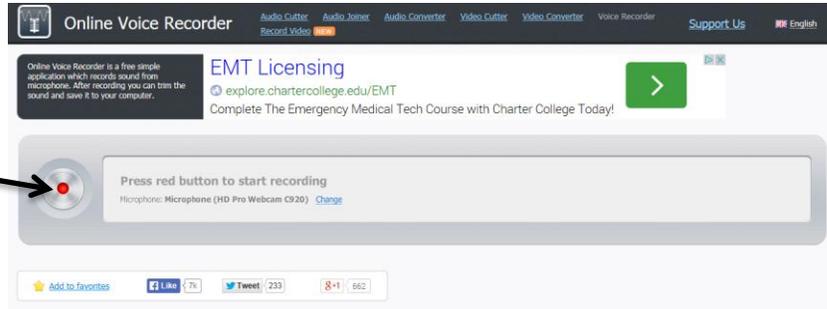


## Step-by-Step Instructions to Save Your Voice Recording

**Step 1:** Go to [www.online-voice-recorder.com](http://www.online-voice-recorder.com). If you have never used the online voice recorder, please read and review steps 1-5 before starting. At any time, please ask someone at the LLC desk or a tutor if you need any help or have any questions.

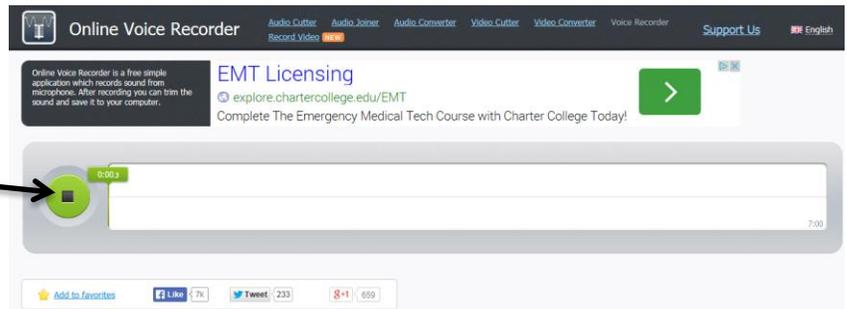
**Step 2:** Use the microphone on the headphones to record yourself. Press the red button to record.

Press red button to record



**Step 3:** After you press the red button, start speaking. You will see a small green box. It is a timer that tells you how long you have been speaking. Press the green circle button when you are done recording.

Press green circle to stop

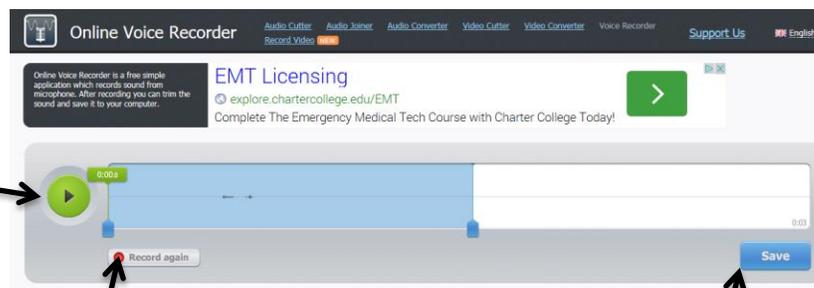


**Step 4:** Press the green circle to listen to your recording. If you want to record yourself again, press the record again button. Each time you press "Record Again," a new recording will begin and you will lose your previous recording. When you are satisfied with your recording and are finished listening to it, save your recording. Press the "click to save" button to save your recording on the computer.

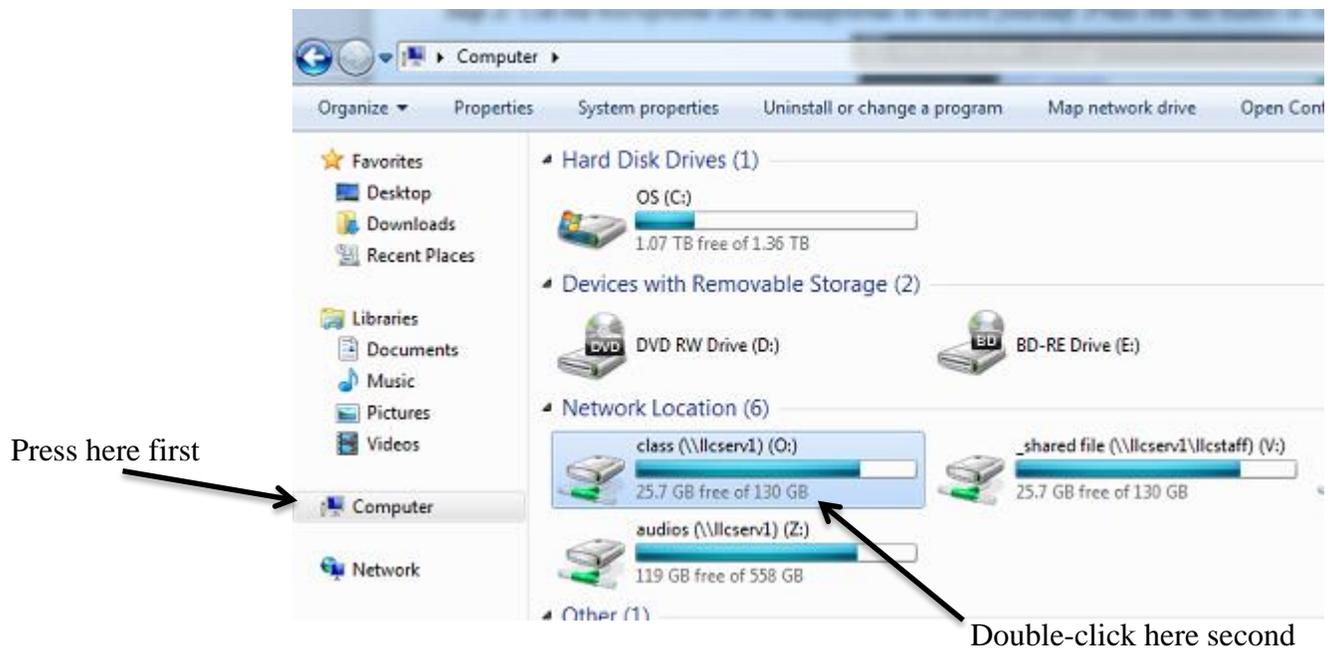
Press green circle to listen to your recording

