



## How to record an .mp3 audio file using Voice Record Pro app (iPhone running iOS10)

The apps used in this tutorial are:

- Voice Record Pro (FREE with adverts):  
<https://itunes.apple.com/gb/app/voice-record-pro/id546983235?mt=8>
- Safari web browser - installed by default on all Apple devices
- iCloud Drive app (FREE - optional): search in the app store for "iCloud Drive"

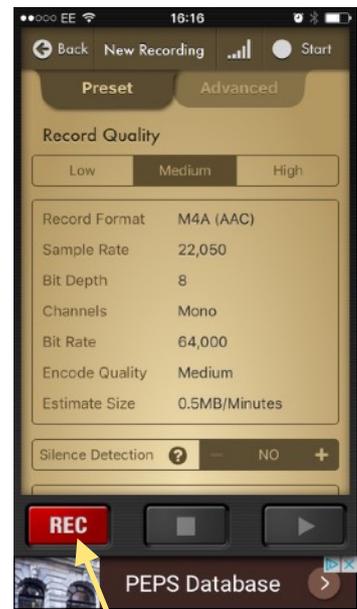
This tutorial will work for iPhone or iPad.



Open the Voice Record Pro app



It may take a few moments to load



Press the record button to start recording



Press stop when you are finished



It may take a few moments to process



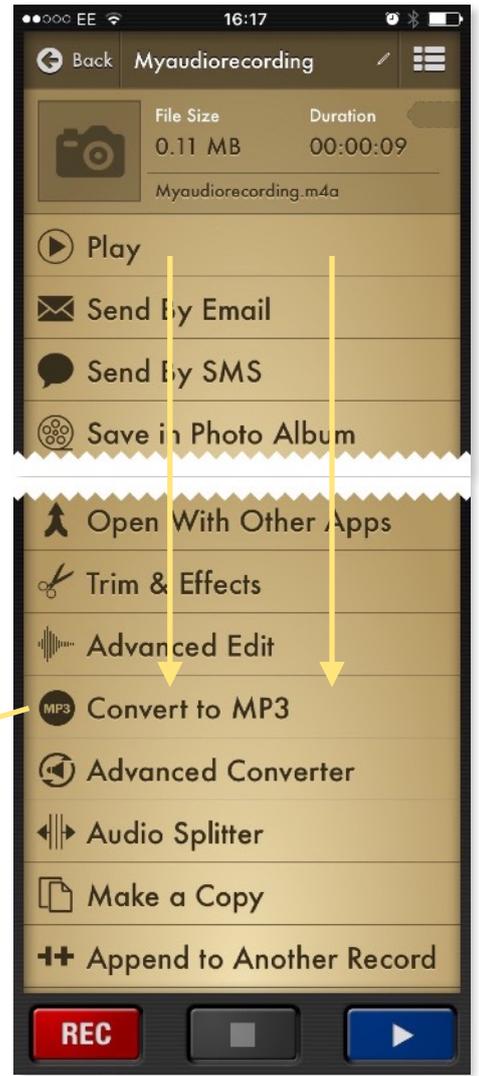
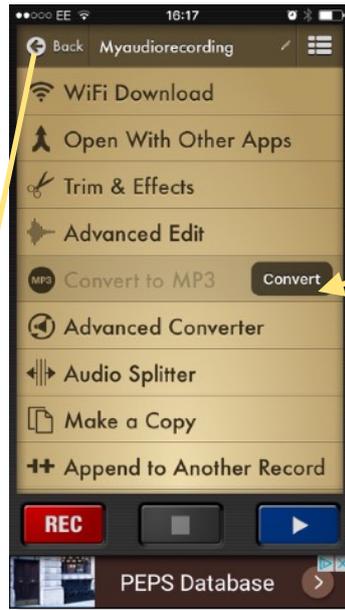
Press on the date at the top to rename your file



Type in a new title and turn on the toggle to change the file name as well. Press on the tick to confirm.

The university's audio server will not accept .m4a files. We need to convert the file to .mp3. Swipe downwards on the recording page and select the **Convert to MP3** option. Then press **Convert** to confirm.

