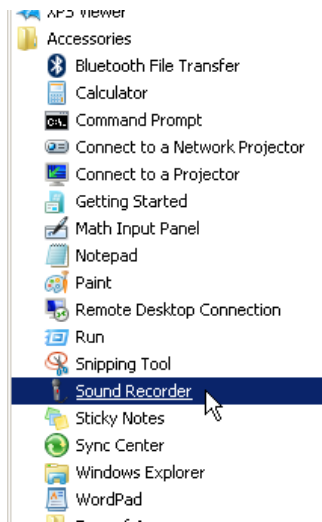
Record Voice (Windows 7)

1. Click on **START > All Programs > Accessories > Sound Recorder**.

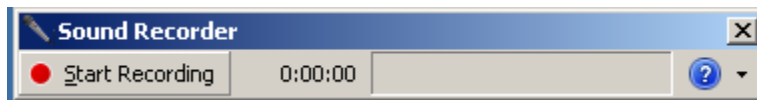
If you want to create a desktop shortcut, right mouse click on Sound Recorder and drag it to your desktop.

Let go of your mouse and choose **Create shortcuts here**.

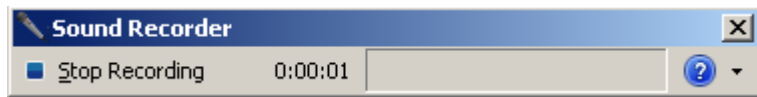




2. Click the **Start Recording** button.

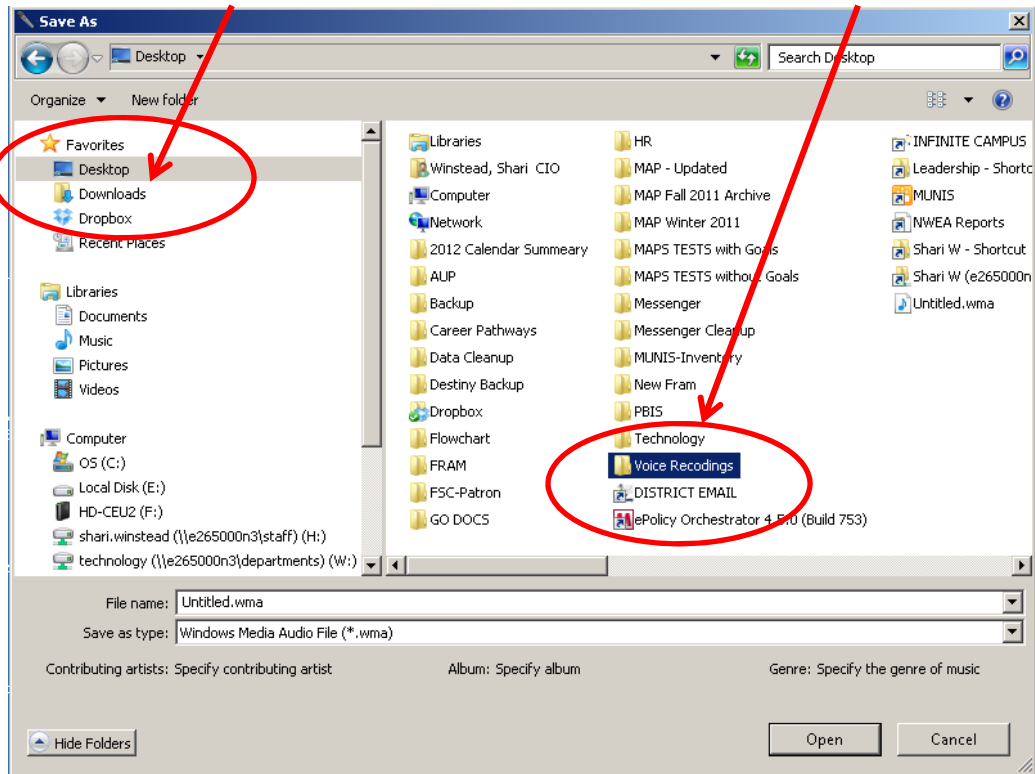


3. When finished, click on the **Stop Recording** button.

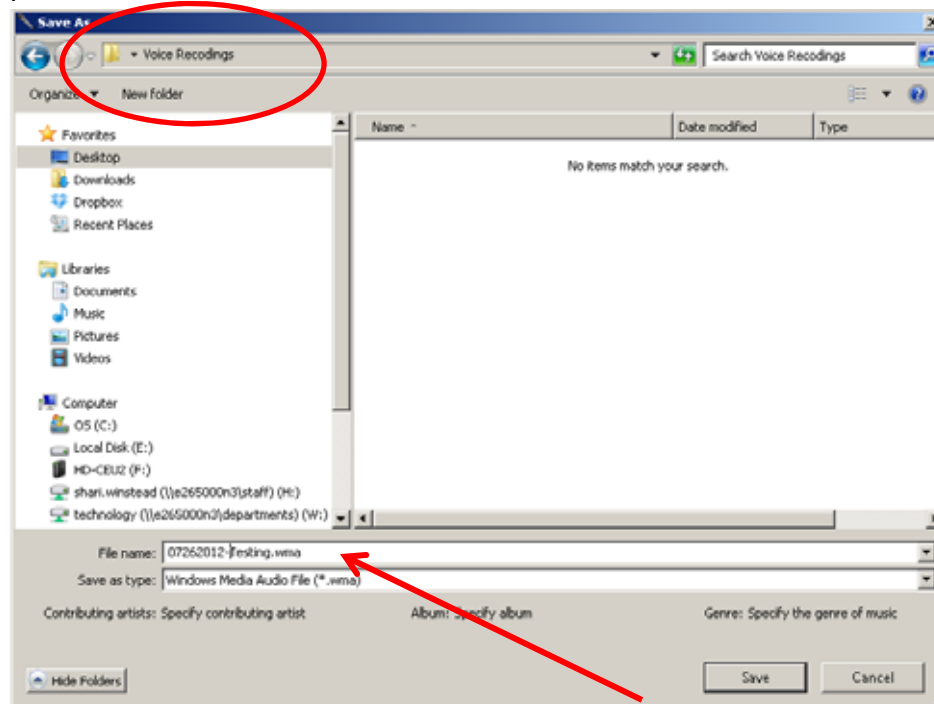


Save Your File

4. Click on the **Desktop** icon in the left hand corner. Find the **Voice Recordings** folder.



5. Double click on the **Voice Recordings** folder where you will place the voice recordings you create.



Name the file accordingly. Example: **07262012 – Testing**.

Upload the Voice Recording into IC

- Create a new message in Infinite Campus. Click the **Browse** button to upload your saved voice recording.

The screenshot displays the Infinite Campus Emergency Messenger interface. The left sidebar contains a navigation menu with the following items: System Administrator, Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Programs, Ad Hoc Reporting, Transcripts, User Communication, Assessment, System Administration, FRAM, Messenger, Emergency Messenger (highlighted), Staff Messenger, Text Messenger, Email Messenger