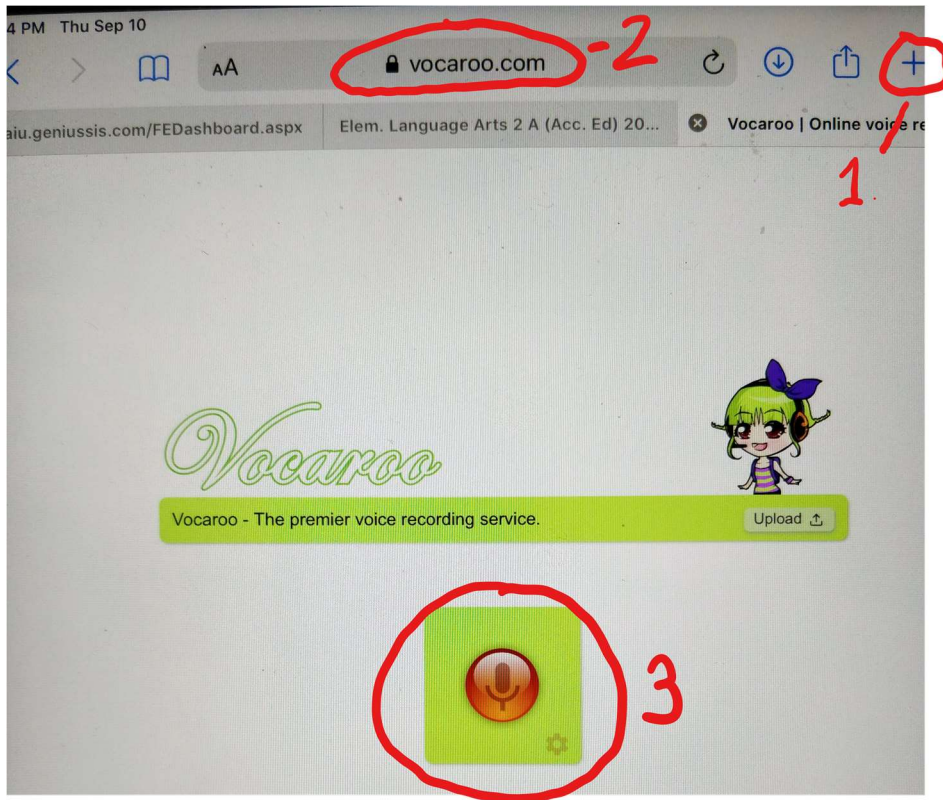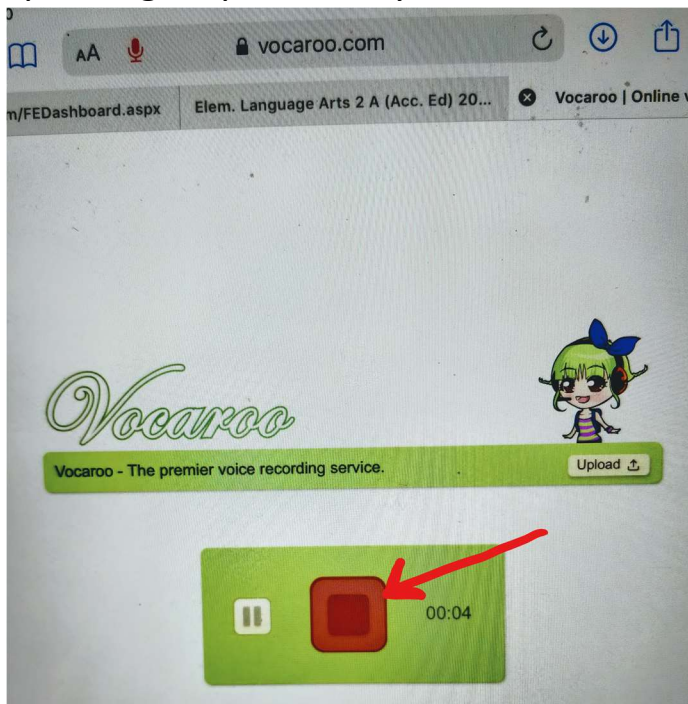# Creating and Submitting Recordings for Accelerate Ed. On iPad
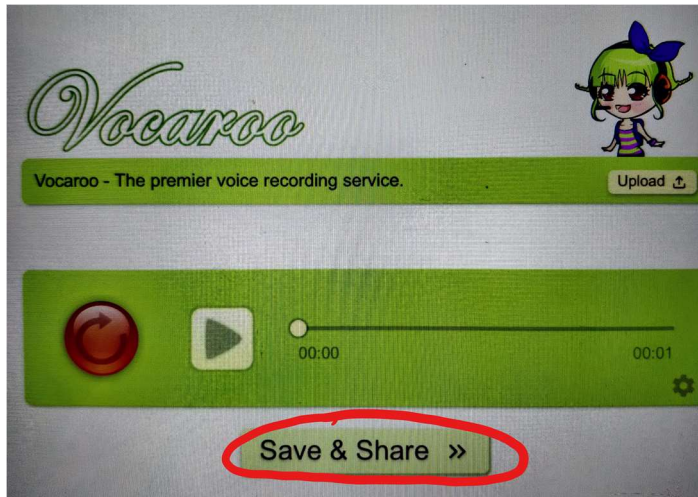
1. Open a new tab in Safari and go to vocaroo.com. When you're ready to record, tap the big red microphone button.
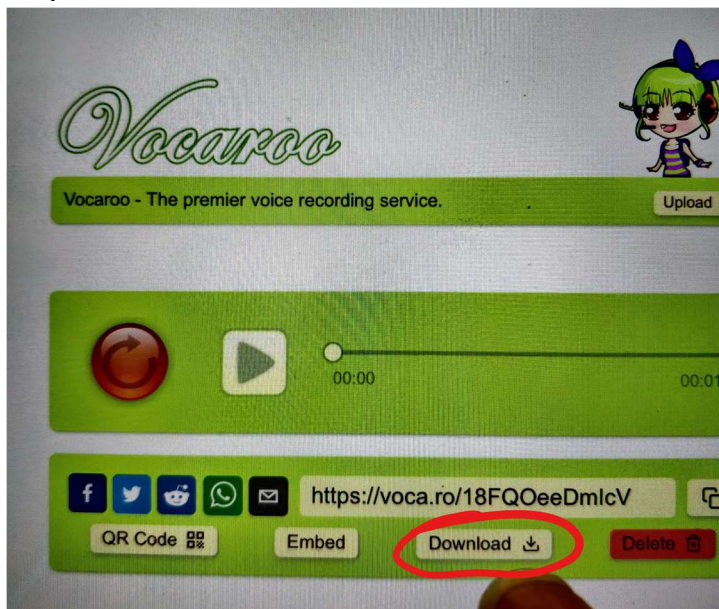

