**Recording instructions –**

**Using Vocaroo**

\*\*\* Vocaroo is a simple recording program available on line- absolutely free and very simple to use---- so simple even Signora can do it !!!

Here are your step-by-step instructions:

* Go to [www.vocaroo.com](http://www.vocaroo.com)
* You will see a simple pale green box with a red circle and CLICK TO RECORD
* If your computer already has a built-in microphone all you have to do is click and speak; if you do not have a built-in you will need to purchase a microphone you can plug-in
* A prompt will pop up asking for permission to access your microphone- you will need to allow
* Once recording is started you can speak until done, then Click to STOP. You will now be able to listen to your recording and RETRY if you don’t like it.
* Once you are happy with it…. Go to “click here to save”
* A new box appears with your multiple savings options- including embedding, emailing, posting to social media….. and in smaller print…. **The download options**
* I strongly suggest your download all your work to a folder that you will create and keep on your own computer. The best forms to save it in is MP3 and WAV.
* Once you have named and identified your recording (e.g. PFUSCO test recording)…. first save it in your own folder, then upload it and share it to either the Percorsi site (sophomores), Google Classroom or anywhere else it is needed.