



Audio recording to support your note-taking



# Introduction to Recording

At Sheffield Hallam University, students are permitted to make audio recordings of teaching sessions in order to support their note-taking. You may find it useful to record teaching sessions so that you can -

- revisit and reflect on ideas and concepts discussed
- supplement and develop your notes
- revise for assessments

Full guidelines for the personal recording of teaching sessions are found in the link at the bottom of this page and you should read these to become familiar with what is and isn't allowed. Failure to adhere to these guidelines constitutes a breach to the Student Code of Conduct, and could lead to action by the University under the Disciplinary Regulations.

Guidelines for recording include the following do's and don'ts -

You may:

- Make audio recordings of any timetabled teaching session you attend at the University
- Photograph visual materials and artefacts (e.g. presentation screens, whiteboards, flipcharts) from those sessions
- Use your own devices to make the above recordings. This should be done in an unobtrusive manner but visible to others (e.g. by placing your phone in front of you on the desk)

You must not:

- Record during sessions or parts of a session where the lecturer has notified you that recording is not permitted
- Record videos or photograph individuals without the explicit permission of all staff and students whose image would be recorded
- Record the contribution of students who object to being recorded
- Record a guest speaker unless the module leader has notified you that recording is permitted

Full guidelines are available here -

<https://students.shu.ac.uk/regulations/it/Guidelines%20for%20students%20on%20recording%20teaching.pdf>

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# Downloading the App

To enable your personal device to record, you must firstly download an app from either the Google Play store or Apple App Store. This app will allow you to record lectures, add colour coding and then modify and add to the recording when transferred across to the Audio Notetaker software. To download and install this app, follow the steps below.

1. In a web browser, go to this page

<https://linkapp.sonocent.com>

The screen should look like the this -

2. Enter your SHU email address and accept the terms of the licence agreement. Once this is done, click **Get Sonocent Link**.

3. You will now receive a 4-digit pin number and instructions on how to get the app, as per the screen below.

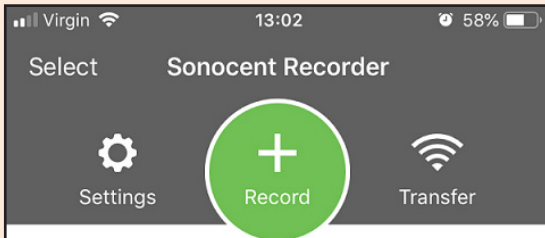
4. In the app store on your phone or tablet, search for **Sonocent Link** and then install this. When you open the app, you will see this screen -

5. Enter your SHU email address and the pin number you were given, then click Login. Once the pin is linked, you will see some introductory screens that you can swipe through.

Click OK to start using the app.

# Making a Recording

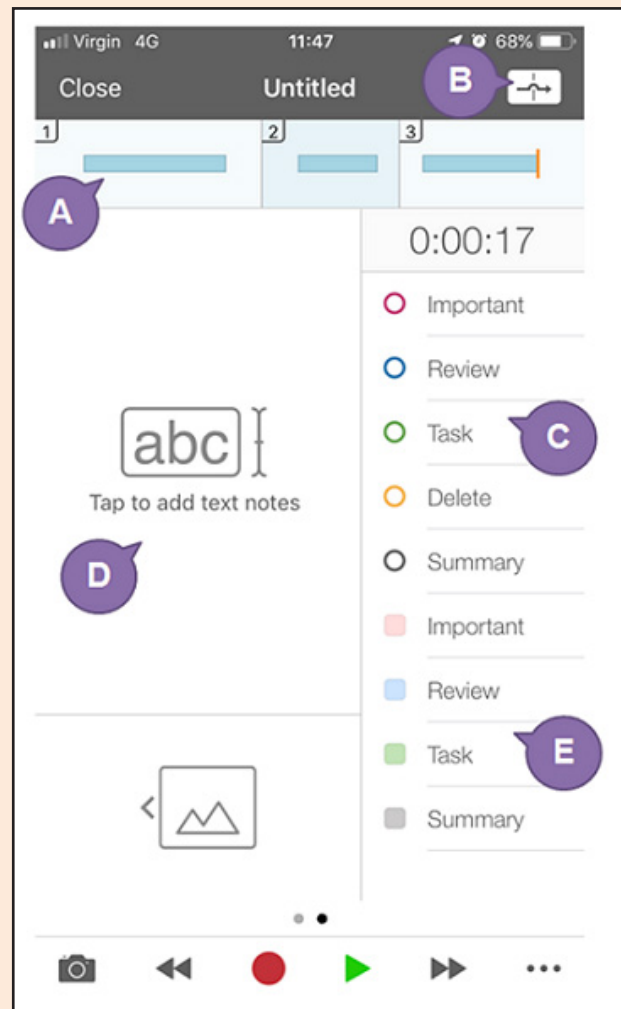
Once logged into the app you will be taken to a screen where you can begin a recording, as shown below. To start a new recording, click the green record button.



A recording will start and you will see a screen like the one below.