Log, Message Builder, Message Designer, Sent Messages, Reports, Surveys, IA State Reporting, Account Settings, Access Log, Campus Community, and Log Off. The main content area is titled 'Emergency Messenger' and includes a description of the wizard. Below the description, the 'Caller ID' is set to '(641) 792-8809 Newton District'. The 'Message Subject' is 'Test wav' and the 'Message Body' is 'This is a test'. A 'Record A Message' button is circled in red. Below it, a text box prompts the user to 'Browse and upload a recorded message (.wav file format)', with a 'Browse...' button also circled in red. There is an 'Upload' button next to it. Below this, there is a checkbox for 'Enable Text Message (Characters: 16140)'. The 'Send Message To' section has radio buttons for 'Student Messenger Contacts' (selected), 'Staff', and 'Student and Staff Contacts'. There are two lists: 'School Options' and 'Grade Options'. The 'School Options' list includes: All Schools, #0407 Aurora Heights Elementary School, #0127 Basics & Beyond High School, #0414 Berg Elementary School, #0227 Berg Middle School, #0000 District, #0436 Emerson Hough Elementary School, #0100 Newton Senior High School, #0001 Open Enrolled Out, and #0445 Thomas Jaffarson Elementary School. The 'Grade Options' list includes: All Grades, JE, J10, K0, KT, FK, TK, 00, 01, and 02. At the bottom, there are buttons for 'Test', 'Send Message', and 'Preview'.