

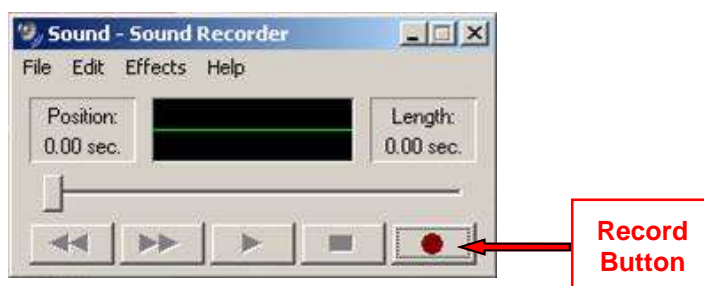
If your broadband connection is not very 'fast' (i.e.: a relatively slow download speed of less than 2 Mbps), your child will probably encounter error messages when trying to record 'live' audio excerpts on Schoolshape.

In this case, the technical solution is for him/her to record his/her oral contribution directly on his/her computer and then to upload the file to Schoolshape.

Please follow these step-by-step instructions:

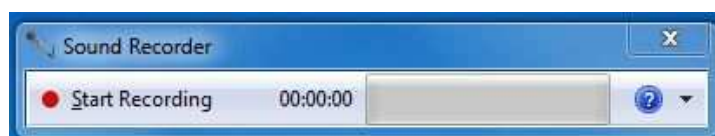
- 1a. **Windows XP:** Go to Start > Programs > Accessories > Entertainment > Sound Recorder and open the Sound Recorder.

N.B.: If you can't find the Sound Recorder, go to Start > Help and type Sound Recorder to locate it.



Record your oral contribution, press *STOP* and go to *File* > *Save*

- 1b. **Windows Vista / Windows 7:** Go to Start and type: *Sound Recorder* in the search box. Open the Sound Recorder.



Record your oral contribution. When you press *STOP*, a *Save* dialog box will automatically open.

2. In both cases, save your file to an obvious location, with a meaningful filename (e.g.: *Frenchaudiotask-ddmmyy*)
3. Go back to Schoolshape and click on the 'Tool' button [*Spanner symbol*] of the Recording module. Then Click 'Upload', locate the file and click OK