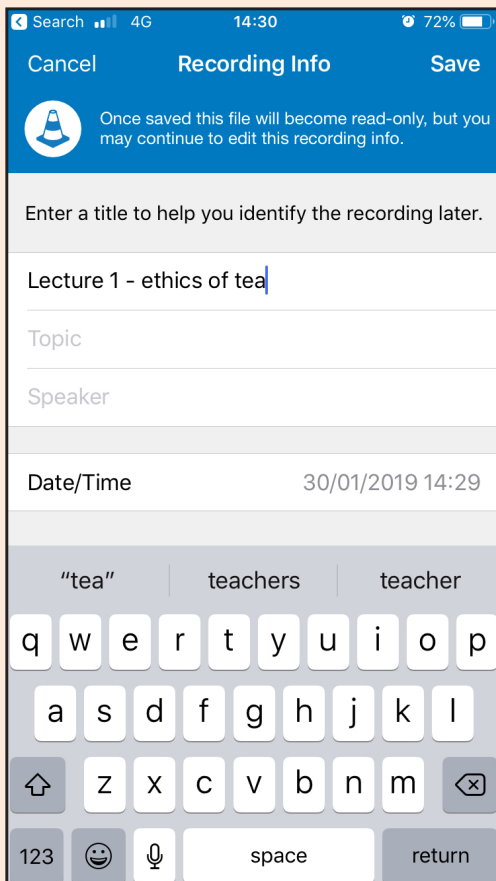
This screen is broken down into a number of sections, these are labelled as follows -

- A. This shows you the current recording broken up into chunks of audio.
- B. You can tap this icon to insert a section break, which act like bookmarks. These are best inserted when the lecture moves to the next slide.
- C. This is a list of options for colour coding your audio chunks, you can turn these on and off by tapping the desired colour. The audio chunks at point A will then change to match.
- D. Here you can type in your own notes.
- E. These will colour code the sections, again turn them on and off by tapping.



## Saving your Recording

When you are ready to stop the recording, press the stop button towards the bottom of the screen. You will be taken directly to a screen which should look like the one below -



From the home screen, you will see a list of recordings that have been made, ordered by date, along with the option to begin a new recording.

For information, each 2 hour recording will require approximately 80MB of storage space. However, these can be transferred to Microsoft OneDrive and deleted from your phone.

This will be explored in the next step.

On this screen you can add information relevant to the recording, including -

**Title** - provide a relevant title for the lecture recording

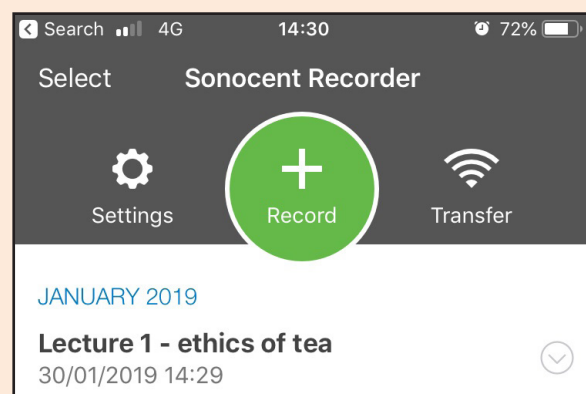
**Topic** - additional information can be added such as topic, subject or module information

**Speaker** - include the name of the lecturer or speaker

The date and time is auto set.

Once you have entered this information, click the Save button in the top right corner.

A screen will appear confirming the save has completed, click the Done button in the top right corner to return to the home screen, which should look something like this -



# Setting up MS OneDrive

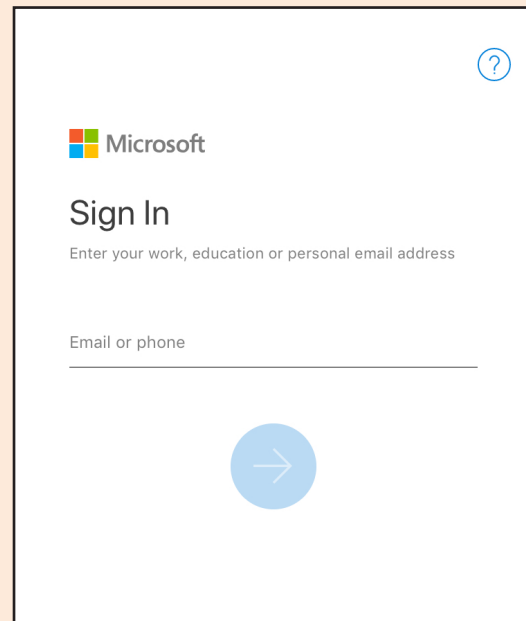
To transfer the recording to a computer, firstly the recording needs to be saved in your Microsoft OneDrive account, which is linked to your SHU login. Go to the App store on your phone, then search for OneDrive and install.

When you open the app, you will be asked to provide sign in details.

This is associated to your SHU email address, so enter your email address and click the next arrow. Note, your email address should be entered in the following format -

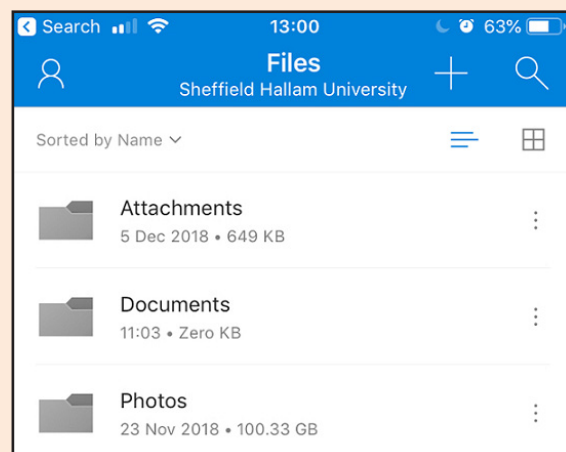
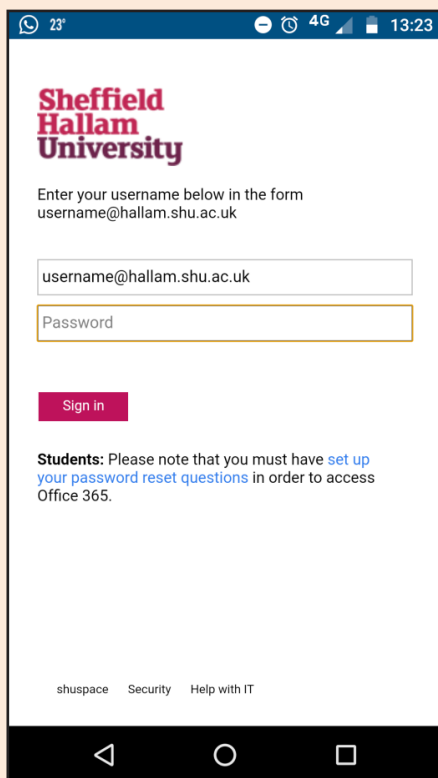
**username@hallam.shu.ac.uk**

This will then take you to a SHU login screen, as below -



The email address should be populated with the previously typed address, and you will need to enter your SHU password below this. Then click the Sign in button.

