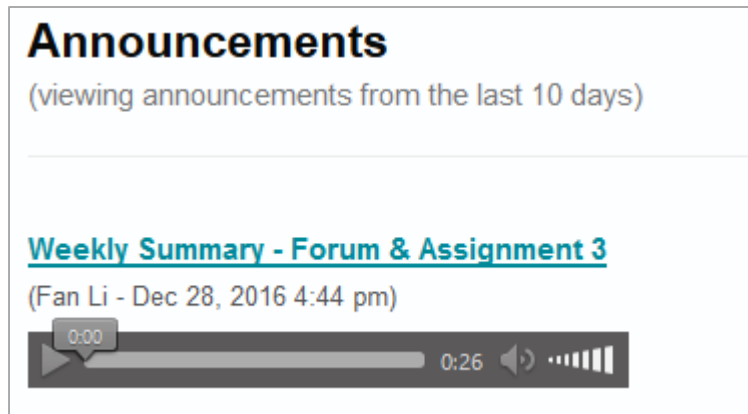




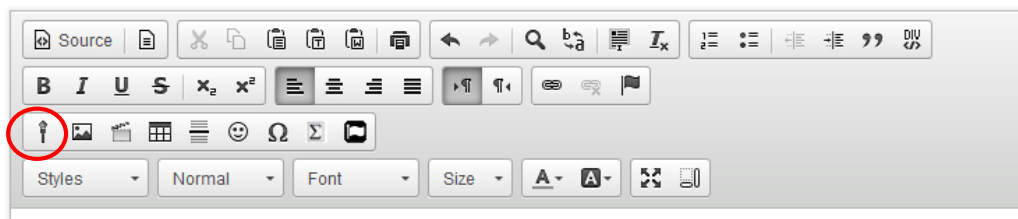
Recording Audio in Rich Text Editor

This is a new feature in Rich Text Editor that allows users to record audio messages and share in Sakai. It is an alternative communication method to the routine text information that can be created in Rich Text Editor. It can be used in Announcements, Messages, Forums, Lessons, and other tools that have Rich Text Editor.

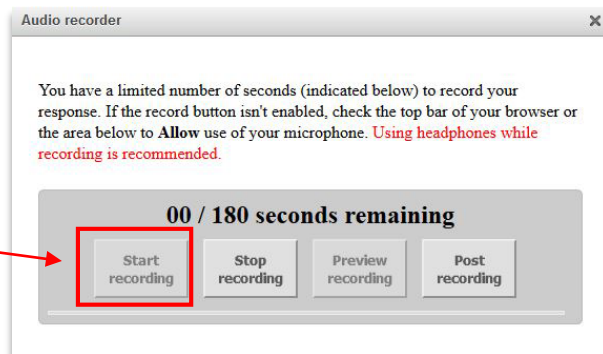
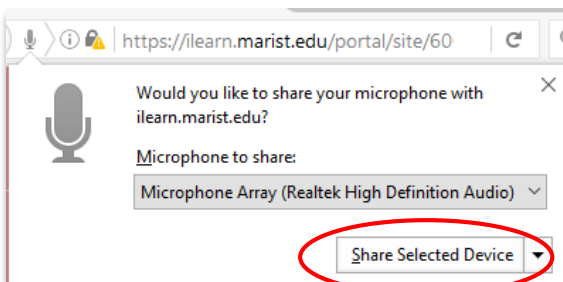


Note: This feature will ask for your permission to access your microphone. You need to allow the browser to use your microphone. This will enable the **Record** button.

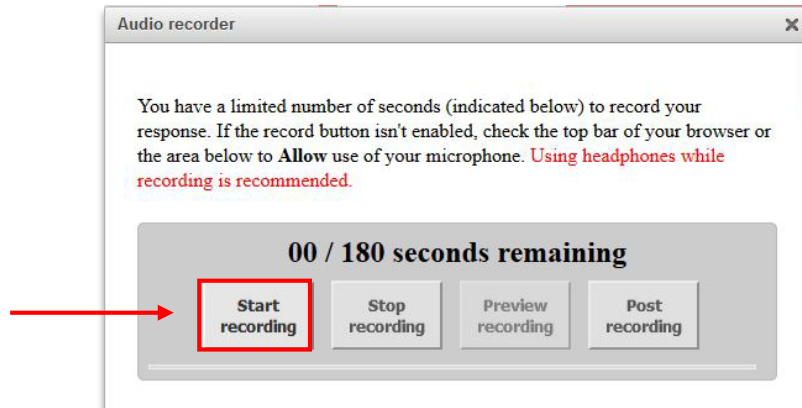
Step 1: Click on the audio recording button.



Step 2: Click **Share Selected Device** to allow the browser to access your microphone. The **Start Recording** button will initially be disabled until you give access to your microphone.



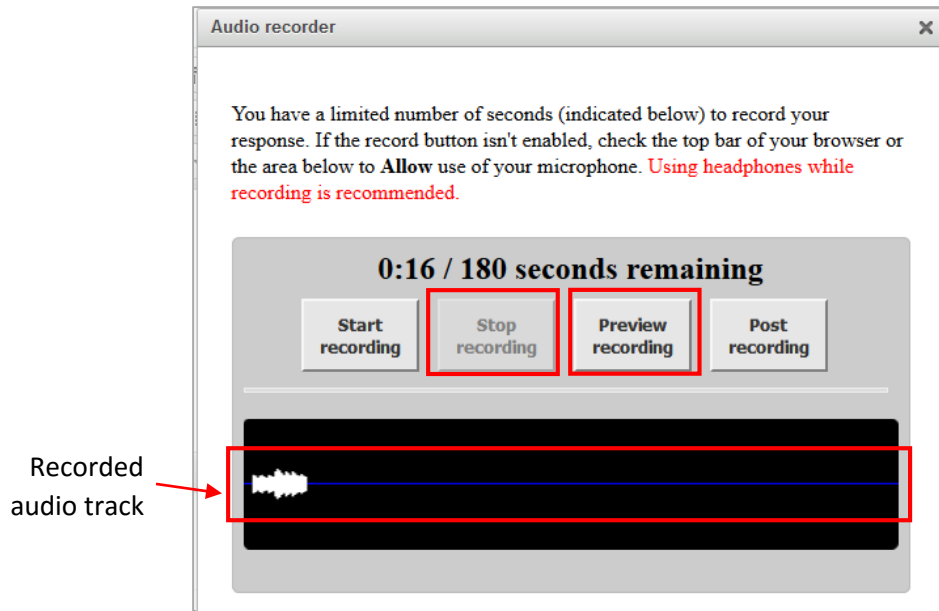
Step 3: Click on **Start Recording** button to record your audio message.



Note: You will have a maximum of **180** seconds to record your audio message.

Step 4: Click on **Stop Recording** once you are done recording your audio message.

Step 5: You can listen to recorded message by clicking on **Preview Recording** button.



Step 6: Once you are satisfied with your audio message, click on **Post Recording** to add the recorded response into the Rich Text Editor.

Step 7: Repeat Step 1-6 to add additional audio messages to the Rich Text Editor.

Step 8: After posting all your audio messages, click "Save".