2. When you see the big "Stop" button begin to flash red, you can start speaking. Tap it when you are finished to stop recording.
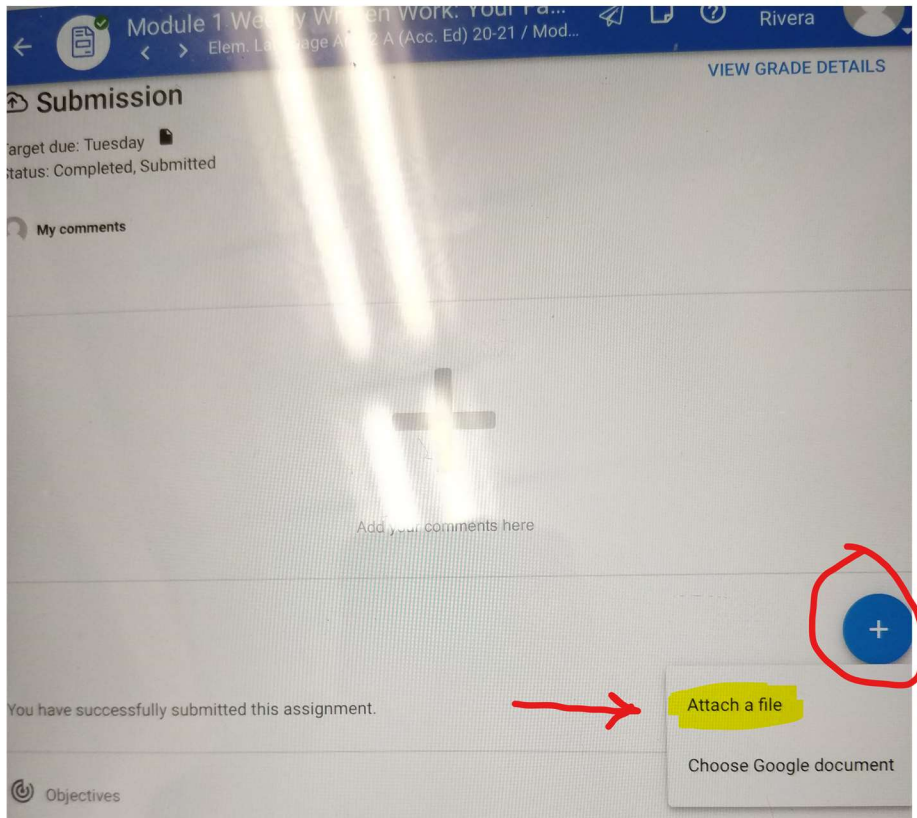
3. Tap "Save & Share."
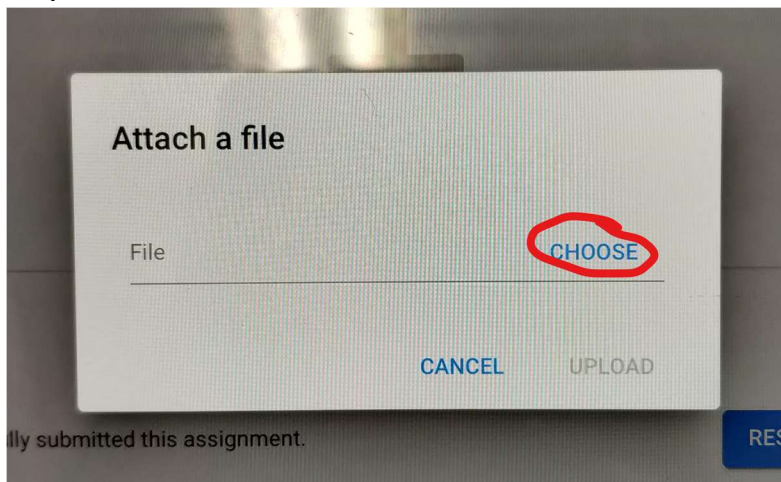