This will take you to the folder view of OneDrive, as shown below.

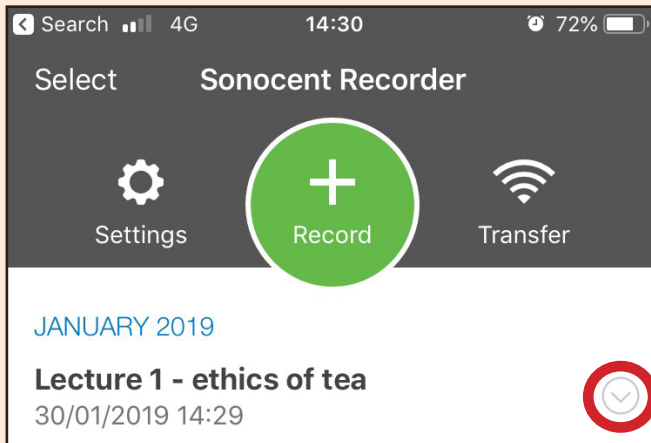




# Transferring to MS OneDrive

With Microsoft OneDrive installed, we can now copy recordings across from within the Sonocent Link app.

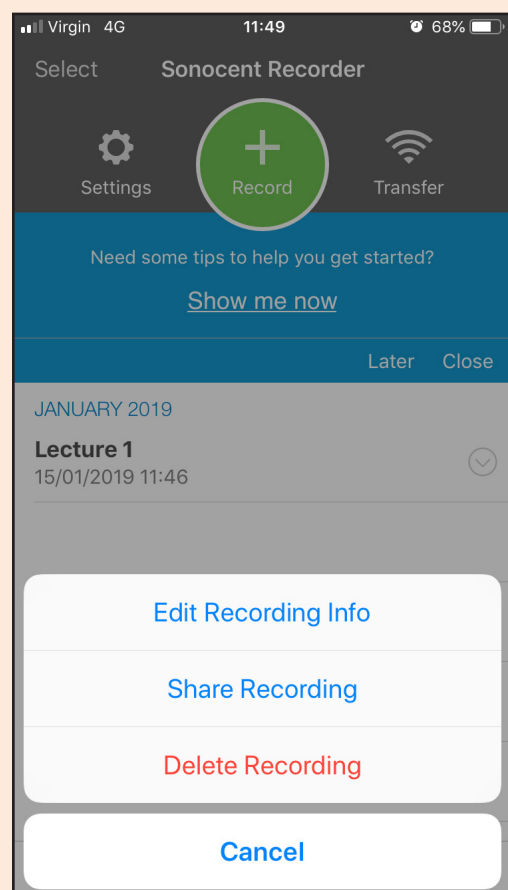
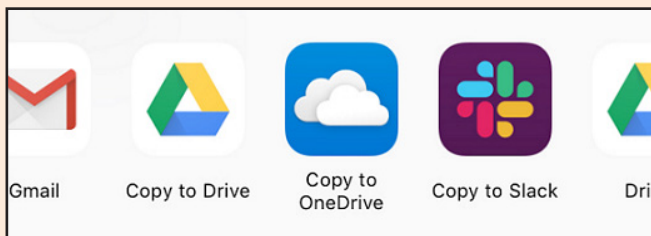
Open the Sonocent Link app and make sure you are on the screen that displays any recordings that have been made. Then follow these steps -



1. Where you have a recording, click on the small downward pointing arrow to the right of the recording title, indicated by the red circle in the image to the left.

This will display the screen and options as shown below -

2. Click the Share Recording button, and in the options that appear, find the 'Copy to OneDrive' and select.



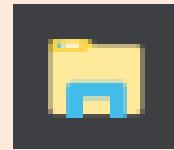
3. On the new screen that appears, confirm that you wish to upload this file by clicking 'Upload to OneDrive'.

4. In OneDrive you can now select a folder to store the recording to (we would suggest Documents unless you have created your own), and then click the Tick button to finish the transfer.

The file(s) can now be accessed on any computer when you access OneDrive.

# Finding OneDrive on a SHU PC

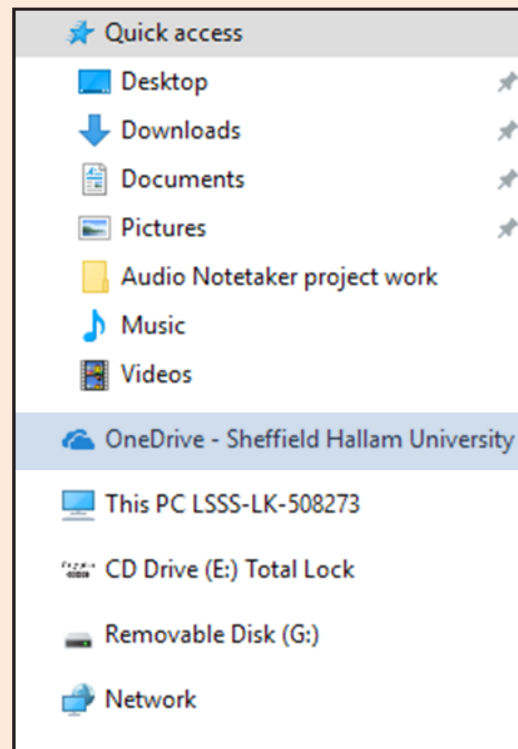
You can access the recording on any SHU computer now that it is saved to your OneDrive account. Log on to any SHU Windows PC and open the File Explorer by clicking this icon.