Press to record yourself again

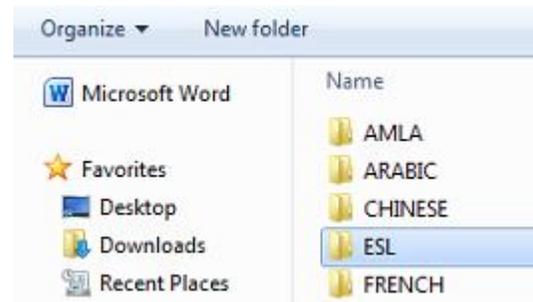
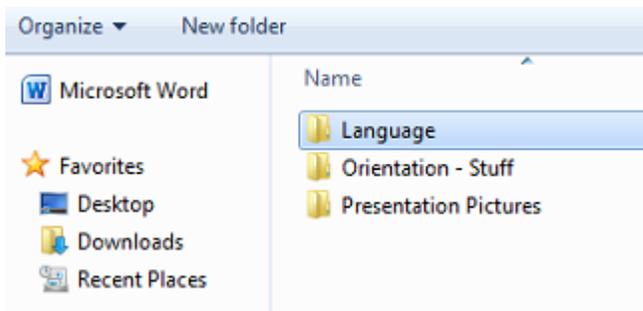
Press to save your recording.



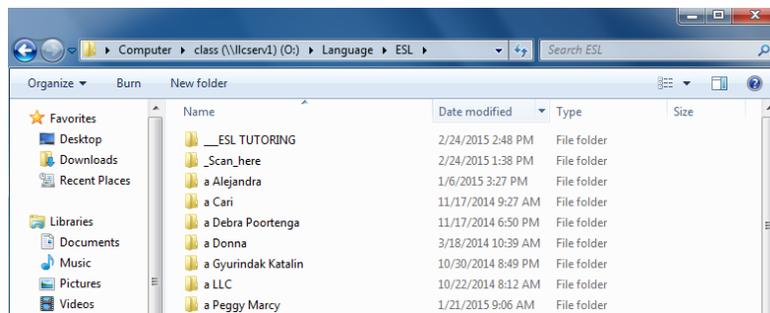
**Step 5:** Press “Computer” on the left. Then double-click on the first class file (see below).



**Step 6:** After you open the class file, you will double-click on “Language” and then double-click on “ESL.”

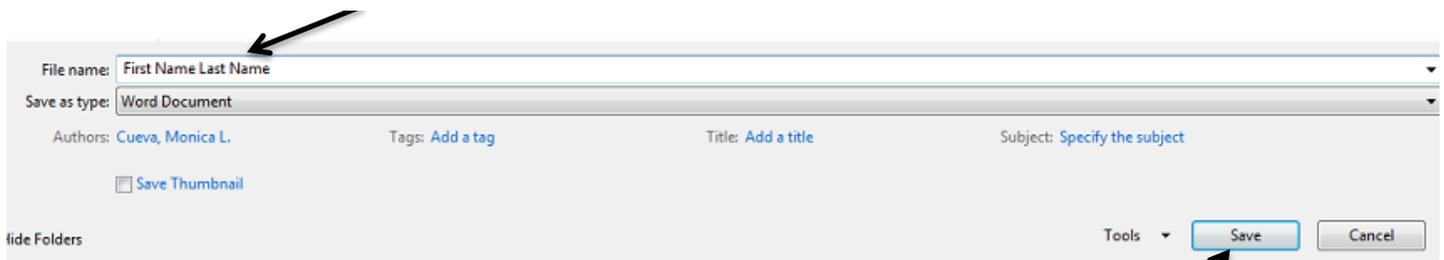


**Step 7:** Double-click on “\_ESL TUTORING”



**Step 8:** Double-click on the folder for the SDLA you are working on. You will save your file here. Write your full name (first name and last name) in the box “File name.” After you have typed your name, press “Save.”

Type your first name and last name here



Press to save your recording to the computer