

Guide to safe recording of sound on your phone to upload in Itslearning as an assignment

Description

This guide shows you how you as a student can record an audio file with your own phone so that it is transferred directly to your Itslearning media library without the audio file being stored on your phone.

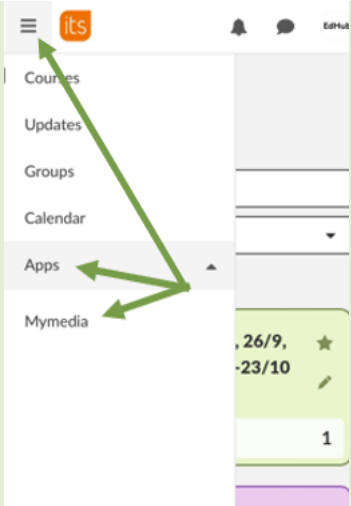
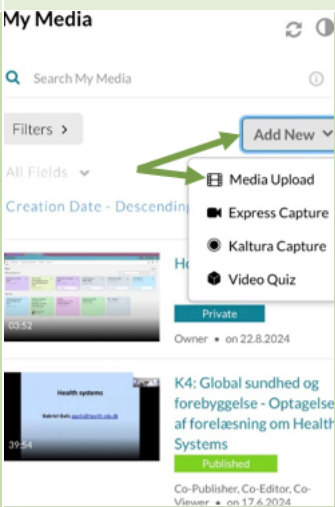
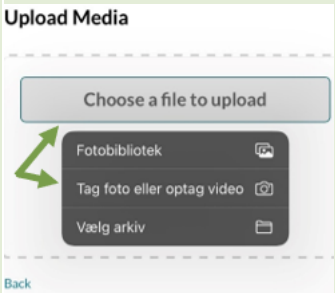
By using the procedure described in this guide, you ensure that your audio file is not stored anywhere other than Itslearning and that the GDPR guidelines are met.


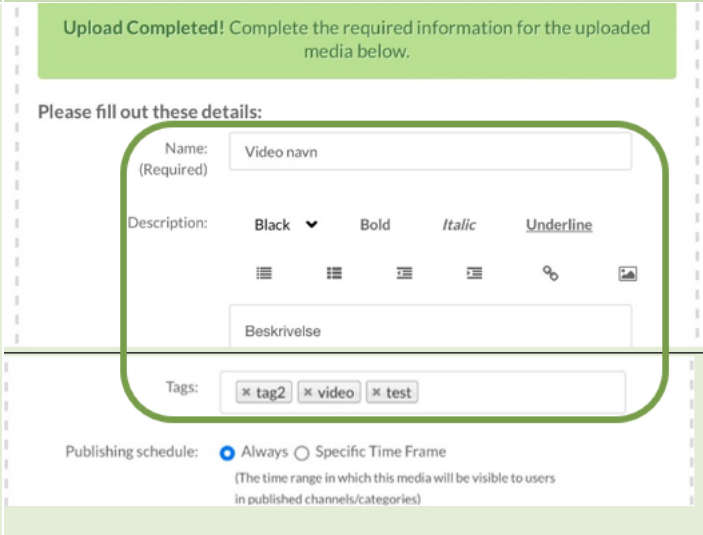
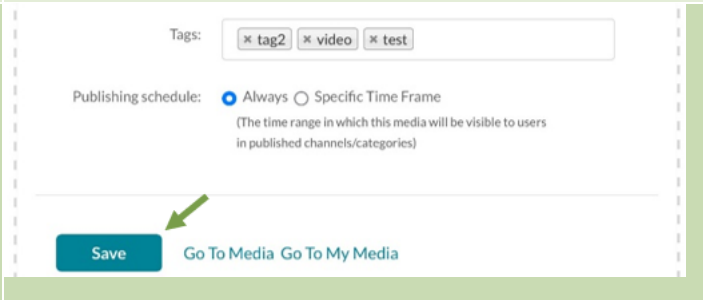
Contents