On the left side of the File Explorer window, you will see a list of areas you can access, one of these being your SHU OneDrive account.

Click OneDrive on this list.

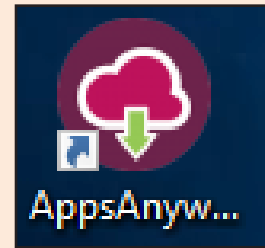
In the OneDrive folder you will see any sub-folders you have created along with any files saved. The recording that you made can be accessed here and transferred into Audio Notetaker.



## Notes

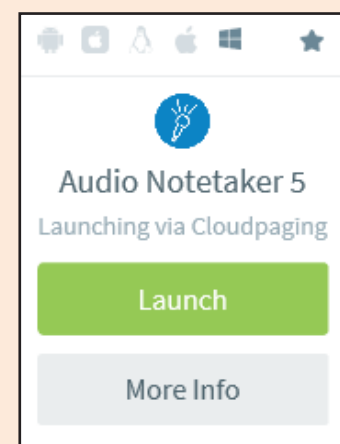
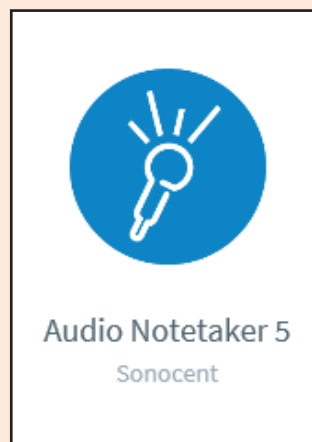

# Importing your File into Audio Notetaker

Audio Notetaker is available through AppsAnywhere. To Open AppsAnywhere you should have this icon on the computer desktop.



Double click this icon to start AppsAnywhere. This will launch in a web browser.

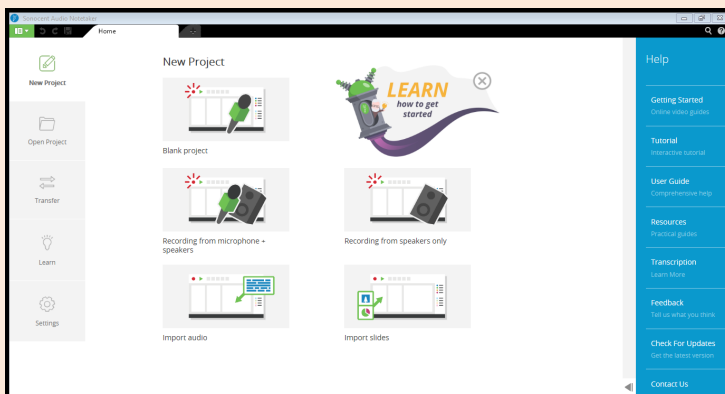
When this has loaded, type Audio Notetaker into the Search Apps field to the right hand side. This will display the Audio Notetaker 5 box.



Hover over this with your mouse and the box will change.

Click the now visible Launch button.

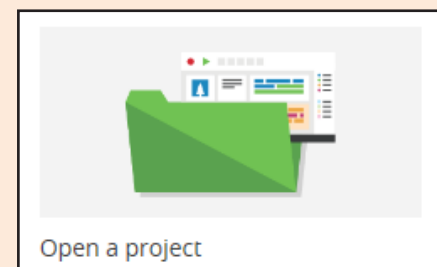
After a short period of time, the Audio Notetaker home screen will appear.



Click the Open Project tab to the left-hand side of the screen.

A new series of icons will appear, click the Open a project icon.

In the file explorer window that opens, browse to the OneDrive folder and locate the recording you wish to import.

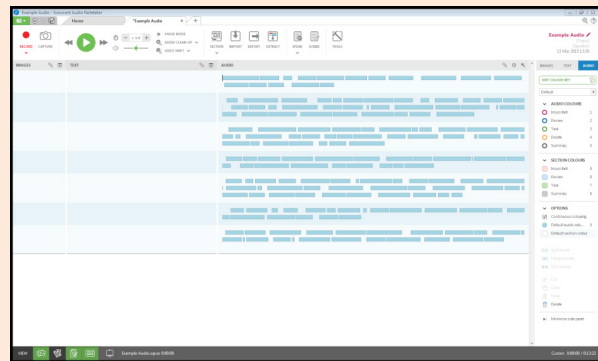


Select this and click Open.

# Syncing your Audio and Slides

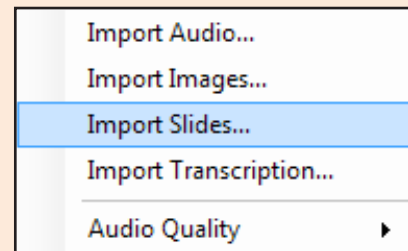
Now that you have opened your recording into Audio Notetaker, we can add to this with slides and text notes. Firstly, we will look at syncing your slides with the audio.

Having opened your saved recording, your screen should look something like this.



Audio Notetaker will display your imported audio as chunks of colour - this will be blue unless highlighting was applied during the recording.