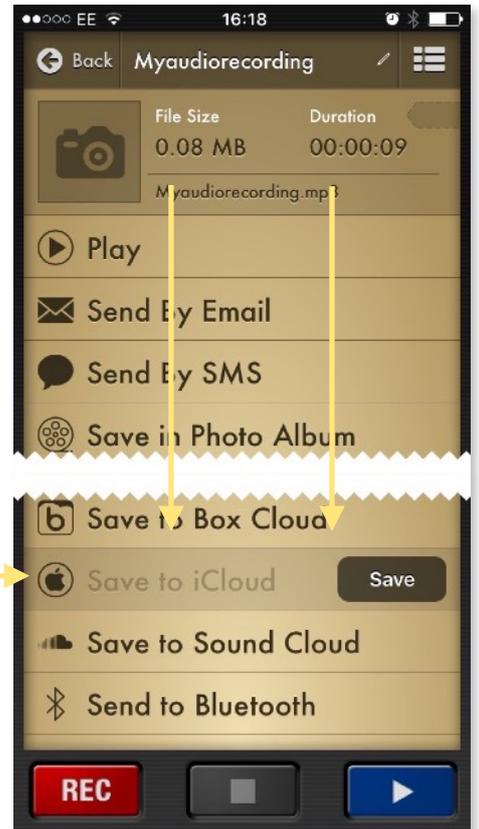
You will notice that there are tools to edit your audio as well. Feel free to try them out.



Press the Back button to get back to your files list. You will now have two versions of the file



Press on the .mp3 version and swipe down the list. Select **Save to iCloud** and press **Save** to confirm. Although other saving options are available we have found that this works well. If you have a Dropbox account that that would also work. Most people will automatically have iCloud and it won't require additional setup which is why we recommend it here.

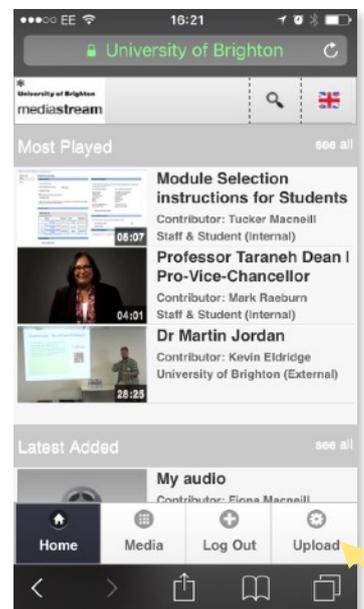
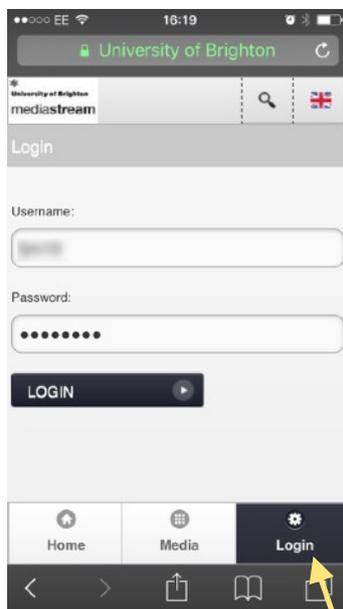
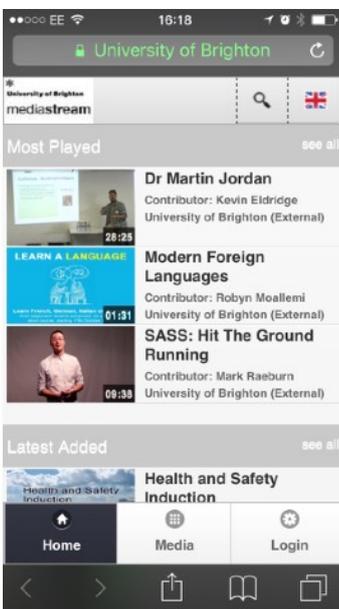




For the next part of the process you will need to use the Safari web browser app.