Guide to safe recording of sound on your phone to upload in Itslearning as an assignment	1
Description	1
How-to iPhone	2
How-to Android	4
Tagging of files	6
Participant-tags	6
Deletion-tags	6
Submission of recording in Itslearning as an assignment	7

How-to iPhone

NOTE! On an iPhone, a maximum of 10 minutes can be recorded

1	Open your Safari-Browser and log onto sdu.itslearning.com (there is multi-factor authorization via Office 365 login)	
2	Choose Mymedia under Apps in the menu bar on the left	
3	Choose Add New → Media Upload	
4	<p>Click on Choose a file to upload → Take photo or record video</p> <p>NOTE: Recording of sound works the same way as recording a video – but without the picture, so REMEMBER to turn off your camera or place the phone with the camera facing the table, so only the sound is being recorded.</p>	

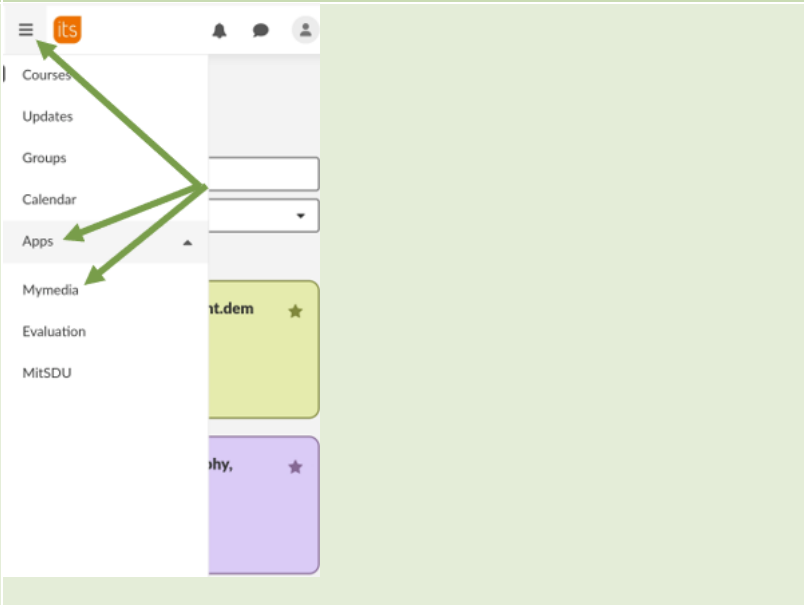
6	After the recording is done, choose Use video	
7	Fill out the following: <ul style="list-style-type: none"> • File name • Description of the file • Fill out tagging according to the rules described under “Tagging of files” 	
8	Click on Save	

The file is now available in your Mymedia and can be submitted in an assignment in one of your courses

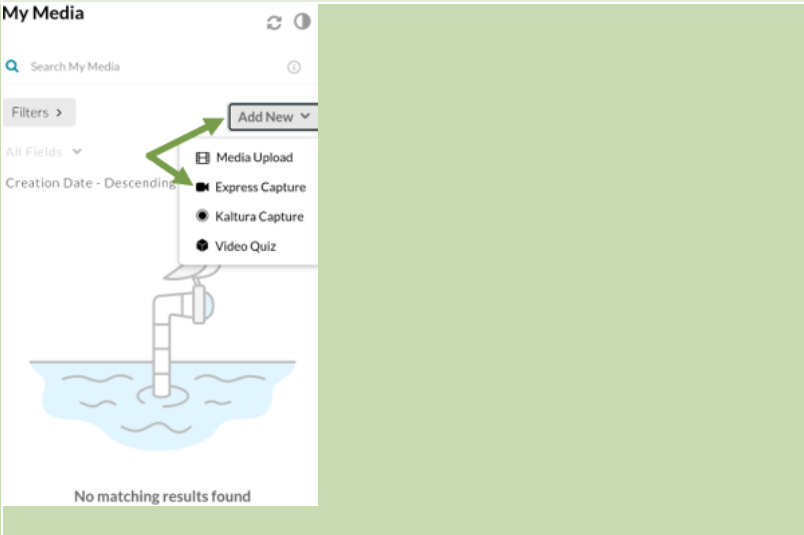
How-to Android

1 Open your Edge-browser app and link your SDU-account. After this, log onto onto sdu.itslearning.com (there is multi-factor authorization via Office 365 login).