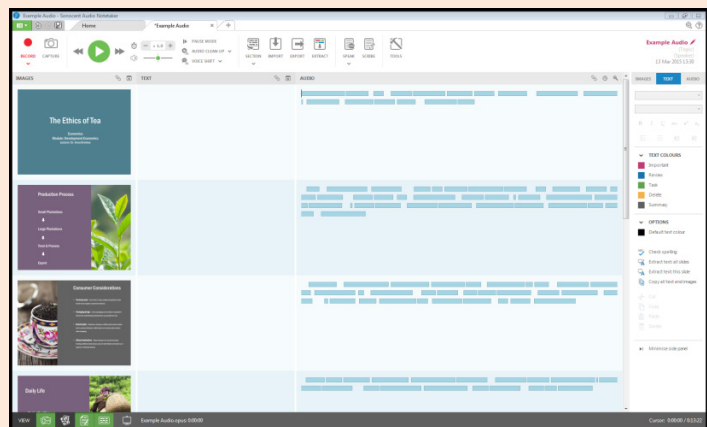
Before importing slides, make sure you have saved a copy of them to your computer first.



To import these, click on the Import button and select Import Slides from the menu.

In the file explorer window, browse to where you have saved the slides, select the current slide and click Open.

You should now be presented with a screen similar to this, where the slides will match with the recording as it was taken.



If these do not match it is likely because a section break / index mark was missed during the recording process.

However there is no need to panic as these can be added later, and will be covered in the next step.

# Adding Section Breaks

In Audio Notetaker, index marks are referred to as Section Breaks. To add any that you missed, in the Audio panel - where the blue chunks of audio are found - click at the point where you need to add a new section break.

Then, click on the Section button.

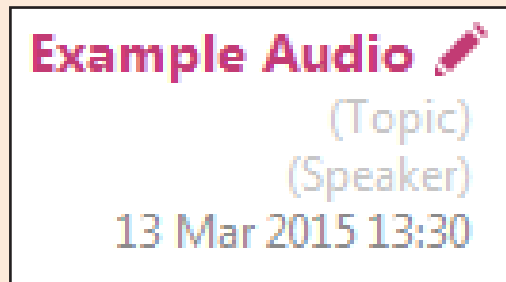
You will see that the audio chunks directly after where you clicked will be moved down into a new row or section. If you had already imported the slides, these will move too, however they can be rearranged by drag-and-drop or re-importing the slideshow.



# Adding Metadata and Saving

Prior to saving the document, you can add metadata to the file for easy reference when reviewing your recordings.

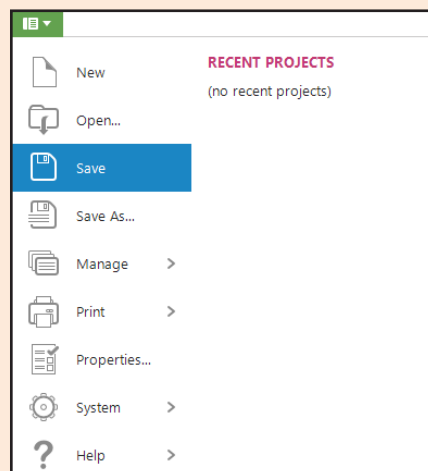
Click on the title area to the top right of the screen. Here you can change the Title, Topic, Speaker and date of recording.



To save the Audio Notetaker file, click on the green menu button towards the top-left corner of the screen.

In the drop down menu, click Save.

A file browser window will appear. Locate where you want to save the file, type a filename and then click Save.



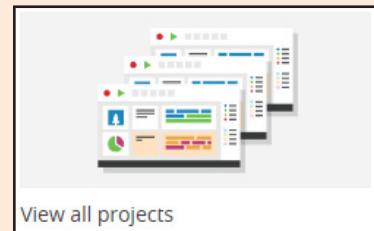
# Viewing Saved Recordings

Once recordings have been saved as an Audio Notetaker file, they can be referred to as projects.

While these files can be opened in the standard way, if you wish to browse all of your recordings in a list and view the added metadata in order to locate the file you wish to open, there is an alternative method to access these.

On the Home tab, click the Open Project button.

Rather than selecting a single project to open as before, click the View all projects button.



This will change your display to something like this.

Filename	Folder	Title	Topic	Speaker	Recorded	Modified ▼
January 2018						
Time Travel for Beginners.ran	\\staffhome....	Time Travel for Beginners			02/10/2017 11:22	10/01/2018 22:26
March 2015						
Audio Replace Tutorial.ran	\\staffhome....	Audio Replace Tutorial	Tutorial	Sonocent	11/03/2015 12:53	23/03/2015 08:50
Example Project.ran	\\staffhome....	The Ethics of Tea	Development Economics	Dr. Brookes	23/02/2015 16:44	23/03/2015 08:50
February 2013						
Example-Notes-v3.ran	\\staffhome....	The Amen Break	Intellectual Property Law	Nate Harrison	21/12/2012 10:14	01/02/2013 18:36
December 2011						
Example-Notes.ran	\\staffhome....	The History of our English Literature	English	Dr. Johnson	09/06/2011 15:25	17/12/2011 20:30

From here, we can browse the recordings by either -

- Filename
- Folder
- Title
- Topic
- Speaker
- Date recorded
- Date modified

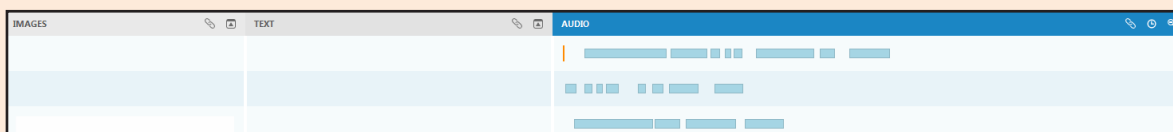
Double click on a recording to open this file in a new tab.

**That covers the basics of setting up the software, recording, transferring, syncing and saving files. The remainder of the guide will focus on more advanced functionality.**

# Annotating your Recording

You can annotate your recording with colour or text using tools available within Audio Notetaker. This can be useful for revision purposes and to draw your attention to key points or aspects for further research.