Press the Upload button on the top-right

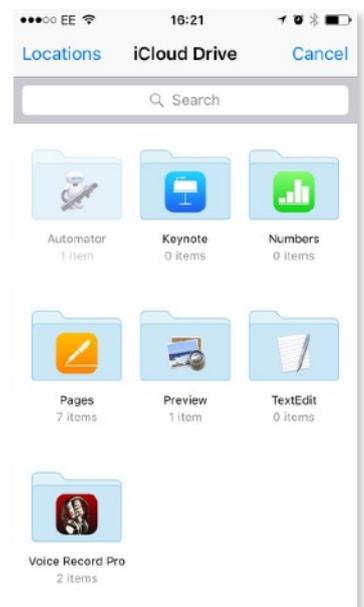
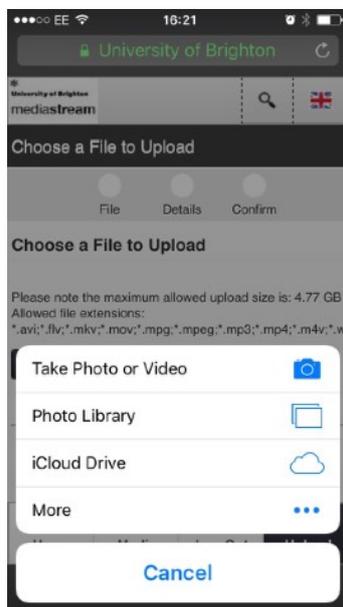
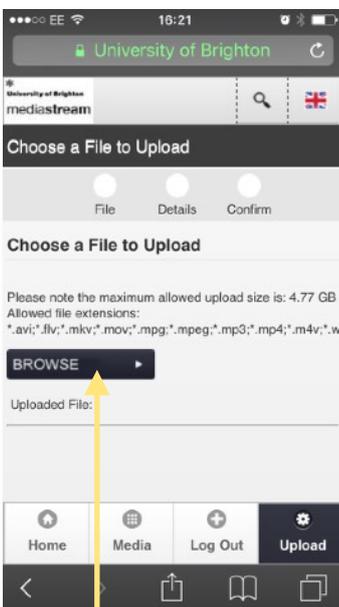
A confirmation message will be shown



In the address bar type in: [mediastream.brighton.ac.uk](http://mediastream.brighton.ac.uk)

Press on **Login** - log in using the same details that you use for studentcentral

You will see that more buttons appear along the bottom after you login - press on **Upload**



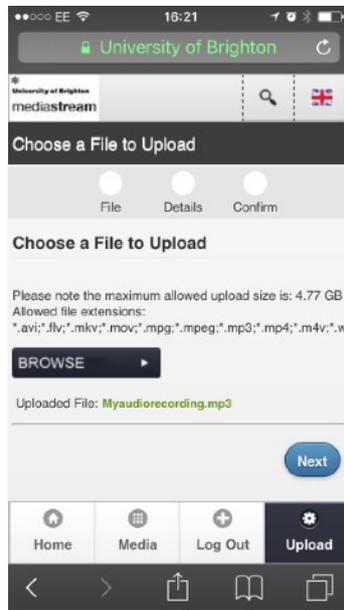
Press the **Browse** button

Select **iCloud Drive**

Select **Voice Record Pro** folder



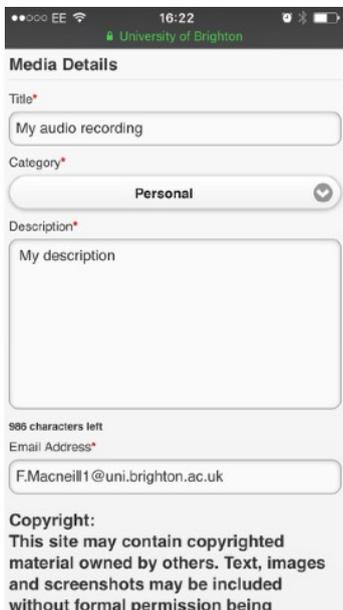
Select your recording (.mp3)



