Recording Lectures with Mobile Devices

How-to Article

iOS Devices

Installing OneDrive

If you do not already have OneDrive setup on your iPhone, you can install it from the AppStore.

1. Tap *App Store* from the applications screen

2. Search for *OneDrive*

3. Install the *Microsoft OneDrive* application, then tap *OneDrive* from the applications screen

4. Sign In using your Passport York e-mail address (username@yorku.ca)

Recording the Class

1. Tap **Voice Memo** from the applications screen

2. Tap the red circle to begin recording

3. Tap the red square to end recording
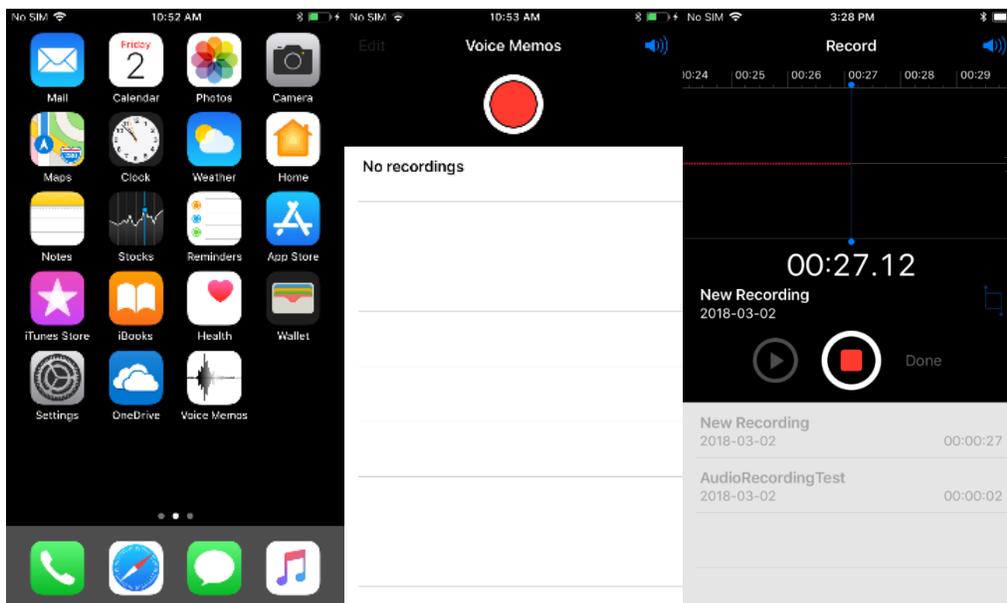
4. Tap **Done**

5. Name the file and tap **Save**

6. Tap on the recording you just made
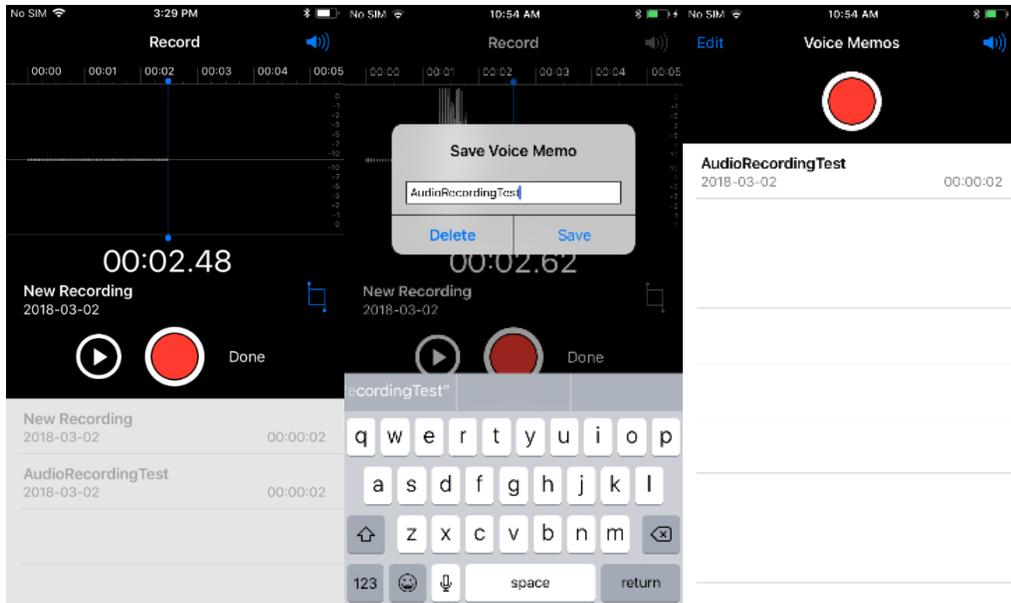
7. Tap the ***Share***   ⬆️   button

8. Tap **Copy to OneDrive**

9. Tap **Upload to OneDrive**
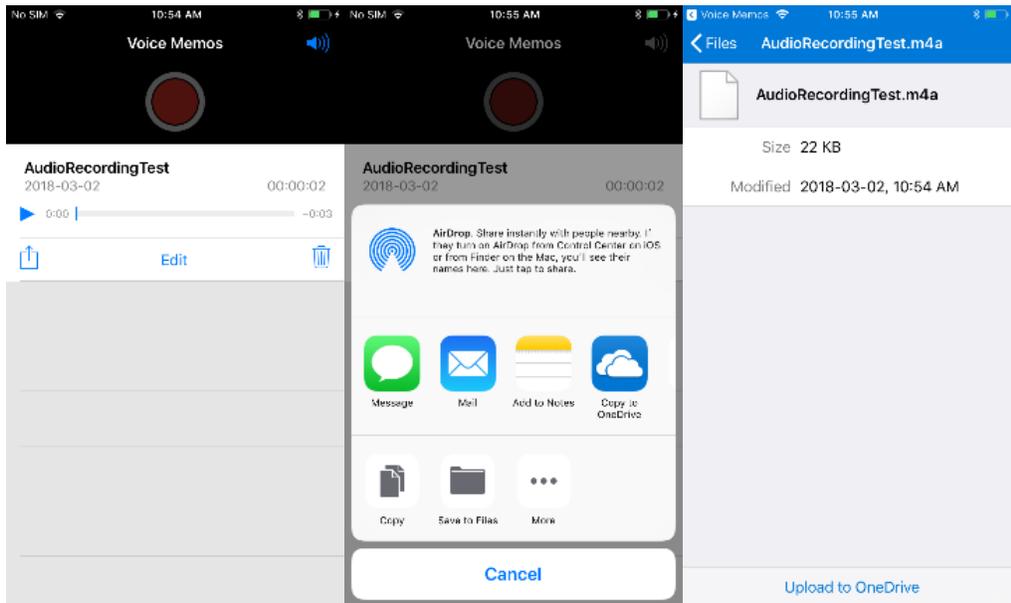
Android Devices

Installing OneDrive and Recording Software

If you do not already have OneDrive setup on your iPhone, you can install it from the AppStore.

5. Tap *Google Play Store* from the applications screen

6. Search for *OneDrive*

7. Install the *Microsoft OneDrive* application, then tap *OneDrive* from the applications screen