Make sure that the focus is on the Audio Pane - click the grey bar at the top which will turn blue to show that pane is in focus.



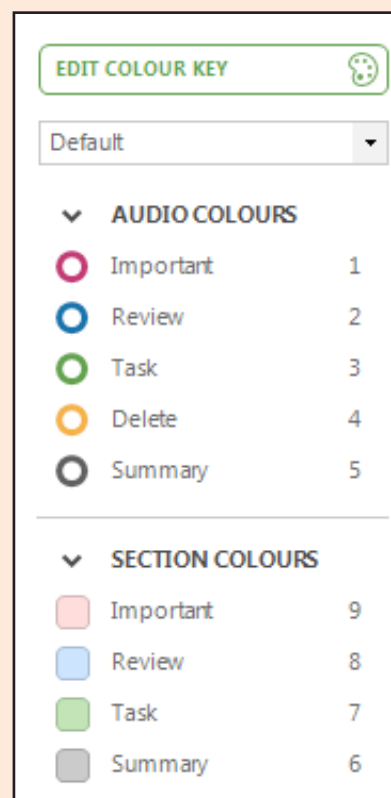
The toolbar to the right of the screen will now display tools specific to the Audio pane. These will include options to highlight the recorded audio.

You can Edit a colour key or select one from the drop down menu. This will change the naming convention for each colour.

To highlight audio, click and drag with the mouse over the chunks you want to change. You can then click on a colour to apply. Alternatively, you can select a colour during playback and can also use the shortcut key rather than the mouse. For example, if you wish to note that the current audio being played is important, you can press the 1 key. This will turn the current audio chunk red.

The background colour within each section can also be colour coded, using the options under Section Colours.

In addition, we can add text notes to help further reinforce your understanding or to type up parts of the recording so that they can be read. This is covered in the next step.



# Taking Notes

As well as matching the audio with your slides, you can add text notes as well. These can be your own notes or you can type while listening to the recording.

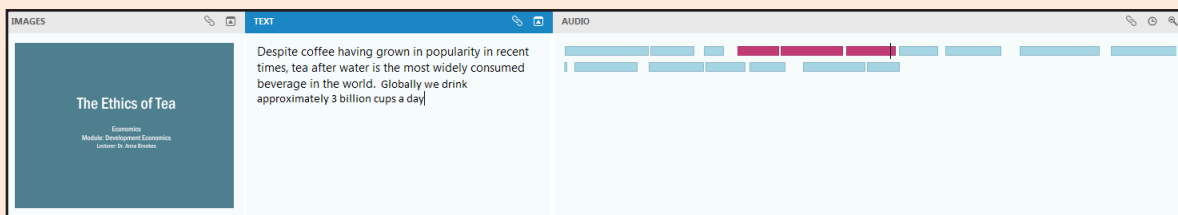
To playback a recording you can either click on the play button on the main toolbar or when focussed on the Audio pane you can press the spacebar to pause / resume playback.



There are options on the main toolbar to change the speed of playback and apply audio clean-up tools, to reduce any background noise. If you are transcribing audio it is worth dropping the speed down to around x 0.7 or 0.8. Just click on the minus or plus to change.



When playing the recording, go into the Text pane and begin typing. If you need to pause playback you can press the CTRL+Spacebar keys to pause / resume without having to change the focus to the Audio pane. You will see something on screen like this.



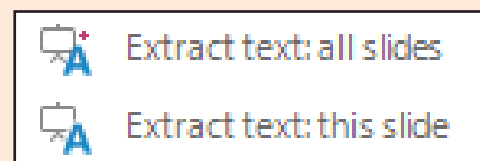
If the text pane, or any other pane, is not displayed, you can click on the appropriate button here to show or hide the one you want. Left to right, the buttons are - Images, Reference, Text and Audio panes.



The reference pane is often hidden by default, however this can be used to display a copy of the text from PowerPoint slides. To do this, firstly unhide the Reference pane by clicking the button, and then clicking in the Reference pane.

In the toolbar on the right-hand side of the screen, you will see options for extracting text. You can use these options to extract text from all slides or just the currently selected slide.

When clicked, the text will be copied into the Reference pane.



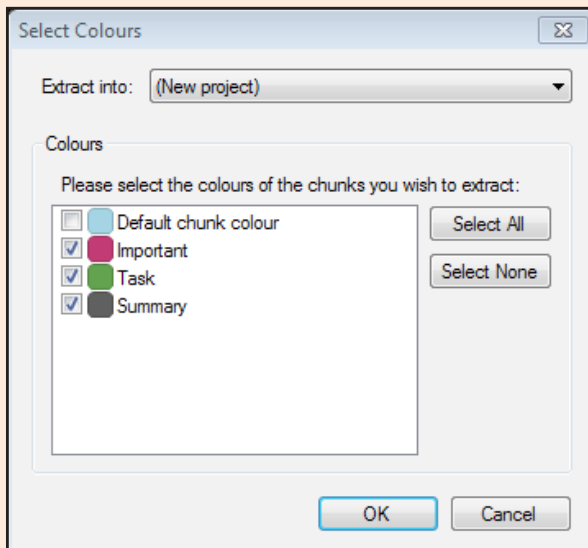
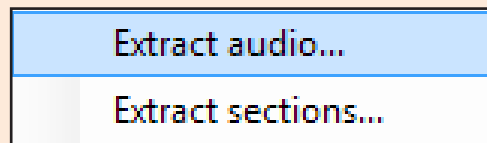
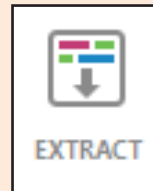


# Extracting your Research

Where coloured highlighting has been used, these highlights can be extracted into a separate Audio Notetaker file. When extracted, any associated notes or slides will also be extracted, which will allow you to create a more focussed revision document.

