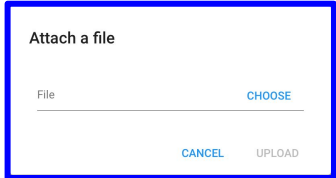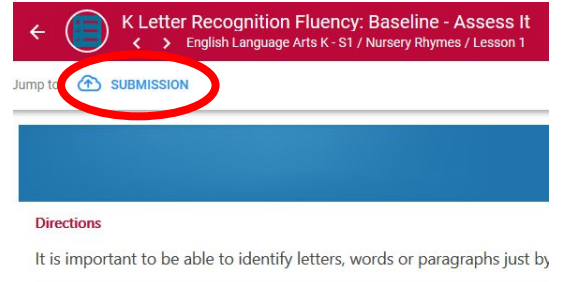# Lincoln Learning Record Guide

This guide is a method for creating and submitting audio files when using an iPad in the Lincoln Learning platform. If a lesson contains a record button, 🔴 Start Recording you will need to use this method to create the file for submission.

1. Open Chrome and log in to your district Google account

2. Open the Drive app and make sure you are also logged in with your Google account

3. Open the Voice Recorder app 📼 and leave it open in the background

4. Navigate to the lesson in Lincoln Learning (LL) that requires a recording and click the submission button in the upper left of the screen

5. Double click the home button and select the Voice Recorder app

6. Click the microphone icon in the bottom ribbon to access the recording features

7. Click the red REC button to start recording

8. Double click the home button and return to the LL activity

9. Once the activity recording is complete, click the red microphone icon in the upper right of the iPad screen to switch to the Voice Recorder app and stop recording

10. Select the SAVE AS option on the app interface and name your file (this will make it easier to locate for uploading)

11. Return to the LL lesson and click the plus button; select attach a file

12. In the pop up box, click choose and the browse option

13. Using the search bar at the top of the page, type in the name of the file (it is difficult to visually browse to find the file) and select it once it appears

14. Complete the process by clicking the upload button in the attach a file box. The file will be loaded to the submission screen and can be submitted to the teacher

Notes on Using Voice Recorder

- Audio files are saved locally to the iPad. Should space need to be freed up on the device, you will need to delete these items and empty the trash

- The app has a cloud upload feature but it does not work directly with Google accounts. You can save the file locally on the device and upload into your Google Drive if you want to store it long term.