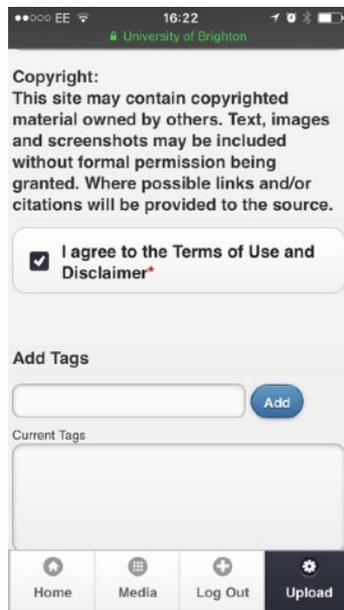
When your file is uploaded it will be shown in green. Press **Next**



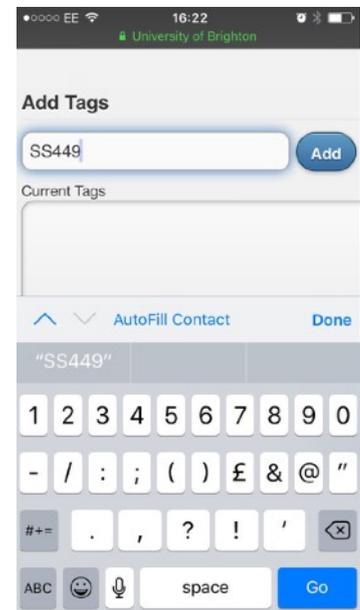
Type in a name and then select **Personal** in the category



Type in a name and then select **Personal** in the category



Press on the copyright disclaimer tick box



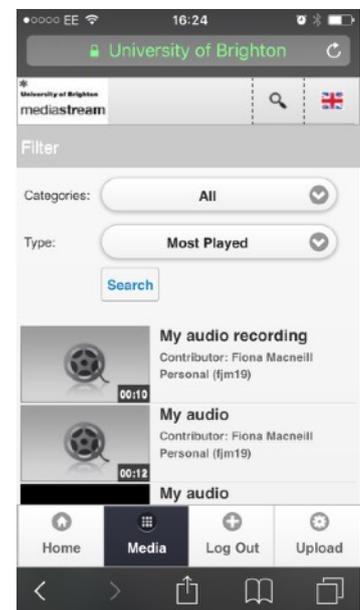
Type the module code in as a tag. Press **Add**



Press **Next**



Press **Finish**



Press **Media** to review media<sup>4</sup> that you have uploaded

Hi fjm19,

Your video My audio recording has been encoded and is available to view at the link below.

<https://mediastream.brighton.ac.uk/Play/5112>

Regards,

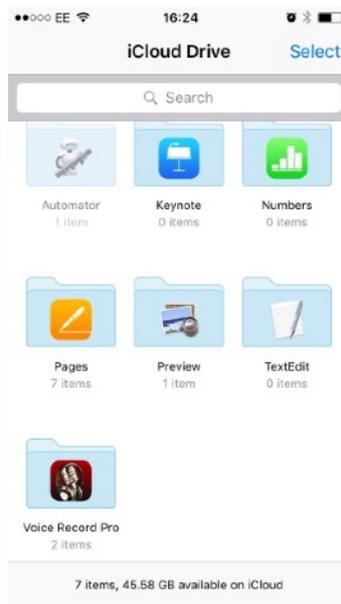
mediastream administrator

You will receive an email, as shown above, when your media has processed. You will be asked to login when accessing the link from the email via a web browser. Your upload will be private to you until you submit it via studentcentral, submission of media will be covered in a different tutorial. The main thing to remember is you can upload as much media as you need to mediastream but naming your files in a clear way will help you so that locate the correct versions later for submission to studentcentral.

### Bonus tip



To have greater control over the audio files stored in iCloud. You can get the iCloud Drive app for free from the app store.



The allows you to manage your files, but will also allow you greater flexibility. For example if you have a preferred audio recording/ editing app you can save files to iCloud and upload them. Most apps will have their own folder, as Voice Record Pro does above.



You can use the iCloud Drive app to delete files and view metadata about the files. Also if you are using the free version of iCloud, you may have limited space available so you can delete audio files once you have uploaded them to maximise the space available in your account.