**LECTURE RECORDING**

“How do I record my lectures?”

Recording lectures has become widespread with the increase in smartphone use. We’d never recommend it as a replacement for handwritten/typed notes, but with the right strategy and tools it can supplement those notes to create effective learning resources.

*Please respect your lecturer - Always ask permission to record a lecture.*

Find a suitable recording device.

**Dictaphone**
- We’re using the **Olympus VN Series** in this guide
- Offer the highest quality recording (it’s what it’s made for!)
- Can be used with external mics to boost recording quality
- Great battery life
- Reliable

**Android**
- Quality varies a lot from device to device. Can be bad.
- Good selection of apps to record with (**Audio Recorder** is what we often use)
- Easy to move recordings to computer via Dropbox, Google Drive etc.
- External microphones available, but again it varies by device.
- Make sure your battery is charged.

**iOS**
- Quality is fairly good across the board.
- Good selection of apps to record with (**Sonocent Recorder** is great for this and works with **Audio Notetaker**)
- External microphones available.
- Make sure your battery is charged.
Make your recording

1. Prepare for your lecture.
   - Make sure your device is charged and has adequate storage remaining.
   - Do the usual prep e.g. preparatory reading, setting up a good note taking system etc.
   - Again – ensure that you have the lecturer’s permission to record their lecture.

2. Choose a good location in the Lecture hall.
   - The best spot will vary depending on the size and acoustics of the venue as well as the volume/clarity lecturer’s voice.
   - Sometimes the front is your only option for a decent recording.
   - You might also try next to a speaker if a PA system is being used.

3. Make notes that will fit well with your recording
   - Think of your notes as giving structure to the audio.
   - Do not rely solely on the audio: many students have fallen into the trap of recording all their lectures but not linking those recordings with good notes. 30+ hours of recording and no notes do not make for good revision materials!

4. When you’re done, transfer your recording to a computer.
   - Dictaphones usually need to be plugged into a computer via a USB cable.
   - Smartphones can generally use a service like Dropbox or Google Drive to transfer, but remember that 1 hour+ of audio can create a large file so consider using WiFi to sync.

5. Do something with your recording!
   - Just as simply writing notes in a lecture is only part of the process, recording a lecture is not a complete strategy. Think about what you can do with the audio to support your learning.
   - Make sure your recordings are labelled and organised so you can find the key things you need when you need them.
   - Some people like to take key lectures to the gym or for a run so they can revise and get fit.
   - Tools like Audacity can be used to edit your audio: clean up noise, remove sections, break into tracks.
   - Audio Notetaker is available on the classroom computers and is great for processing audio and turning it into a genuinely useful learning aid. See our intro guide for details.

Further information and help

- Contact Assistive Technology or 01224 273336