

# DIGITAL MEDIA LAB 121

## Recording/Uploading: *Olympus Recorders*

### Olympus Digital Recording Devices and Uploading Audio Files in the Collect It Tool

#### PART 1: Interviewing with the Olympus

1. Power on using the "POWER/HOLD" button on the side of the recorder.
2. Select a folder A-E by pushing the "FOLDER" button until you reach the folder you want – for now, choose folder "A."
3. Press "REC" on the side of the recorder to record your interview.
4. Press "STOP" on the side of the recorder when you are finished. NOTE: The Olympus will save each record as a separate file.
5. Play a file: press the "FOLDER" button to find your files, then press + or – to scroll to your file.
6. Press "OK" on the front, or "PLAY" on the side.
7. Stop playing: press "OK" again, or "STOP" on the side.
8. To erase a file: press "FOLDER," press + or – to scroll to file, press "ERASE," press "OK."
9. Power off using the Power/Hold button .5 seconds or longer

#### PART 2: Moving Audio Files to the Computer and Naming

1. Plug the USB cable (comes with the Olympus) into the Olympus Recorder (open the small tab that says "USB.")
2. Plug the other side of the USB cable into a USB slot on the computer.
3. If a window pops up, click "cancel"



4. Open "My Computer" and find your DS\_40 device - probably drive "(E:)"
5. Open and find "DSS\_FLDA" (this is folder "A") – drag and drop the DSS\_FLDA to the desktop
6. Rename your audio file(s).
7. "Safely Remove" your storage device (Olympus) by double clicking the "Safely Remove Hardware" icon on the bottom right corner of your computer screen. Double click the "USB Mass Storage Device." Select "USB Mass Storage Device" and click "OKAY" – a box will pop up saying "it is now safe to remove your hardware." Unplug the Olympus.

**NOTE:** The Olympus will keep your original files on it until they are deleted.

**PART 3: Uploading your Audio Files to the Dropbox in the Catalyst Collect It (if you are uploading to Blackboard, you may skip to PART 4 below):**

*NOTE: We recommend uploading your files at the UWB campus for speedier uploading.*

1. From the Collect It home page, under "Dropboxes in which you participate," click the name of the dropbox with which you want to work. You will move to the dropbox home page.
2. Click on the title of the assignment to which you want to submit a file. You will move to the assignment home page.
3. Click "BROWSE," and a new dialog box will display. Select the file you want to submit from your computer, and follow your browser's prompts to submit your file. Note: File size limit is 1 GB.
4. Once submitted, your file will be listed below "Submitted Files," and you will have the option to submit additional files.

**PART 4: Uploading your Audio Files to Blackboard:**

*NOTE: We recommend uploading your files at the UWB campus for speedier uploading.*

1. Log in to your Blackboard course site.
2. Navigate to the appropriate discussion board thread.
3. Open a new thread.
4. Attach audio file (under "Attachments").
5. Submit.