To do this we will use the Extract tool.  
Click on the Extract button and choose Extract Audio.

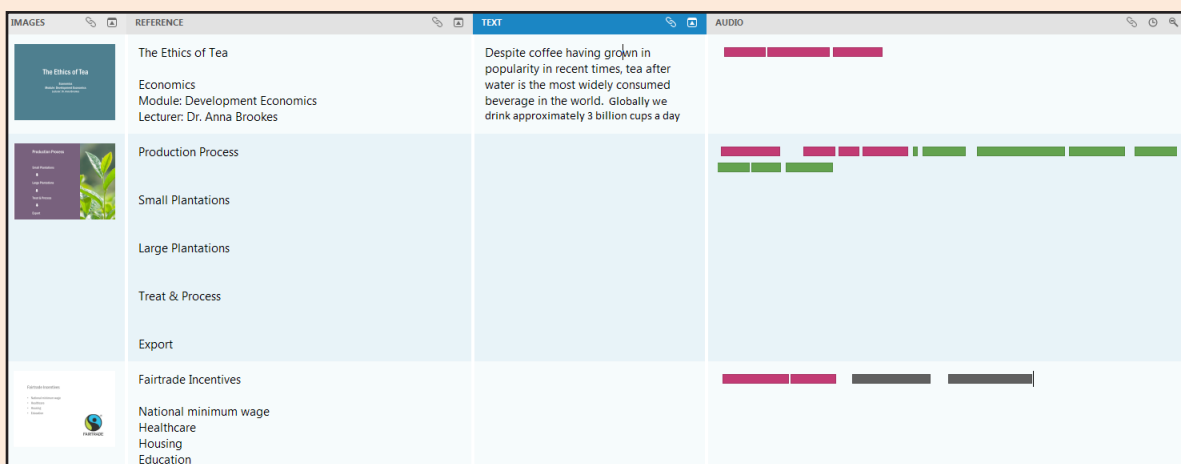
A window will appear where you can choose the colours to extract.



Once you have selected the colours to extract, click OK.

A new document will be created, based on the sections that contain the chosen highlights.

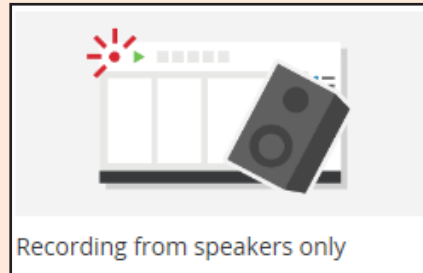
Your screen should now look something like the image below.



# Capture Online Audio

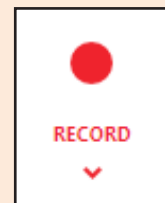
Audio Notetaker can be used to record audio found online, where you can colour code key points for quick review along with taking screenshots from the respective video, if a video feed is present.

On the Home screen in Audio Notetaker, on the New Project tab, select Recording from speakers only.

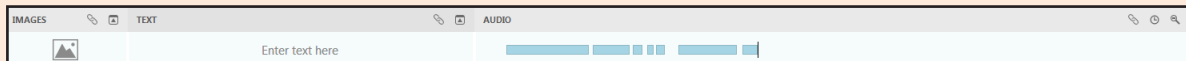


At this point, it is helpful to have the website that you wish to record from open and ready to play.

Click the Record button to the top-left of the Audio Notetaker window and then click play on the audio / video link that you have open.



The audio will be recorded into Audio Notetaker, and you will see the blue chunks appear as below.



While recording audio, you can add section breaks if you wish to split the audio for reference and ease of finding a key point. To do this, make sure the Audio pane is in focus and press the Enter key on your keyboard. The recording will continue and move into a new section.

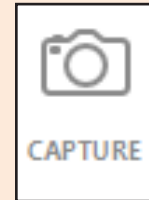
In addition, you can colour code the chunks of audio by selecting a colour from the right-hand menu (covered on page 12).

Text can also be added if you want to take some notes (covered on page 13).

# Capture Online Video

In addition to recording the audio, Audio Notetaker provides a tool to capture still images from any accompanying video, which are saved into the Images pane.

To take a screenshot from a video that is playing, we can use the Capture tool located to the right of the Record button. Click this button and an overlay will appear, like this.

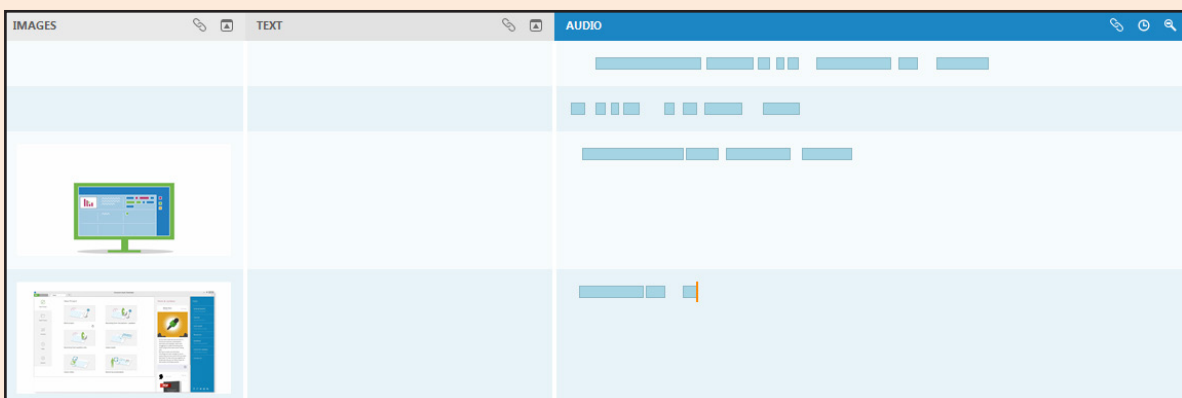


Match the size of this capture window with the video window, by dragging from a corner point, and using the drag and drop method, place it directly over the top of the video image.

