Digital Story Telling (DST) Best Practices

The CCD Information Technology Services department, in conjunction with the Teaching and Learning Center (TLC), has created this document to assist students and faculty with creating digital stories. There are three applications approved for Boulder Creek Lab support: Audacity for audio file manipulation, Movie Maker and iMovie for video editing. Any other software must be instructor supported.

Pictures

Any .png, .gif or .jpg file will work when creating digital stories.

Audio

With the overabundance of available audio formats, it is important to standardize the file type to improve the instructor's ability to support the student's learning. CCD has determined that the .mp3 file is the best option. Students can record their story audio in the Boulder Creek Computer Lab, in the Tutoring Lab, or on their smart phones. Instructions for the three top phone systems are shown below.

Smart Voice Recorder MP3 for Android Devices

To download Smart Voice Recorder MP3, open the Google Play Store on your device and search 'Glovantech.' It is a free app – the upgrade is not necessary to complete the tasks required for Digital Storytelling.

How-to Use:
1. Download Smart Voice Recorder MP3 and open the app.
2. Tap the 'Record' button (it looks like a microphone) to begin recording.
3. Read your script.
4. Tap microphone icon again to finish recording. The recording will be converted to .mp3 format and appear in your 'Play List' located at the top of the screen.
5. Tap the saved file to preview your recording.
6. Once you have listened to and approve of the recording, tap the 'Play List' icon to take you a list of all your recordings. Click icon to upload to GoogleDrive or the 'Share' icon ( ) to send via email. The recommended method is by email, but you must have an email account set up.

Easy Sound Recorder for Windows

To download Easy Sound Recorder, open the Microsoft Store on your device and search 'Easy Sound Recorder.' It is a free app – the upgrade is not necessary to complete the tasks required for Digital Storytelling.

How-to Use:
1. Download Easy Sound Recorder and open the app.
2. Allow the app to have access to your device microphone.
3. Tap the 'Start Recording' button to begin recording.
4. Read your script.
5. Tap 'Stop Recording' to finish recording. The recording will be saved in .mp3 format and appear in your files (click the book icon)
6. Tap the saved file to preview your recording.
7. Once you have listened to and approve of the recording, tap the book icon to take you a list of all your recordings. Click the sharing icon ( ) to send via email. The recommended method is by email, but you must have an email account set up.

Voice Record Pro for iOS Devices

To download Voice Record Pro, open the App store on your device and search 'Voice Record Pro.' It is a free app – the upgrade is not necessary to complete the tasks required for Digital Storytelling.

How-to Use:
1. Download Voice Record Pro and open the app.
2. Tap the red 'Record' button and then tap 'Start' to begin recording.
3. Read your script.
4. Tap 'Stop' to finish recording. Your recording will appear by date created in the window below the 'Record' button.
5. Tap 'Play' to preview your recording.
6. With your recording selected, scroll down the list of options and tap 'Convert to MP3', then tap 'Convert'. It may take a few minutes to convert.
7. Once the file has finished converting, tap the 'Back' icon to take you a list of all your recordings. You should see your recently added .mp3 file.
8. Tap the recording and choose a method for transporting the file to a computer. The recommended method is by email, but you must have an email account set up.