2 Choose **Mymedia** under **Apps** in the menu bar on the left

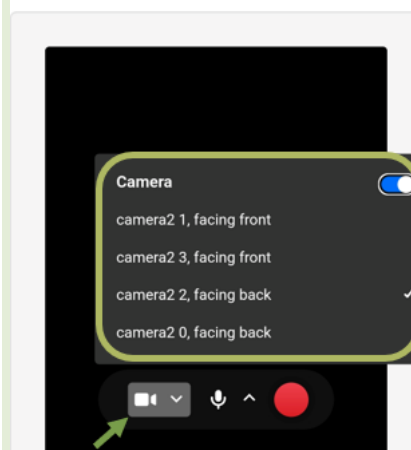


3 Choose **Add new** → **Express Capture**



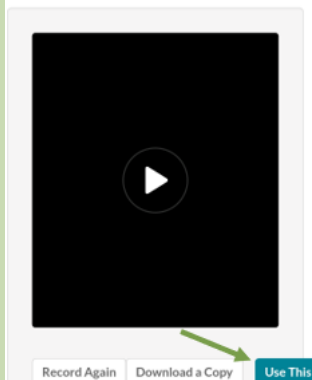
4 **Turn off the camera** or place the phone with the camera facing the table, so only the sound is being recorded.

Record Media



5 After recording, choose **Use this**

Record Media



6 Fill out the following:

- File name
- Description of the file
- Fill out tagging according to the rules described under “Tagging of files”

Please fill out these details:

A form titled 'Please fill out these details:'. It contains three fields: 'Name: (Required)' with the value 'Video Recording - Tue Sep 03 2024 06:32:34 GMT+0200 (Central European Standard Time)', 'Description:' with a placeholder 'Enter Description...', and 'Tags:' with an empty text box. A green arrow points to the 'Tags' field.

7 Click on **Save**

A form section titled 'Publishing Status:'. It has two radio buttons: 'Private - Media page will be visible to the content owner only.' (which is selected) and 'Published - Media page will be visible to users according to entitlements based on the selected destinations in the options below.'. Below this are three buttons: 'Save' (highlighted with a green arrow), 'Go To Media', and 'Go To My Media'.

The file is now available in your Mymedia and can be submitted in an assignment in one of your courses

Tagging of files

In order to (1) comply with GDPR guidelines, (2) be able to search the files and as a bonus, (3) train data security skills, all files must be tagged. Participant-tags and deletion-tags are inserted.

Participant-tags

Everyone that is participating in the recording, and possibly participants such as patients, must be tagged, so that they can be searched for if they at a later time request that their data be removed. Students should be tagged with their SDU-mail address and their full name. Patients/citizens should be tagged with their personal e-mail and their full name. In addition, the name of the course and the semester must be stated.

Follow this list, when inserting participant-tags:

- Full name of students participating in the video
- SDU-mail address of students participating in the video
- Full name of any external participants (patients, citizens etc.), participating in the video
- Name of the course, as written in the course title in Itslearning.
- Semester (Fxx or Exx, for example: F25 for spring 2025 and E25 for autumn 2025)

Deletion-tags

Deletion-tags must be inserted in the video, so it will be deleted according to the current guidelines

A deletion-tag must contain 3 things:

1. #delete
2. Year (the year in which the video should be deleted)
3. Semester (Spring or Fall)

The deletion-tag is inserted without any spacing and with small letters only.

Your recording must be deleted a year after your submission. If the recording is recorded in the spring semester of 2025, then you must use the deletion-tag #delete2026spring.