4. Tap the "Download" button.

5. A box will appear asking if you want to download the file. Tap "Download" again.
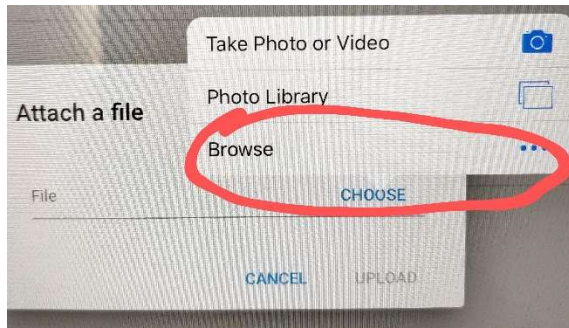
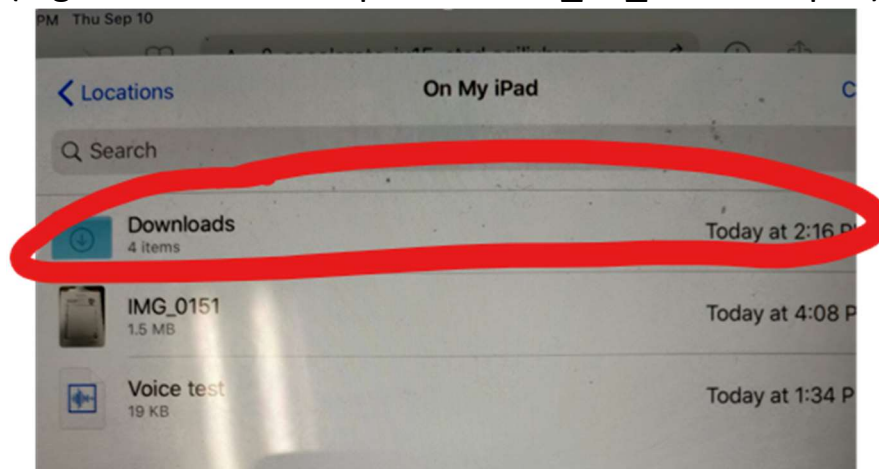6. On the Assignment Submission page, tap the (+) button, then select "Attach a file."
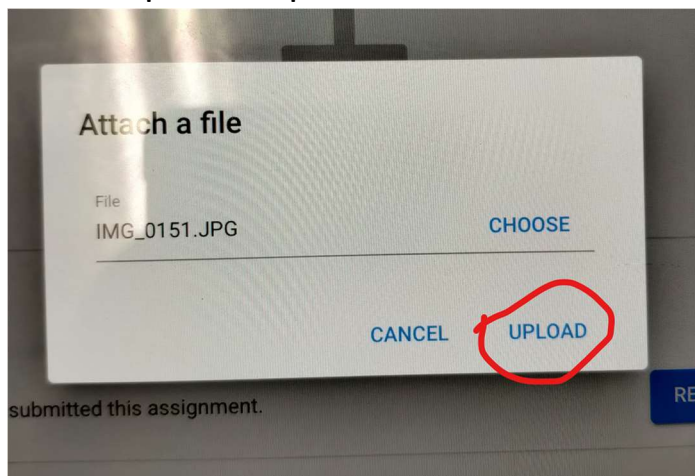

7. Tap the "Choose" button.

8. Tap on "Browse."

9. Find and select the file you just saved. It will probably be in the "Downloads" folder. The file will be titled "Vocaroo" + the date and time it was created. (e.g. "Vocaroo 11 September 08_10_18*** .mp3")

10.   Tap the "Upload" button.

11.   If you have multiple files to submit, you can repeat this process for each one.

12.   Once all your files are uploaded, don't forget to tap on "Submit My Work."