8. Sign In using your Passport York e-mail address (<u>username@yorku.ca</u>)

9. Perform the same steps above to install *Good MP3 recorder*

Recording the Class

10. Tap **Good MP3 recorder Memo** from the applications screen

11. Tap the **RECORDING** tab

12. Tap the *Triangle* button to begin recording

13. Tap the *Circle* button to end recording

14. Tap the **PLAYING** tab

15. Tap on the recording you just made, then tap **Share**

16. Select **OneDrive**

17. Tap the *Checkmark*

Uploading the Lecture to eClass via Panopto

It is recommended to upload the lecture to eClass via Panopto.

1. Sign into <u>OneDrive</u> using your Passport York credentials (username@yorku.ca)
2. Download the recording you want to upload to Panopto
3. Sign into <u>Panopto</u> using your Passport York credentials
4. Click **Browse** on the left side, then expand *Private* twice
5. Select the course to which you would like to upload the recordings
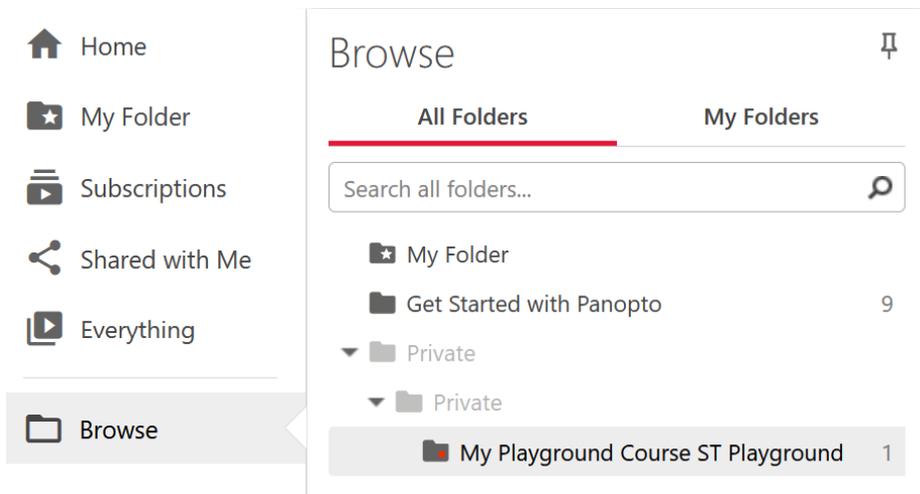
1. Click **Create** then **Upload Media**
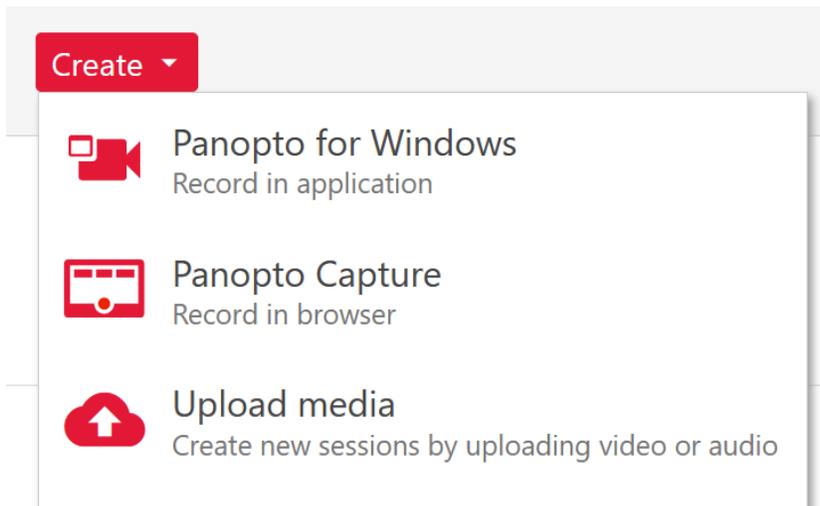
2. Drag the file to the upload box, the file will upload automatically

Drag video or audio files here (or click to find
on your computer)