Below you can see an example of both participant-tags and deletion-tags:

The screenshot shows a tagging interface with a light blue border. Inside, there are five tags, each with a small 'x' icon on the left and the text '(new tag)' on the right. The tags are: #delete2027fall, xxx@student.sdu.dk, F25, K6-K8: Kommunikation 2: tilknyttet pædiatrisk, psykiatrisk og almen praksis klinik, and Carl Nielsen. The tags are arranged in two rows: the first row contains the first three tags, and the second row contains the last two. A vertical line is positioned to the right of the last tag.

☒ Always ☐ Specific Time Frame

(The time range in which this media will be visible to users in published channels/categories)

Save

[Go To Media](#)

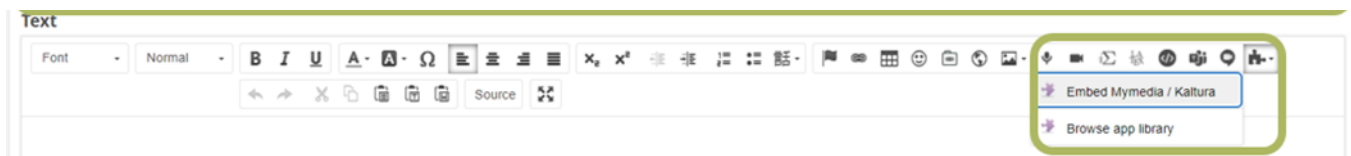
Note: Tagging can also be performed on the computer, after the file has been saved to Mymedia

Submission of recording in Itslearning as an assignment

(The following method for submission of the video applies both for the itslearning app on your phone and for itslearning in the browser on your computer)

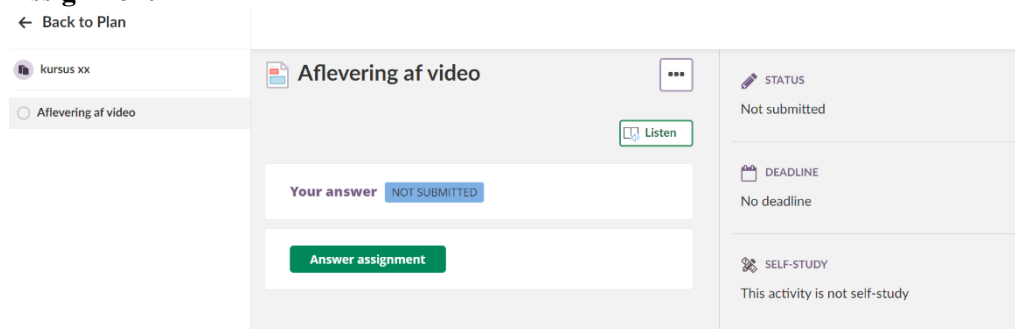
When you have recorded your video and uploaded it to Mymedia, then you can submit it in the appropriate location.

Below is an example in which the video has to be submitted as a regular assignment. The crucial thing is that during the individual activity, you can access the “puzzle symbol” in the text editor:

