



## TEGRITY INSTRUCTOR WORKFLOW (PART 15)

### Uploading an Audio as a class

#### Uploading an Audio as a Class

You can upload an Audio File as a class. This is particularly useful when no computer is available to record the class. Record the class on a digital recorder and upload the audio.

#### To upload an Audio File as a class:

1) Navigate to your *Class Recordings* page (Figure 1).

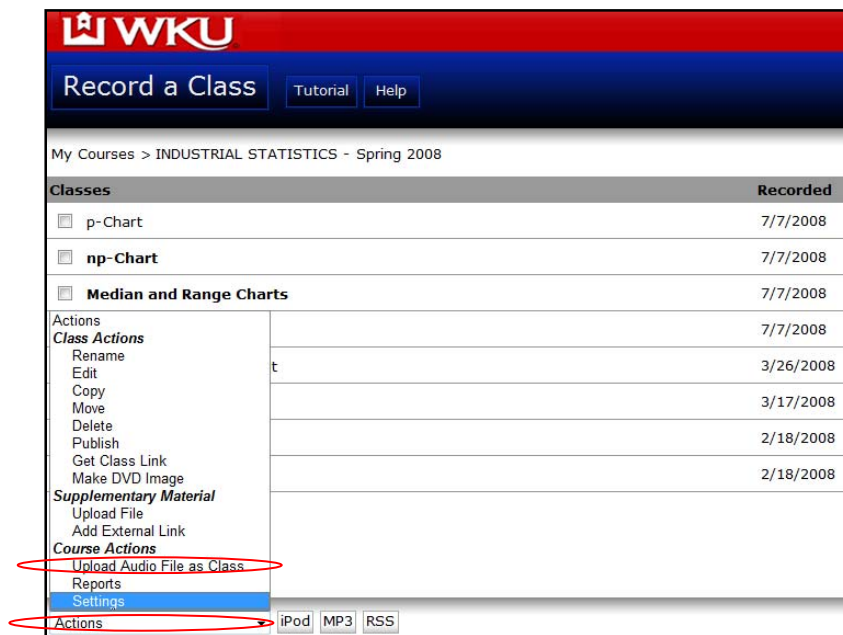


Figure 1: Actions drop-down list

- 2) From the *Actions* drop-down list (Figure 1), select **Upload Audio File as Class**. The *Upload File* dialog box appears (Figure 2).

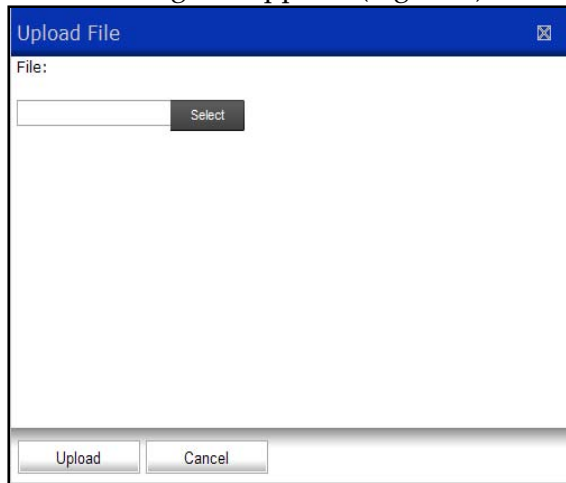


Figure 2: Upload File dialog box

Browse to the file you want to upload and click **Open**. The file name appears to the left of the *Select* button. The file name serves as the class recording name in the *Class Recordings* page (Figure 2).

- 3) Click **Upload** .

The file is uploaded. A message appears indicating whether the upload was successful. You can only select an audio file with an *mp3* or *wma* file extension.