“How do I record my lectures?”

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

Find a suitable recording device.

**Dictaphone**
- We’re using the [Olympus VN Series](https://www.olympus.com/digital-recorders/venus-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.
- Good selection of apps to record with (e.g. [Audio Recorder](https://play.google.com/store/apps/details?id=com.millenniapps.audio_recorder))
- 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](https://apps.apple.com/us/app/sonocent-recorder/id461512870) 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 of the lecturer’s voice.
   - The front is often the best 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 listen to their lecture recordings while at the gym or on the bus. See what works best for you.
   - Tools like Audacity can be used to edit your audio: clean up noise, remove sections, break into tracks.
   - Audio Notetaker is a great software for processing audio and making meaningful notes. See our intro guide for details.

Further information and help

- Contact Assistive Technology or 01224 273336