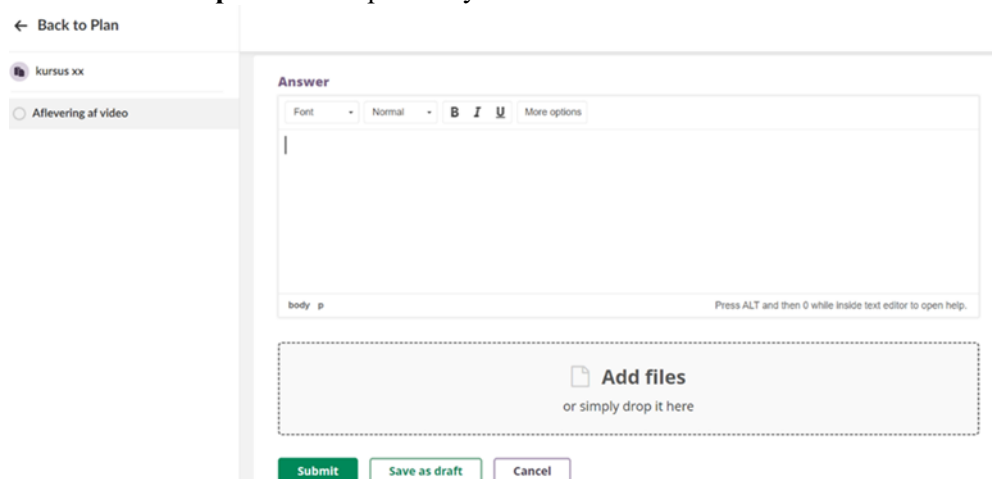


Follow the points below when submitting a recorded video:

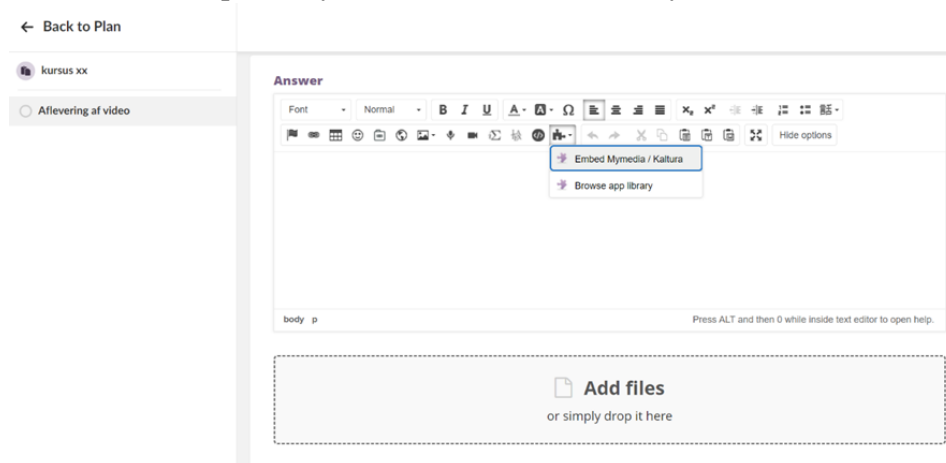
- Go into the created assignment-room in Itslearning in the relevant course room → click on **Answer Assignment**



- Click on **More Options** if the puzzle symbol is not available



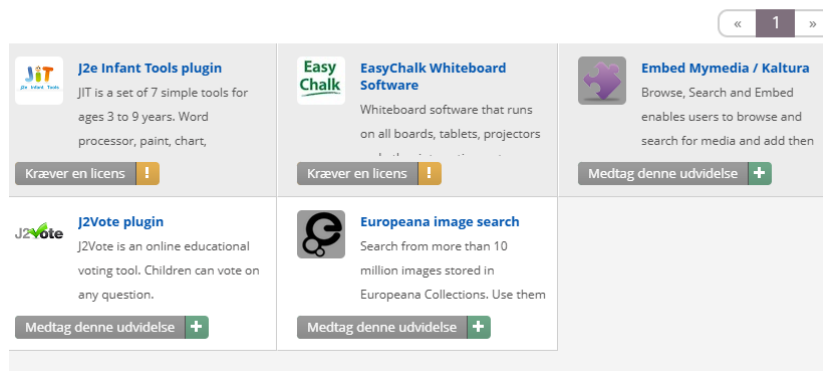
- Then click on the **puzzle symbol** and choose **Embed Mymedia/Kaltura**



Note: If Embed Mymedia/Kaltura is not shown, then you have to choose **‘Browse app library’** and then click on the green plus icon next to **‘Include this app’** under Embed Mymedia/Kaltura.

Gennemse udvidelsesbibliotek

Sorter efter: Mest anvendte Søg



- Click on **Embed** on the video that you want to upload and confirm by clicking **‘Yes, please’**



- The file has now been added to your submission, click **Save**