During a recording, with the capture window in place, click the camera icon to the top left of the capture window, shown here by the red box.



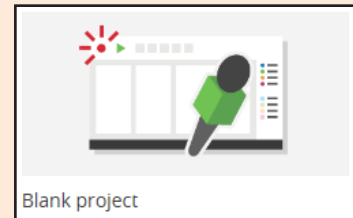
A copy of the current image is taken and will appear in your Audio Notetaker document. Any additional images captured will be put into a new section and the audio will synchronise from this point.



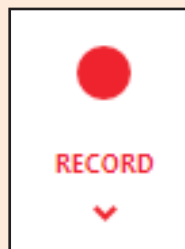
# Practice your Presentations

You can use Audio Notetaker to record a practice run of a presentation you have to deliver. This will give you the opportunity to play it back, edit, rehearse, and check the timings.

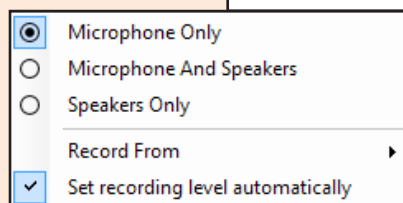
On the Home screen in Audio Notetaker, on the New Project tab, start a new Blank Project by clicking this button.



In the new Audio Notetaker file, click on the drop down arrow below the record button.

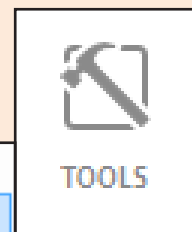


In the menu that appears, select Microphone Only as the recording mode.

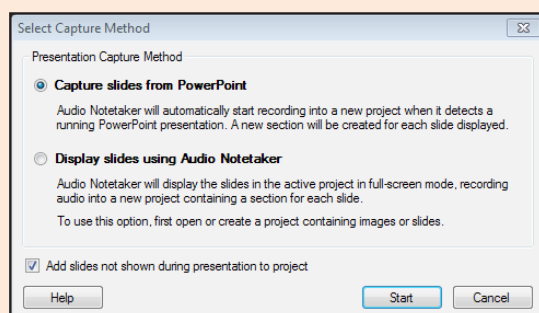
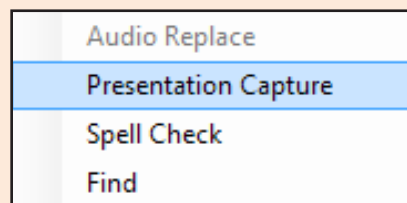


Please note - You will need a computer with a microphone, so we would recommend using a SHU laptop as they are built-in.

Now we need to set up the software so that it is ready to record the presentation. Click on the Tools button on the main menu and select Presentation Capture.



A window will now appear as below. Select Capture slides from PowerPoint and click the Start button.



Audio Notetaker will display a new window which says 'waiting for a PowerPoint slideshow to begin'. Open the slideshow, and when you are ready to begin recording, click the begin slideshow button in PowerPoint.

Now present!

Once you have completed your presentation, go back into Audio Notetaker and click Finish in the window. You will see the slides in the Images pane and the audio you delivered next to each, displayed as blue chunks.

## Further Presentation Tools

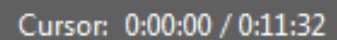
With the presentation slides and audio now displayed in Audio Notetaker, you can playback the audio and listen to what you delivered. This will enable you to practice and rehearse what to say. Just click the Play button or use the Spacebar as already covered in this guide (page 13).

Additional recording parts can be added if you wish to make changes to the original recording. The project should already be set to record from microphone only, so just click where you want to add new audio and press the Record button.

You can select blue chunks and delete them if you wish to remove parts of the recording. Just click and drag over the particular chunk(s) and press the Delete key.

Audio Notetaker has a built-in timer that will show you the current time at the cursor along with the total time of recording.

This is displayed towards the bottom-right of the screen.

A small rectangular box with a dark background and light text. The text reads "Cursor: 0:00:00 / 0:11:32".

You can refer to this to help get the presentation to run below any time limit that has been imposed.

Notes

## Standard Shortcut Keys

Go to Previous Section	...Page Up
Go to Next Section	...Page Down
Move between tabs	...Ctrl+Tab

## Audio Playback Shortcut Keys

Play / Stop Playing	...Space bar or Ctrl+Space
Insert Section Break	...Enter or Ctrl+Enter
Slow Playback Down	...Ctrl+-
Speed Playback Up	...Ctrl+=

## Colouring Shortcut Keys

Colour Chunk with Colour	...Numbers 1-5
Colour Chunk with Default Colour	...Number 0
Colour Section with Colour	...Numbers 6-9

Use Ctrl+(number) to change the colour when you are not in the audio pane

## Other Useful Shortcut Keys

Import Audio File	...Ctrl+K
Screen Capture	...Ctrl+Shift+C

## Further Help

On Audio Notetaker's Home page, to the right hand side is a Help bar.

Here you can -

- view video guides
- listen through and practice with an interactive tutorial
- access user guides and other resources

Alternatively, see our online guide here -

<https://blogs.shu.ac.uk/skillscentre/audio-notetaker>

And the YouTube channel here -

[Sonocent YouTube channel](#)

For any further support, you can contact the Assistive Technology Service at -

**[at-service@shu.ac.uk](mailto:at-service@shu.ac.uk)**

We offer other sessions that you can book on to through UniHub, these are -

Assistive Technology for Reading:  
Read&Write Gold

Assistive Technology for Planning:  
Mindview

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