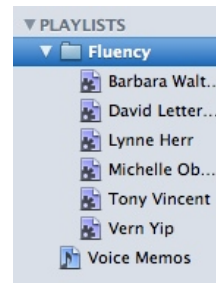
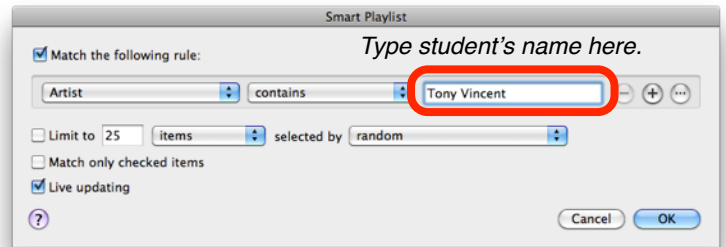


COLLECT STUDENT RECORDINGS THROUGH SYNCING WITH ITUNES

Set Up a Smart Playlist for Each Student

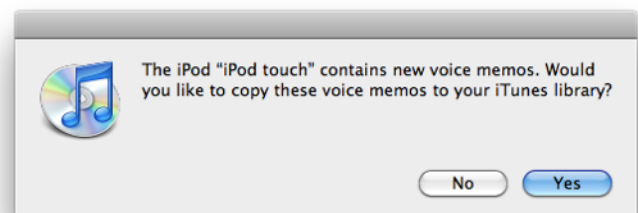
1. Choose **New Smart Playlist** from the **File** menu.
2. Set the rule to **Artist contains** and the student's name. Click **OK**.
3. Complete the steps above for each student.
4. For each smart playlist, click **View Options** from the **View** menu. Remove all checkmarks except **Artist**, **Time**, and **Comments**.
5. When a voice memo is added and Artist is changed to the student's name, it will automatically appear in the student's smart playlist.



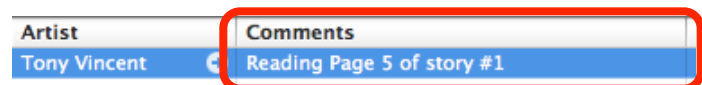
You can place your smart playlists into a playlist folder. Create a folder by choosing **New Playlist Folder** from the **File** menu. Name the folder. Then drag and drop each student's playlist onto the folder.

Syncing Student Voice Memos

1. A student records using the **Voice Memos** app on iPod touch. The student should say his or her name at the beginning of the recording.
2. Connect to the computer. The recording should appear in iTunes' Voice Memos playlist. You may have to click **Yes** if a dialog box appears asking if you would like to copy voice memos to your iTunes library.
3. Select the **Voice Memos** playlist.
4. Click **View Options** from iTunes' **View** menu. Checkmark **Artist** and **Comments** and click **OK**. Also select **as List** from the View menu. (These actions only have to be done once).
5. Play the recording and listen for the student's name. Press Pause and click the recording's Artist. Change the Artist to the student's name. Be consistent about spelling and whether you use last names or initials.
6. Optionally, click under **Comments** to add any additional information about the recording.
7. You may delete the items in the Voice Memos playlist after you have added Artist information. This way the Voice Memos playlist shows only recordings that have not yet been tagged with a student's name.



Change Artist to the student's name.



Add any notes under Comments.