

How to Submit a Recording Assignment on Vocaroo

We will practice submitting recording assignments in class. Students get the hang of it pretty quickly and should not have any issues by October.

1. Practice the assignment for several days with the sound file until you are satisfied you are singing accurately, then record yourself 1-2 days before the assignment is due. For example, if you have music class on Tuesday, practice Tuesday-Sunday and record yourself on Sunday or Monday.
2. Let your family know that you are recording your music assignment and go to a quiet part of your home where you can work undisturbed for a few minutes. If your dog barks (cat meows, etc.) once, that's fine. If it's throughout the recording, re-record it when the dog is quiet.
3. Visit www.vocaroo.com.
4. Record yourself **with the sound file** and listen to yourself before you submit your assignment to make sure it is recorded properly. This not only helps you to become comfortable hearing your own voice, but it also helps you to make improvements and corrections. Our voice often sounds different in our own head from the way it sounds on a recording. Not because it actually IS different, but the way we perceive it is: Hearing it inside our skull cavities versus with just our ears from a device is not the same!
5. First, click on the red Record button. Listen to the intro clicks to feel the tempo.
6. Using your song sheet, video, or lyrics included with the assignment, chant your rhythm or Solfege, or sing the Solfege or lyrics depending on the assignment. Do your best! If you make a small mistake, keep going. You can let me know you're aware of the mistake when you email the assignment to me.
7. When you are done chanting or singing, click the red Record button again to stop the recording.
8. Click the Play button and listen to your recording. Make sure the entire section of your assignment was recorded (for example, the beginning or ending did not get cut off) and there is no excessive

background noise. **You will not get credit for submitting an empty recording.**

9. Click “Save & Share”. If you accidentally delete your assignment, **YOU MUST RE-RECORD IT. Be careful!!!**
10. You can click the overlapping rectangles to copy the recording link to the clipboard, then open your email and paste it in the body of the email. If your email is already open, you can just click the envelope and it will automatically paste into your email.
11. **IMPORTANT:** In the subject line of your email, **type the NAME OF THE ASSIGNMENT.** If you type “recording” or “Vocaroo” or similar, I might not easily see it/find it. You will have points deducted from your grade if you do not type the name of the assignment.
12. **Use your St. Andrew’s email address to submit your assignment.**
13. Feel free to type any comments, concerns, or questions you have about the assignment in your email. If you have a question about HOW to do the assignment, you should definitely email me BEFORE the assignment is due and not wait until the due date. That is too late.
14. Email your Vocaroo recording to me at enicol@standrewsepiscopalschool.org by the assigned due date and time. Students are expected to turn assignments in on time. In general, students have a full week to rehearse and record their assignment. Student grades will decrease by 20 percent if they do not turn homework in on time. (A 25-point assignment would automatically be a 20/25 if done correctly). If more than two weeks pass from the due date, students will receive at best 50% (So a 25-point assignment would be a 12.5/25 at best). I keep links of recording assignments on a spreadsheet for easy reference. I do not share student recordings with other students or families. Occasionally, I may share a student recording with an administrator to demonstrate effort. (Including how amazing the student is!)